



ALLEGIANCE STEAM ACADEMY

REGULAR MEETING OF THE BOARD OF DIRECTORS

August 3, 2020

7:30 pm

Meeting Location:

Online: <https://zoom.us/j/94466201181>

Telephone: (669) 900-6833; Meeting ID: [94466201181](https://zoom.us/j/94466201181)#

AGENDA

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

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

1. Agendas are available to all audience members at the meeting. Note that the order of business on this agenda may be changed without prior notice. For more information on this agenda, please contact Allegiance at: info@asathrive.org
2. “Request to Speak” forms are available to all audience members who wish to speak on any agenda items or under the general category of “Public Comments.”
3. “Public Comments” are set aside for members of the audience to comment. However, due to public meeting laws, the Board can only listen to your issue, not take action. The public is invited to address the Board regarding items listed on the agenda. Comments on an agenda item will be accepted during consideration of that item, or prior to consideration of the item in the case of a closed session item. Please turn in comment cards to the Board Secretary prior to the item you wish to speak on. These presentations are limited to three (3) minutes. *Due to COVID-19 closure, please indicate in the chat box that you wish to speak.*
4. In compliance with the Americans with Disabilities Act (ADA) and upon request, Allegiance STEAM Academy may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact Allegiance STEAM Academy.

I. Preliminary

A. Call to Order

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

B. Roll Call

	Present	Absent
Samantha Odo, Chairperson	_____	_____
Jason Liso, Treasurer	_____	_____
Marcilyn Jones, Secretary	_____	_____
Troy Stevens, Member	_____	_____
Claudia Reynolds, Member	_____	_____

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. Approval of Agenda for the Regular Board Meeting for August 3, 2020

It is recommended that the Board of Directors approve the Agenda for Regular Board Meeting for August 3, 2020.

Motion: _____ Second: _____ Roll Call: _____

II. Open Session:

A. PLEDGE OF ALLEGIANCE

B. ITEMS SCHEDULED FOR INFORMATION:

- 1. Update from Parents and Community for Kids**
- 2. Staff Report**
- 3. CEO's Report**
- 4. Reopening Update**

C. ITEMS SCHEDULED FOR CONSENT:

- 1. Minutes for the Special Meeting of the Board of Directors for June 22, 2020**
- 2. Minutes for the Special Meeting of the Board of Directors for June 24, 2020**
- 3. Minutes for the Regular Meeting of the Board of Directors for July 6, 2020**
- 4. Minutes for the Special Meeting of the Board of Directors for July 13, 2020**
- 5. Check Register for June, 2020**

Motion: _____ Second: _____ Roll Call: _____

D. ITEMS SCHEDULED FOR DISCUSSION/ACTION:

1. Financial Update for June, 2020

(see attached)

It is recommended the Board of Directors:

Approve the Financial Update for June, 2020

Motion: _____ Second: _____ Roll Call: _____

2. Revised FY21 Budget

(see attached)

It is recommended the Board of Directors:

Adopt and approve the Revised FY21 Budget

Motion: _____ Second: _____ Roll Call: _____

3. Consolidated Application Spring 2020 for Federal Funding

(see attached)

It is recommended the Board of Directors:

Adopt and approve the Consolidated Application Spring 2020

Motion: _____ Second: _____ Roll Call: _____

4. Resolution: COVID-19 Emergency Response- Authorization Needed to Take Any and All Necessary Actions to Prepare and Respond Effectively to COVID-19

(See attached)

It is recommended the Board of Directors:

Adopt and approve the Resolution: COVID-19 Emergency Response

Motion: _____ Second: _____ Roll Call: _____

5. BestBuy Quote for Chromebooks

(see attached)

It is recommended the Board of Directors:

Approve the BestBuy Quote for Chromebooks in the amount of \$52,349.90

Motion: _____ Second: _____ Roll Call: _____

6. Employee Handbook 2020-2021

(see attached)

It is recommended the Board of Directors:

Adopt and approve the Employee Handbook 2020-2021

Motion: _____ Second: _____ Roll Call: _____

E. COMMUNICATIONS

1. Comments from Board of Directors

F. ADJOURNMENT

1. It is recommended the Board of Directors:

Adjourn the Regular Meeting of the Board of Directors for August 3, 2020

Motion: _____ Second: _____ Roll Call: _____



ALLEGIANCE STEAM ACADEMY

SPECIAL MEETING OF THE BOARD OF DIRECTORS

June 22, 2020

Minutes

I. Preliminary

A. Call to Order

The meeting was called to order by the Board Chair at 7:32 pm.

B. Roll Call

	Present	Absent
Samantha Odo, Chairperson	___X___	_____
Jason Liso, Treasurer	___X___	_____
Marcilyn Jones, Secretary	___X___	_____
Troy Stevens, Member	___X___	_____
Claudia Reynolds, Member	___X___	_____

C. Public Comments- Items not on the Agenda

There were no public comments on Items not on the Agenda.

D. Approval of Agenda for the Special Board Meeting for June 22, 2020

Motion (Stevens), second (Jones), motion carried by a vote of 5-0 to approve the agenda for the Special Board Meeting for June 22, 2020.

II. Open Session:

A. PLEDGE OF ALLEGIANCE

B. ITEMS SCHEDULED FOR INFORMATION:

1. 2020-2021 Reopening Update

Dr. Cognetta gave the following 2020-2021 Reopening Update:

- We have an update on Health, Dental, and Vision benefits. We're able to continue the same employer contribution as before. We'll also add additional plans to our menu so*

we may offer a variety of affordable plans to staff. We'll move to Met-Life to Dental/Vision. More information will be provided in a future meeting.

- *He thanked Jason Liso for his contribution of several hundred dollars which he donated to the school.*
- *An update was given to the community to let them know how reopening will look like. Optiva was included in the meeting and he is very appreciative to them and how much they've done to help us prepare devices and get everything ready for our students.*
- *We are mirroring CVUSD in all parts of the reopening plan. Some nuances will look different but the overall model will be the same.*
- *Staff will continue to work on what the models will look like for reopening.*
- *We sent out a survey to get an idea of what family's interests are at and have received close to 500 responses. We asked all to submit one survey per student. He gave an overall glimpse of what families selected.*
- *We will provide another survey which will ask for a commitment from families to see which model they prefer.*
- *We started our SIS rollover from Illuminate to PowerSchool and we're on schedule to begin the new SIS on the first day of school.*
- *Mrs. Odo asked about the SIS data and Dr. Moreno answered her question and let them know that we have been meeting with the data teams to go over what is needed to transfer files over.*

C. ITEMS SCHEDULED FOR CONSENT:

1. Check Register May 2020

Motion (Liso), second (Stevens), motion carried by a vote of 5-0 to approve the Check Register May 2020.

D. ITEMS SCHEDULED FOR DISCUSSION/ACTION:

1. Financial Update for May 2020

Jim Weber with Charter Impact gave a Financial Update for May 2020.

Motion (Reynolds), second (Jones), motion carried by a vote of 5-0 to adopt and approve the Financial Update for May 2020.

2. Updated FY20 Budget

Jim Weber with Charter Impact gave an update on the FY2020 Budget.

Motion (Stevens), second (Odo), motion carried by a vote of 5-0 to adopt and approve the Updated FY 20 Budget.

3. Public Hearing regarding the COVID-19 Operations Report

The public hearing was opened by the Board Chair at 8:07 pm and was closed at 8:07 pm and there were no comments.

4. Public Hearing regarding the Proposed Allegiance STEAM Academy - Thrive FY2020-21 Budget

Jim Weber with Charter Impact gave information regarding the Proposed Allegiance STEAM Academy - Thrive FY2020-21-Budget.

The public hearing was opened by the Board Chair at 8:12 pm and was closed at 8:12 pm and there were no comments. There were no comments for the Public Hearing regarding the Proposed Allegiance STEAM Academy-Thrive FY2020-21 Budget.

5. 2020-21 Instructional Minutes

Motion (Odo), second (Jones), motion carried by a vote of 5-0 to adopt and approve the 2020-21 Instructional Minutes.

6. Contract for IT Services from Optiva IT

Motion (Liso), second (Stevens), motion carried by a vote of 5-0 to adopt and approve the Contract for IT Services from Optiva IT for \$5,830 per month beginning September, 2020 through August, 2021.

7. Revision of 2019-20 ConApp Winter Application for Federal Funding Flexibility

Motion (Jones), second (Odo), motion carried by a vote of 5-0 to adopt and approve the Revision of 2019-20 ConApp Winter Application for Federal Funding Flexibility.

8. Quote for Middle School Supplemental Instructional Materials: IXL

Motion (Reynolds), second (Liso), motion carried by a vote of 5-0 to adopt and approve the Quote for Middle School Supplemental Instructional Materials: IXL in the amount of \$10,775.

9. Quote for Apple Computers

Motion (Jason), second (Jones), motion carried by a vote of 5-0 to adopt and approve the Quote for Apple Computers for \$10,285.94.

10. Resolution Regarding the Education Protection Account

Motion (Stevens), second (Odo), motion carried by a vote of 5-0 to adopt and approve the Resolution Regarding the Education Protection Account for FY21.

E. COMMUNICATIONS

1. Comments from Board of Directors

- *Claudia Reynolds thanked Admin for continuing with their communication and for informing families of all changes taking place. She also appreciates the parent survey and feels it was important to send out. She looks forward to what the new school year will look like.*
- *Troy Stevens thanked everyone for working on the budget as well as on the plans for reopening. He said we'll get through this because we have the best team around.*
- *Marcilyn Jones thanked everyone and looks forward to the beginning of the school year.*
- *Jason Liso is anxious to see how things will be on August 10th. He is hopeful that we can open responsibly and is confident that what we will roll out will be kicked out of the park.*

- *Samantha Odo thanked Dr. Moreno, Tammy Lohoff, and Cyndi Valenta for working on the scenarios for next year's plan; her mind is at ease knowing they are taking care of it.*

F. ADJOURNMENT

1. It is recommended the Board of Directors:

Motion (Stevens), second (Reynolds), motion carried by a vote of 5-0 to Adjourn the Special Meeting of the Board of Directors for June 22, 2020.

Samantha Odo, Board Chair, adjourned the Special Board Meeting of the Board of Directors for June 22 , 2020 at 8:46 pm.

Samantha Odo, Board Chair

Marcilyn Jones, Board Secretary



**ALLEGIANCE STEAM ACADEMY
SPECIAL MEETING OF THE BOARD OF DIRECTORS**

**June 24, 2020
Minutes**

I. Preliminary

A. Call to Order

The meeting was called to order by the Board Chair at 7:32 pm.

B. Roll Call

	Present	Absent
Samantha Odo, Chairperson	___X___	_____
Jason Liso, Treasurer	___X___	_____
Marcilyn Jones, Secretary	___X___	_____
Troy Stevens, Member	___X___	_____
Claudia Reynolds, Member	___X___	_____

C. Public Comments- Items not on the Agenda

There were no Public Comments for Items not on the Agenda.

D. Approval of Agenda for the Special Board Meeting for June 24, 2020

Motion (Liso), second (Stevens), motion carried by a vote of 5-0 to approve the agenda for the Special Board Meeting for June 24, 2020.

II. Open Session:

A. PLEDGE OF ALLEGIANCE

B. ITEMS SCHEDULED FOR INFORMATION:

1. none

C. ITEMS SCHEDULED FOR CONSENT:

1. none

D. ITEMS SCHEDULED FOR DISCUSSION/ACTION:

1. COVID-19 Operations Report

A presentation of the report was given to the board in a prior recent meeting.

Motion (Jones), second (Odo), motion carried by a vote of 5-0 to adopt and approve the COVID-10 Operations Report.

2. Allegiance STEAM Academy - Thrive FY2020-21 Budget

A presentation of the report was given to the board in a prior recent meeting.

Motion (Stevens), second (Odo), motion carried by a vote of 5-0 to adopt and approve the Allegiance STEAM Academy - Thrive FY2020-21 Budget.

3. Computer Network MOU 2020-2025 between CVUSD and ASA Thrive

Motion (Reynolds), second (Jones), motion carried by a vote of 5-0 to adopt and approve the Computer Network MOU 2020-2025 between CVUSD and ASA Thrive.

E. COMMUNICATIONS

1. Comments from Board of Directors

- *Claudia Reynolds told everyone to stay positive during this time of uncertainty and to be hopeful that things will go back to normal at some point.*
- *Troy Stevens said that due to the budget maybe we need to reconsider our enrollment for the 21-22 school year and hold off on growing and have a conversation about this in the future. He thanked the team for doing such a great job on the budget.*
- *Marcilyn Jones said that as she looks at the budget situation for schools who are struggling with enrollment she sees that many are not returning or are going to get ASA. She knows that we are on the growth path and it's a little devastating but we need to look at all avenues and the bigger picture and know that there are schools that are not growing. Nobody wants to see anyone struggle or shut their doors to students. If we can still help kids, even if it's pro bono, at the end of the day we are still doing a service. None of us got into it for the money so we can't let it destroy our happiness. She said things are continually changing and will continue to do so. Everything will work out.*
- *Jason Liso has the same concerns as Mr. Stevens but thinks we need to have it in the back of our minds but not be too reactive. It will be wise, once we get a vote from the legislature, to revisit it. He will continue looking at things on a positive note since we are ending the year on a surplus. He thinks we are pretty strong and can weather a major storm if it were to come. He is concerned but not too worried.*
- *Samantha Odo echoed everyone else. She thanked Dr. Cогnetta and the team for building a strong reserve and if they didn't handle our budget the way they did we would be in a very different situation right now.*

F. ADJOURNMENT

Motion (Liso), second (Jones), motion carried by a vote of 5-0 to Adjourn the Special Meeting of the Board of Directors for June 24, 2020.

Samantha Odo, Board Chair, adjourned the Special Board Meeting of the Board of Directors for June 24 , 2020 at 7:55 pm.

Samantha Odo, Board Chair

Marcilyn Jones, Board Secretary



ALLEGIANCE STEAM ACADEMY

REGULAR MEETING OF THE BOARD OF DIRECTORS

July 6, 2020
Minutes

I. Preliminary

A. Call to Order

The meeting was called to order by the Board Chair at 7:31 pm.

B. Roll Call

	Present	Absent
Samantha Odo, Chairperson	___X___	_____
Jason Liso, Treasurer	___X___	_____
Marcilyn Jones, Secretary	___X___	_____
Troy Stevens, Member	___X___	_____
Claudia Reynolds, Member	___X___	_____

C. Public Comments- Items not on the Agenda

There were no public comments for Items not on the Agenda.

D. Approval of Agenda for the Regular Board Meeting for July 6, 2020

Motion (Jones), second (Liso), motion carried by a vote of 5-0 to approve the Regular Board Meeting for July 6, 2020.

II. Open Session:

A. PLEDGE OF ALLEGIANCE

B. ITEMS SCHEDULED FOR INFORMATION:

1. Update from Parents and Community for Kids

PACK Member Melissa Solomon gave the following report.

- *They are working on the decorating Dr. Cогnetta's new office (former Workroom). They will also decorate the new Workroom (room 28) as well as the staff lounge.*
- *All of PACK's items have been moved to their new container and it has been painted.*

- *At a recent PACK meeting it was announced that Joanna Salmon would be president, Katie Vera, secretary, and Jennifer Stevens, Treasurer.*

2. CEO's Report

Dr. Cognetta gave an update on the following:

- *He gave an update on the recent parent/guardian survey which addressed reopening and their interest in home-based model or hybrid. This will allow us to allocate resources accordingly. If Distance Learning is decided, all students will be included.*
- *The next survey we send out will ask for commitment from families on the model they choose to go with if/when home-based and hybrid are the only options available.*
- *Distance Learning this school year will be more comprehensive than what we had available last spring.*
- *We will continue to work with Charter Impact and Illuminate to transition over to our new Student Information System.*

3. Senate Bill 98 - Potential Implications to ASA's Budget

Dr. Cognetta gave an overview & Jim Weber with Charter Impact provided feedback as well.

4. PTO for Full-Time Classified Employees

Dr. Cognetta addressed that we need a way to compensate PTO not used for full time classified employees.

5. Staff

Teacher Tammy Lohoff gave an update on the following:

- *Mrs. Lohoff discussed the educational plan for the 20-21 school year.*
- *For the past few weeks the teaching staff have been discussing the possible stages we'll be in, how we'll open, how the learning models will look, etc.*
- *She thanked the teachers for their work and all the hours they've given of their own time on this even though they should be taking the summer off. She specifically thanked: Mrs. Campagna, Mrs. Valenta, Mrs. Ranel, Mrs. Lazo, Ms. Torsak, Mrs. Weinstock, Mr. McCorkle, Mrs. Dizon, Mr. Shipes, Mr. Cox, Ms. Matusik, Dr. Moreno, and Dr. Cognetta.*
- *We'll offer our school program in its entirety, no matter which learning model we decide on. All students will be able to take advantage of all enrichment opportunities.*
- *Considerable attention is being given to the social and emotional effects for students and families.*
- *Mrs. Campagna has given several hours of her time preparing the different schedules.*
- *We've discussed physical movement and student supply lists, making sure students have what they need to be successful from home.*
- *We are looking at having a Cohort A (meeting Mon & Weds on campus) and B (meeting Tues & Thurs on campus) with Fridays scheduled for intervention, and social-emotional learning with teachers also helping small groups as well.*
- *We've been trying to acquire the appropriate quantity of the PPE. A lot of items are backordered. We're relying on Gina Willocks in the Health Office to keep track of what we have and what is still needed.*
- *We will continue to set the ASA educational program above the rest.*
- *Many teachers have engaged in lengthy training for a reading and fluency program. This will prepare them to screen students TK - 8 to identify areas of need.*

- *We will continue providing updates to the board and parents/guardians.*
- *Alex Arellano (Lead Custodian) is working on sanitation protocol, attending training meetings, being sure to keep us in compliance.*
- *Mr. Liso said that if we are having trouble getting our PPE he might have a source for it. He is aware of the idea of self-dealing as a board member and wanted to clarify that it would be purely a referral and he would receive nothing in return for it.*
- *Mr. Stevens wanted to make sure that the SELPA piece with the SPED services are going and what we plan on offering for these students. Dr. Moreno said she's been in contact with their SELPA program manager and reading up on their updates. She is putting together the schedules to manage support for students based on what learning model we go with. We're looking to see what makes the most sense for each student. We have an additional SPED teacher this year which will allow us room to train and grow our team so we'll be able to fully support our students.*
- *Mr. Stevens asked if CVUSD would be able to open additional classes to us to be able to social distance efficiently. Dr. Cогnetta said that we'd use other rooms on campus if needed.*
- *Mr. Stevens asked about requirements on cleaning classrooms in which Dr. Cогnetta answered that we have an additional custodian this year and that we'll have staff do their part and help as well.*

6. Reopening Report

See CEO's report.

C. ITEMS SCHEDULED FOR CONSENT:

1. Minutes for the Regular Meeting of the Board of Directors for June 1, 2020

Motion (Stevens), second (Odo), motion carried by a vote of 5-0 to approve the Minutes for the Regular Board Meeting for June 1, 2020.

D. ITEMS SCHEDULED FOR DISCUSSION/ACTION:

1. Board Consideration of CEO Contract

Motion (Jones), second (Reynolds), motion carried by a vote of 5-0 to adopt and approve the contract for the position of CEO.

2. CharterSafe Proposal

Motion (Liso), second (Stevens), motion carried by a vote of 5-0 to adopt approve CharterSafe Proposal.

COMMUNICATIONS

1. Comments from Board of Director

- *Claudia Reynolds thanked all for actively working this summer (Dr. Moreno and Dr. Cогnetta) and for communicating with families and everyone. She thanked Mrs. Lohoff for jumping into her new position. She is confident that what is being worked on is going to work well.*
- *Troy Steven thanked Dr. Cpgmetta for leading by example. He chose to freeze his salary and is setting a good precedence. He said that the school year will be difficult but we're a strong team and will get through it. He said to continue to work hard. He's anxious*

for the next special board meeting. He told the staff that they've done great planning, to keep up the good work and that the board members have their backs 100%

- *Marcilyn Jone thanked all for working during their summer. Stick it out. She said that this is the hardest it'll ever be and if you can make it through this you can make it through anything as we can only go up higher. She said to be sure to reach out if anyone needs them or help.*
- *Jason Liso thanked the staff for all the work everyone's been doing. He said these are unprecedented times which have created an unprecedented amount of work. Everyone's hard work is appreciated. He keeps hearing we'll be ok with the budget and that we won't have as much as we'd like to have but at this point we have a rainy day fund, so we should be ok. We need to adjust with whatever the state is going to do and make the best of it. He has hope that we'll make it all work.*
- *Samantha Odo thanked everyone for being conservative the last couple of years in building the reserves. She hears from parents outside of ASA that have gotten into charters but then have received notification that they won't be able to attend the school after all; so our incoming students are fortunate to be in the position they are in. She thanked staff, Dr. Cognetta and Sara Lopez, for being conservative and Jim Weber for building the reserve to have the additional students we are able to have at our school.*

F. ADJOURNMENT

Motion (Reynolds), second (Liso), motion carried by a vote of 5-0 to Adjourn the Regular Meeting of the Board of Directors for July 6, 2020.

Samantha Odo, Board Chair, adjourned the Regular Board Meeting of the Board of Directors for July 6, 2020 at 8:28 pm.

Samantha Odo, Board Chair

Marcilyn Jones, Board Secretary



**ALLEGIANCE STEAM ACADEMY
SPECIAL MEETING OF THE BOARD OF DIRECTORS**

July 13, 2020

Minutes

I. Preliminary

A. Call to Order

The meeting was called to order by the Board Chair at 7:35 pm.

B. Roll Call

	Present	Absent
Samantha Odo, Chairperson	___X___	_____
Jason Liso, Treasurer	___X___	_____
Marcilyn Jones, Secretary	___X___	_____
Troy Stevens, Member	___X___	_____
Claudia Reynolds, Member	___X___	_____

C. Public Comments- Items not on the Agenda

There were no Public Comments for Items not on the Agenda.

D. Approval of Agenda for the Special Board Meeting for July 13, 2020

Motion (Jones), second (Stevens), motion carried by a vote of 5-0 to approve the agenda for the Special Board Meeting for July 13, 2020.

II. Open Session:

A. PLEDGE OF ALLEGIANCE

B. ITEMS SCHEDULED FOR INFORMATION:

1. None

C. ITEMS SCHEDULED FOR CONSENT:

1. None

D. ITEMS SCHEDULED FOR DISCUSSION/ACTION:

1. Reopening Plan for the 2020-2021 School Year

Dr. Cagnetta gave a presentation and answered questions on the Reopening Plan for the 2020-2021 School Year.

Motion (Stevens), second (Jones), motion carried by a vote of 4-0 (Liso voted no) to adopt and approve the Reopening Plan for the 2020-2021 School Year.

Marcilyn Jones left the meeting at 9:07 pm.

2. Resolution: COVID-19 Emergency Response- Authorization Needed to Take Any and All Necessary Actions to Prepare and Respond Effectively to COVID-19

Dr. Cagnetta gave an overview of the Resolution: COVID-19 Emergency Response-Authorization Needed to Take Any and All Necessary Actions to Prepare and Respond Effectively to COVID-19. The board members asked questions in which Dr. Cagnetta answered.

Motion (Odo), second (Liso), motion carried by a vote of 4-0 to table the Resolution: COVID-19 Emergency Response-Authorization Needed to Take Any and All Necessary Actions to Prepare and Respond Effectively to COVID-19.

3. Quote for Open Court Reading: Foundational Skills

Motion (Liso), second (Stevens), motion carried by a vote of 4-0 to approve and adopt the Quote for Open Court Reading: Foundational Skills in the amount of \$29,799.23.

E. COMMUNICATIONS

1. Comments from Board of Directors

Claudia Reynolds thanked everyone that has been involved in the reopening plans. She is pleased there will be a continued social/emotional component as it's important we keep it a priority as it's important for the students to have the support. She thanked everyone for outlining everything so well. She's looking forward to the future and school starting.

Troy Stevens addressed everyone at the meeting and everyone in the meeting and wanted all to know that the best effort was put together by the staff and at the end of the day not everyone will be happy with the decision. The kids are at the forefront of making any decisions. We will get back to normal as fast as we can. Many have sacrificed and will continue to. We can agree to disagree on a lot of things. Keep pushing forward and he's excited to get the school year started. We need to stay strong together. The board is here for everyone and willing to schedule meetings as often as needed to do what it takes to help the school.

Jason Liso told everyone that if anyone has an opinion to feel free to share it and that he's always available to talk and for others to tell him what they're thinking and feeling. He voted no on the reopening plan but he still thinks it was thorough and thought out and well put together. He thinks kids should be put back into school. He thinks the hybrid model presents issues for families and presents difficulties if families have to be home. He's not unsympathetic, and he thinks some should have the option of learning home-based. He thinks it might be

premature, who knows what will happen in the next days and weeks before school starts. Nobody has all the right answers. He is open to discussions with anyone. He is thankful to the staff for their hard work on this.

Samantha Odo shared concerns about if we do go on campus and we have positive cases and also wanted to know if we have enough subs if teachers or staff are quarantined. She said if we do go in the hybrid model, when the parents are getting their kids ready for school she thinks talking to them about social distancing, washing hands, etc. we need to work as a team with the families so that we are all on the same page so all know the expectations. She said we need to work with the families if they are going to send their kids to school, the school needs to communicate to be sure all are on the same page.

She also had a question about the IXL quote, asked if we got it and Dr. Cognition said that we do and it's a quote for 3rd to 6th graders including Spanish for grades 4th through 6th. The quote is \$24,502.00.

F. ADJOURNMENT

Motion (Stevens), second (Reynolds), motion carried by a vote of 4-0 to Adjourn the Special Meeting of the Board of Directors for July 13, 2020.

Samantha Odo, Board Chair, adjourned the Special Board Meeting of the Board of Directors for July 13 , 2020 at 9:40 pm.

Samantha Odo, Board Chair

Troy Stevens, Member

Allegiance STEAM Academy - Thrive

Check Register

For the period ended June 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
20741	Leslie Carrillo-Escobar	6/4/2020	\$ 3,600.00
20742	Charter Impact	6/4/2020	13,932.00
20743	For His Glory Paintings	6/4/2020	45.00
20744	Clara Lopez	6/4/2020	366.00
20745	San Bernardino County	6/4/2020	48,992.87
20746	Charter Impact	6/11/2020	20.00
20747	Great Minds	6/11/2020	22,139.36
20748	Optiva IT	6/11/2020	5,000.00
20749	Carlos Eusebio Rodriguez	6/11/2020	300.00
20750	Sunny Kids Therapy Inc	6/11/2020	5,802.50
20751	Waxie Sanitary Supply	6/11/2020	414.84
20752	Blue Shield of California	6/19/2020	15,279.47
20753	Sylvia Gomez	6/19/2020	1,190.00
20754	PowerSchool Group, LLC	6/19/2020	26,744.75
20755	Synthia Calvert	6/25/2020	29.99
20756	Stacey Lazo	6/25/2020	237.76
20757	The Yearbook Solution	6/25/2020	2,070.00
20758	Franchise Tax Board	6/29/2020	150.00
20759	Franchise Tax Board	6/29/2020	150.00
ACH	Internal Revenue Services	6/4/2020	106.74
ACH	Employment Development Department	6/4/2020	15.64
ACH	American Express	6/8/2020	3,849.22
ACH	Internal Revenue Services	6/8/2020	514.04
ACH	Employment Development Department	6/8/2020	166.29
ACH	Internal Revenue Services	6/11/2020	5,784.20
ACH	Employment Development Department	6/11/2020	663.59
ACH	Employment Development Department	6/11/2020	216.74
ACH	CalPERS	6/15/2020	2,954.52
ACH	CalPERS	6/15/2020	15,758.26
ACH	Internal Revenue Services	6/26/2020	34,180.35
ACH	Employment Development Department	6/26/2020	11,307.12
ACH	Employment Development Department	6/26/2020	14.70

Total Disbursements Issued in June **\$ 221,995.95**

Allegiance STEAM Academy Thrive

Check Register - greater than \$2,000

For the Period Ended June 30, 2020

Check Number	Vendor Name	Transaction Description	Check Date	Check Amount
<i>Employee Benefits</i>				
20745	San Bernardino County	3101/9513 - STRS	6/4/2020	48,992.87
ACH	Internal Revenue Service	3301/3311/9512 - Payroll taxes	6/26/2020	34,180.35
ACH	CalPERS	3202/9514 - PERS	6/15/2020	15,758.26
20752	Blue Shield of California	3401 - Health insurance	6/19/2020	15,279.47
ACH	Employment Development Department	3501/9512 - Payroll taxes (SDI & PIT)	6/26/2020	11,307.12
ACH	Internal Revenue Service	3301/3311/9512 - Payroll taxes	6/11/2020	5,784.20
ACH	CalPERS	3202/9514 - PERS	6/15/2020	2,954.52
				134,256.79
<i>Subagreement Services</i>				
20750	Sunny Kids Therapy Inc	5102 - Special Education	6/11/2020	5,802.50
20741	Leslie Carrillo-Escobar	5102 - Special Education	6/4/2020	3,600.00
				9,402.50
<i>Professional/Consulting Services</i>				
20742	Charter Impact	5811 - Management Fee	6/4/2020	13,932.00
20748	Optiva IT	5801 - IT	6/11/2020	5,000.00
				18,932.00
<i>Books and Supplies</i>				
20754	PowerSchool Group, LLC	4305 - Software	6/19/2020	26,744.75
20747	Great Minds	4100 - Curriculum	6/11/2020	22,139.36
ACH	American Express	4302 - Supplies (credit card statement)	6/8/2020	3,849.22
20757	The Yearbook Solution	4302 - Supplies	6/25/2020	2,070.00
				54,803.33
				217,394.62
		Total Disbursements over \$2,000		\$ 217,394.62



Allegiance STEAM Academy Thrive

Monthly Financial Presentation – June 2020

June Highlights

Highlights

- Forecast surplus **\$1.3 million**, exceeding 2nd interim budget.
- Revenue above budget +**\$92K**, due to increased ADA and food program participation.
- Expenses forecast below budget +**\$497K**.
- Cash ended the year **\$1.5 million**, including **\$639K** PPP Loan, 29% of 19/20 expenses.
- State payment deferrals and ongoing economic uncertainty influence planning for 2020/21 and beyond.

Compliance and Reporting

- ConApp for 2020/21 federal funding is presented for approval.
- Quarterly grant reporting was completed during July.
- Unaudited Actuals for year-end 6/30/20 will be prepared in August.
- Learning Continuity and Attendance Plan will replace LCAP during 2020/21, due Sep 30th.

Enrollment and Revenues

- Enrollment maintained on budget all year at 660.
- P-2 ADA exceeded 2nd interim forecast with 635.14.

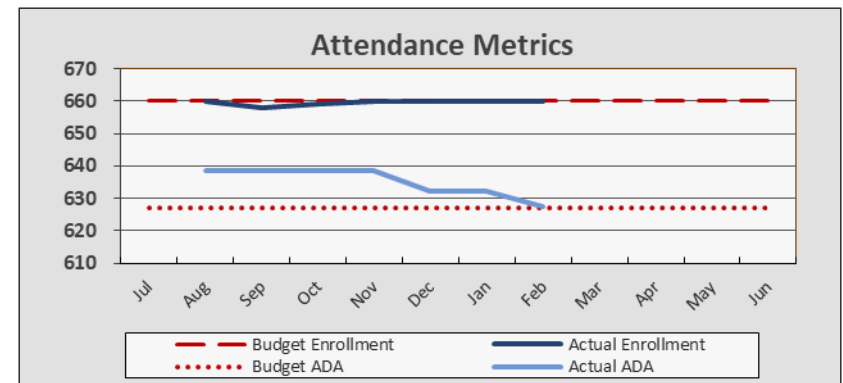
Attendance Data and Metrics



Enrollment and Per Pupil Data

Enrollment & Per Pupil Data			
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
Average Enrollment	660	660	660
ADA	635	635	633
Attendance Rate	96.2%	96.2%	95.8%
Unduplicated %		34.8%	34.8%
Revenue per ADA		\$10,263	\$10,161
Expenses per ADA		\$8,198	\$9,018

Attendance Metrics



P-2 achieved 635.14 ADA, exceeding 2nd interim budget by 2.6.

Revenue

- **June Updates**
 - **Revenues above budget – LCFF increased for ADA, increased food program participation.**
 - Food program participation increased April-May, will be offset with expenses.

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Revenue						
State Aid-Rev Limit	\$ 5,606,653	\$ 5,583,083	\$ 23,570	\$ 5,606,653	\$ 5,583,083	\$ 23,570
Federal Revenue	369,596	313,725	55,872	369,596	313,725	55,872
Other State Revenue	499,671	499,743	(72)	499,671	499,743	(72)
Other Local Revenue	42,713	30,199	12,514	42,713	30,199	12,514
Total Revenue	\$ 6,518,633	\$ 6,426,750	\$ 91,883	\$ 6,518,633	\$ 6,426,750	\$ 91,883

Expenses



- June Updates
 - Expenses forecast below budget – Reductions to site-based expenses and oversight fees.

Expenses	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Certificated Salaries	\$ 2,132,548	\$ 2,157,076	\$ 24,528	\$ 2,132,548	\$ 2,157,076	\$ 24,528
Classified Salaries	831,442	827,848	(3,594)	831,442	827,848	(3,594)
Benefits	850,448	881,589	31,141	850,448	881,589	31,141
Books and Supplies	415,557	507,404	91,847	415,557	507,404	91,847
Subagreement Services	155,172	173,710	18,538	155,172	173,710	18,538
Operations	157,751	257,190	99,439	157,751	257,190	99,439
Facilities	11,207	13,423	2,216	11,207	13,423	2,216
Professional Services	632,342	866,982	234,640	632,342	866,982	234,640
Interest	20,379	19,094	(1,285)	20,379	19,094	(1,285)
Total Expenses	\$ 5,206,845	\$ 5,704,317	\$ 497,471	\$ 5,206,845	\$ 5,704,317	\$ 497,471

Surplus / (Deficit) & Fund Balance

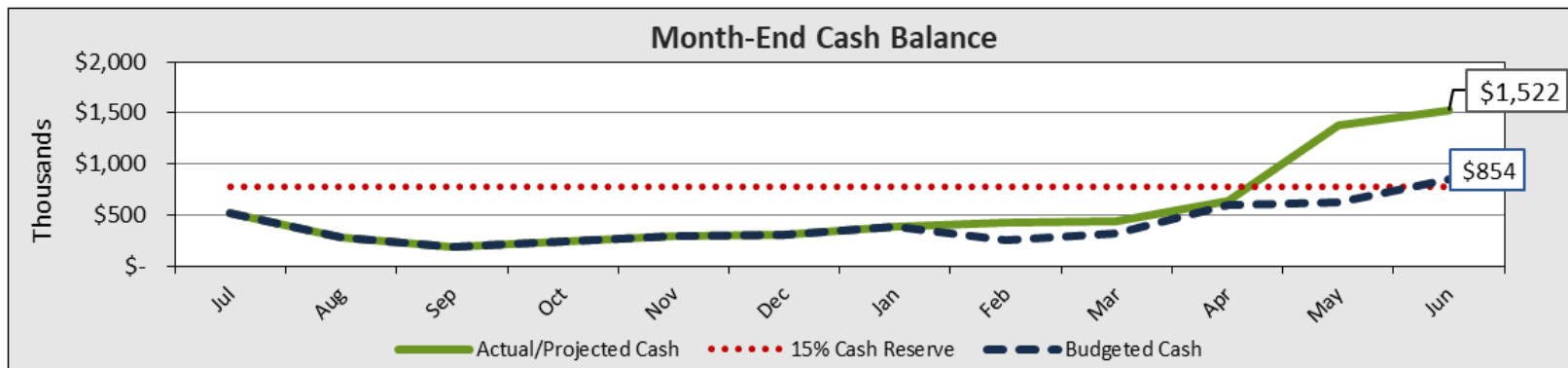
- Forecast surplus of **\$1.3 million** (25%), exceeding budget.
- Fund balance is forecast to end year near **\$2 million, 38%**, exceeding goal of 10% cumulative balance for 2nd year.
- Funding deferrals reduce fund balance available as cash reserves at June 30th.

	<i>Year-to-Date</i>		
	Actual	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ 1,311,788	\$ 722,433	\$ 589,355
Beginning Fund Balance	<u>684,558</u>	<u>684,558</u>	
Ending Fund Balance	<u>\$ 1,996,346</u>	<u>\$ 1,406,991</u>	
<i>As a % of Annual Expenses</i>	38.3%	24.7%	

	<i>Annual/Full Year</i>		
	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ 1,311,788	\$ 722,433	\$ 589,355
Beginning Fund Balance	<u>684,558</u>	<u>684,558</u>	
Ending Fund Balance	<u>\$ 1,996,346</u>	<u>\$ 1,406,991</u>	
<i>As a % of Annual Expenses</i>	38.3%	24.7%	

Cash Balance

- Cash ended year \$1.5 million, including \$639K PPP Loan.
- In addition to cash at June 30th, uncollected AR is \$1.5 million and \$450K liabilities outstanding, (\$1.05 net AR-AP, 20% expenses).
- State payment deferrals and ongoing economic uncertainty influence 2020/21 planning.
- Management and Charter Impact are monitoring activities to ensure adequate cash availability.



Compliance Deadlines (next 60 days)



Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
FINANCE	Aug-17	Complete Consolidated Application reporting - Spring - The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. Annually, in June, each local educational agency (LEA) submits the spring release of the application to document participation in these programs and provide assurances that the district will comply with the legal requirements of each program. The 2020 Spring Application release was delayed until July 6th with an August 17th due date.	Charter Impact with ASA support	Yes	No	https://www.cde.ca.gov/fg/aa/co/index.asp
FINANCE	Aug-28	Mandate Block Grant Application - Mandate Block Grant funding is available to fund the costs of mandated programs and activities. The Mandate Block Grant application is the only option for charter schools to receive this funding. (2020/21 funding per PY ADA K-8 \$16.86, 9-12 \$46.87).	Charter Impact	No	No	https://www.cde.ca.gov/fg/aa/ca/mandatebg.asp
DATA TEAM	Aug-28	CALPADS EOY 1, 2, 3 and 4 Amendment Window Deadline - Course completion data for grades 7-12, CTE participants, concentrators, completers, program eligibility/participation, homeless student counts, student discipline, cumulative enrollment and student absence data must be submitted to CDE by 8/28/2020.	ASA	No	No	https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp
DATA TEAM	Aug-28	Administer English Language Proficiency Assessment for California (ELPAC) Initial Assessment - Based on the results of the home language survey, every pupil in California whose native language is not English is required to be tested within 30 days of the start of school. Be sure to note your school's 30th day of instruction and test all ELPAC students before that date. This reporting is used for students' academic performance and state and federal accountability reporting requirements.	ASA	No	No	https://www.cde.ca.gov/ta/tg/ep/
FINANCE	Set by Authorizer	Unaudited Actual Reports - Annual unaudited financial statements for the preceding year are due by date set by the charter authorizer (no later than September 15th).	Charter Impact	Yes	Yes	https://www.cde.ca.gov/fg/sf/fr/cs/alternative.asp
FINANCE	Sep-30	2020-21 Learning Continuity and Attendance Plan -- The LEA governing board/body shall adopt the Learning Continuity Plan by September 30, 2020 in a public meeting. This meeting shall be held after, but not on the same day, as the public hearing. The Plan replaces the annual LCAP for 2020-21, to outline the LEA's compliance with the Budget Act's provisions including student participation and attendance reporting, continuity of learning, in-person instructional offerings and plans for distance learning (with public stakeholder engagement). Should describe how LEAs are increasing or improving service in proportion to unduplicated students.	ASA	Yes	No	https://www.cde.ca.gov/re/lc/learningcontattendplan.asp

Appendices

As of June 30, 2020

- 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

June 30, 2020

Presented by:



Allegiance STEAM Academy - Thrive

Monthly Cash Flow/Forecast FY19-20

Revised 07/30/2020

ADA = 635.14



	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Year-End Accruals	Annual Forecast	2nd Interim Budget Total	Favorable / (Unfav.)
Revenues																
State Aid - Revenue Limit															ADA = 632.52	
8011 LCFF State Aid	-	148,037	148,037	266,467	266,467	266,467	266,467	266,467	487,423	487,423	487,423	962,556	-	4,053,234	4,027,466	25,768
8012 Education Protection Account	-	-	-	22,971	-	-	22,971	-	-	49,717	-	31,369	-	127,028	126,504	524
8019 State Aid - Prior Year	-	-	(414)	-	-	-	-	-	(4,192)	1,151	1,151	2,304	-	-	(414)	414
8096 In Lieu of Property Taxes	-	58,566	117,131	78,087	108,331	146,135	78,087	199,063	216,685	108,342	108,342	207,622	-	1,426,391	1,429,528	(3,137)
	-	206,603	264,754	367,525	374,798	412,602	367,525	465,530	699,916	646,633	596,916	1,203,851	-	5,606,653	5,583,083	23,570
Federal Revenue																
8181 Special Education - Entitlement	-	-	-	-	-	-	-	-	-	-	-	98,204	-	98,204	73,516	24,688
8220 Federal Child Nutrition	-	-	-	8,782	8,781	4,904	5,229	6,437	7,239	4,053	17,391	54,676	-	117,492	61,875	55,616
8290 Title I, Part A - Basic Low Income	-	-	-	-	-	-	21,764	-	-	15,096	-	11,430	-	48,290	48,290	-
8291 Title II, Part A - Teacher Quality	-	-	2,662	-	-	-	-	-	-	-	-	8,157	-	10,819	10,643	176
8294 Title V, Part B - PCSG	-	-	-	56,888	0	-	4,081	-	-	1	-	-	23,821	84,792	109,400	(24,609)
8296 Other Federal Revenue	-	-	-	-	-	2,500	-	-	-	-	-	7,500	-	10,000	10,000	-
	-	-	2,662	65,670	8,781	7,404	31,074	6,437	7,239	19,150	17,391	179,967	23,821	369,596	313,725	55,872
Other State Revenue																
8311 State Special Education	-	19,366	-	-	17,431	17,431	-	17,431	-	33,299	-	230,737	-	335,695	347,108	(11,413)
8520 Child Nutrition	-	-	-	665	662	366	391	490	541	302	1,614	5,073	-	10,105	5,486	4,619
8550 Mandated Cost	-	-	-	-	-	7,746	-	-	-	-	-	-	-	7,746	7,746	-
8560 State Lottery	-	-	-	-	-	-	24,039	-	-	23,269	-	77,936	-	125,243	130,931	(5,688)
8598 Prior Year Revenue	-	-	(1)	-	-	-	8,472	-	-	-	-	1,436	-	9,907	8,471	1,436
8599 Other State Revenue	-	-	-	-	-	-	-	-	-	10,975	-	-	-	10,975	-	10,975
	-	19,366	(1)	665	18,093	25,543	32,902	17,921	541	67,845	1,614	315,182	-	499,671	499,743	(72)
Other Local Revenue																
8634 Food Service Sales	190	-	-	612	-	-	-	1,009	-	-	334	-	-	2,145	802	1,343
8689 Other Fees and Contracts	-	-	-	-	-	-	-	2,200	-	0	56	8,198	-	10,454	-	10,454
8699 School Fundraising	-	90	-	15,279	6,836	7,192	-	3,385	(21)	3,600	(6,794)	546	-	30,113	29,397	716
	190	90	-	15,891	6,836	7,192	-	6,594	(21)	3,600	(6,403)	8,744	-	42,713	30,199	12,514
Total Revenue	190	226,059	267,415	449,751	408,508	452,740	431,501	496,482	707,674	737,228	609,517	1,707,745	23,821	6,518,633	6,426,750	91,883
Expenses																
Certificated Salaries																
1100 Teachers' Salaries	5,528	162,259	163,333	156,394	154,278	153,748	155,267	155,146	154,666	155,701	155,638	156,789	-	1,728,746	1,752,471	23,725
1170 Teachers' Substitute Hours	-	550	2,365	3,785	2,085	2,400	3,030	3,935	1,855	90	-	-	-	20,095	46,000	25,905
1175 Teachers' Extra Duty/Stipends	4,000	600	995	995	995	995	4,345	3,215	1,315	16,415	2,915	15,695	-	52,480	20,000	(32,480)
1200 Pupil Support Salaries	435	4,545	4,545	4,545	4,545	4,545	4,545	4,545	4,545	5,095	4,595	6,958	-	53,448	50,435	(3,012)
1300 Administrators' Salaries	20,338	20,338	28,701	24,519	20,338	20,338	20,338	20,338	20,338	20,338	20,438	9,822	-	246,180	256,595	10,415
1900 Other Certificated Salaries	2,625	2,625	2,625	2,625	2,625	2,625	2,700	2,625	2,625	2,625	2,725	2,549	-	31,599	31,575	(24)
	32,925	190,917	202,565	192,864	184,866	184,650	190,225	189,804	185,344	200,264	186,311	191,813	-	2,132,548	2,157,076	24,528
Classified Salaries																
2100 Instructional Salaries	11,121	41,813	31,985	43,882	32,479	33,879	41,092	41,891	38,947	58,878	47,334	20,015	-	443,315	443,067	(248)
2200 Support Salaries	10,455	13,672	13,472	13,472	13,271	13,472	13,772	12,782	13,472	15,922	13,922	10,361	-	158,047	161,141	3,093
2300 Classified Administrators' Salaries	7,760	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	6,983	5,883	3,022	-	70,315	71,927	1,612
2400 Clerical and Office Staff Salaries	7,388	7,563	15,213	10,113	10,113	10,113	10,413	10,113	10,113	11,563	10,363	8,092	-	121,154	121,475	321
2900 Other Classified Salaries	1,228	6,702	(1,561)	3,131	2,471	1,785	2,584	4,478	4,194	6,577	4,537	2,484	-	38,610	30,238	(8,371)
	37,950	75,583	64,943	76,431	64,167	65,082	73,694	75,096	72,559	99,923	82,040	43,973	-	831,442	827,848	(3,594)
Benefits																
3101 STRS	5,630	30,463	31,802	31,332	31,355	30,511	31,291	30,829	30,658	32,396	30,919	28,976	-	346,164	357,047	10,883
3202 PERS	13,255	14,468	14,121	17,927	14,359	13,171	14,712	14,173	12,541	15,064	14,879	10,308	-	168,979	178,666	9,687
3301 OASDI	2,250	5,355	530	4,967	4,022	4,231	4,927	5,097	4,764	6,453	5,333	3,376	-	51,306	48,287	(3,019)
3311 Medicare	1,003	3,809	3,759	3,798	3,499	3,521	3,738	3,749	3,647	4,260	3,799	3,785	-	42,367	42,729	363
3401 Health and Welfare	17,846	13,449	16,844	24,235	5,390	13,468	17,788	15,860	16,633	16,657	16,321	14,966	-	189,458	198,396	8,938
3501 State Unemployment	262	2,187	1,060	759	448	1,129	12,244	5,120	2,057	2,328	560	62	-	28,216	31,818	3,603
3601 Workers' Compensation	2,054	2,054	2,054	2,054	2,053	2,053	2,053	1,367	2,054	2,054	2,054	2,054	-	23,959	24,646	687
	42,301	71,785	70,170	85,072	61,127	68,085	86,754	76,194	72,355	79,212	73,864	63,528	-	850,448	881,589	31,141

Allegiance STEAM Academy - Thrive

Monthly Cash Flow/Forecast FY19-20

Revised 07/30/2020

ADA = 635.14



	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Year-End Accruals	Annual Forecast	2nd Interim Budget Total	Favorable / (Unfav.)
Books and Supplies																
4100 Textbooks and Core Materials	437	5,942	1,937	5,067	2,921	20,141	2,401	2,098	3,387	810	2,098	24,238	-	71,478	93,514	22,036
4200 Books and Reference Materials	2,579	473	-	-	550	-	1,557	659	-	1,758	-	238	-	7,814	5,159	(2,655)
4302 School Supplies	497	9,484	1,988	8,733	3,295	848	3,220	486	414	1,377	430	7,582	-	38,354	60,582	22,227
4305 Software	1,368	2,858	2,616	1,641	2,523	1,430	2,554	1,495	2,407	2,542	1,878	3,811	-	27,124	51,426	24,301
4310 Office Expense	881	7,154	635	12,573	6,198	296	3,820	3,390	424	8,480	246	781	-	44,879	39,895	(4,984)
4311 Business Meals	475	671	-	621	794	40	525	706	37	759	-	-	-	4,628	5,000	372
4400 Noncapitalized Equipment	56,850	3,236	8,674	5,535	961	2,384	-	70	-	5,051	8,902	-	-	91,663	183,665	92,002
4700 Food Services	-	213	453	9,447	10,035	5,270	5,620	6,927	7,780	4,356	19,339	60,178	-	129,617	68,164	(61,453)
	63,088	30,032	16,304	43,617	27,278	30,408	19,696	15,831	14,448	25,133	32,894	96,827	-	415,557	507,404	91,847
Subagreement Services																
5101 Nursing	-	1,929	4,439	4,307	787	6,480	4,708	4,876	3,341	6,750	1,263	-	-	38,879	49,500	10,621
5102 Special Education	-	2,866	2,230	14,631	3,063	12,983	9,161	9,160	16,016	7,201	12,824	16,753	-	106,885	100,000	(6,885)
5103 Substitute Teacher	-	1,200	324	-	1,701	891	810	1,134	2,025	1,053	-	-	-	9,138	24,000	14,862
5105 Security	-	-	-	210	-	-	-	-	-	-	-	60	-	270	210	(60)
	-	5,994	6,993	19,148	5,550	20,354	14,678	15,170	21,382	15,004	14,086	16,813	-	155,172	173,710	18,538
Operations and Housekeeping																
5201 Auto and Travel	97	(24)	-	-	258	318	-	220	23	459	-	-	-	1,350	7,500	6,150
5300 Dues & Memberships	396	472	396	3,282	396	396	396	524	396	396	396	396	-	7,841	8,580	739
5400 Insurance	4,475	4,475	4,477	4,476	4,476	4,476	4,476	4,476	4,476	4,476	4,476	4,475	-	53,710	53,706	(4)
5501 Utilities	3,790	3,790	5,577	8,519	5,577	5,577	5,577	5,577	5,577	5,577	5,577	24,035	-	84,751	163,190	78,439
5502 Janitorial Services	369	369	415	415	415	415	415	415	415	415	415	(409)	-	4,067	4,890	823
5900 Communications	317	734	930	370	127	313	333	313	313	353	469	360	-	4,931	18,124	13,193
5901 Postage and Shipping	346	175	-	72	68	39	32	73	-	256	-	40	-	1,100	1,200	100
	9,790	9,992	11,795	17,134	11,317	11,534	11,229	11,598	11,200	11,932	11,334	28,896	-	157,751	257,190	99,439
Facilities, Repairs and Other Leases																
5603 Equipment Leases	-	673	-	-	-	-	-	8,695	-	1,570	269	-	-	11,207	3,423	(7,784)
5610 Repairs and Maintenance	515	-	-	(515)	-	-	-	-	-	-	-	-	-	-	10,000	10,000
	515	673	-	(515)	-	-	-	8,695	-	1,570	269	-	-	11,207	13,423	2,216
Professional/Consulting Services																
5801 IT	4,205	5,320	5,000	5,000	4,680	5,000	5,015	5,020	5,000	5,000	5,000	5,000	-	59,240	59,220	(20)
5802 Audit & Taxes	-	-	9,000	-	-	-	-	-	5,260	1,470	-	3,465	-	19,195	17,400	(1,795)
5803 Legal	-	2,346	1,865	4,250	-	-	980	1,260	3,177	840	3,038	2,775	-	20,530	40,000	19,470
5804 Professional Development	190	1,069	-	-	935	777	889	1,755	-	2,682	-	-	-	8,297	30,000	21,703
5805 General Consulting	-	-	-	-	-	-	825	450	-	-	450	345	-	2,070	10,000	7,930
5806 Special Activities/Field Trips	230	10	-	14,982	4,369	1,460	415	44	2,645	5,689	-	-	-	29,843	66,414	36,571
5807 Bank Charges	164	164	183	185	183	215	166	15	156	74	-	21	-	1,528	2,261	733
5808 Printing	385	-	106	-	-	1,052	-	358	-	456	-	-	-	2,357	1,543	(813)
5809 Other taxes and fees	-	769	350	274	300	4	100	-	6	395	(348)	-	-	1,851	3,075	1,224
5810 Payroll Service Fee	339	693	737	549	550	550	165	1,604	580	567	20	20	-	6,373	8,582	2,209
5811 Management Fee	11,762	12,737	11,762	13,062	14,232	13,085	12,174	17,505	13,215	14,892	13,942	14,202	-	162,570	160,442	(2,128)
5812 District Oversight Fee	-	-	67,309	-	-	85,763	-	-	99,306	-	(99,126)	73,422	-	226,674	380,117	153,444
5814 SPED Encroachment	-	-	-	-	-	-	-	-	-	-	-	80,387	-	80,387	77,928	(2,459)
5815 Public Relations/Recruitment	-	-	-	-	-	-	1,040	1,545	8,823	19	-	-	-	11,427	10,000	(1,427)
	17,275	23,108	96,312	38,302	25,249	107,906	21,769	29,557	138,169	32,083	(77,024)	179,637	-	632,342	866,982	234,640
Interest																
7438 Interest Expense	-	-	3,615	15,056	338	-	-	459	-	-	385	526	-	20,379	19,094	(1,285)
	-	-	3,615	15,056	338	-	-	459	-	-	385	526	-	20,379	19,094	(1,285)
Total Expenses	203,844	408,085	472,697	487,110	379,893	488,020	418,044	422,403	515,457	465,121	324,158	622,012	-	5,206,845	5,704,317	497,471
Monthly Surplus (Deficit)	(203,654)	(182,025)	(205,281)	(37,359)	28,615	(35,280)	13,457	74,079	192,217	272,107	285,359	1,085,732	23,821	1,311,788	722,433	589,355
														25%		

Allegiance STEAM Academy - Thrive

Monthly Cash Flow/Forecast FY19-20

Revised 07/30/2020

ADA = 635.14



Cash Flow Adjustments

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Year-End Accruals	Annual Forecast	2nd Interim Budget Total	Favorable / (Unfav.)
Monthly Surplus (Deficit)	(203,654)	(182,025)	(205,281)	(37,359)	28,615	(35,280)	13,457	74,079	192,217	272,107	285,359	1,085,732	23,821	1,311,788		
Cash flows from operating activities																
Public Funding Receivables	376,875	(77,932)	117,794	(62,627)	92,747	13,862	80,221	236,761	(216,685)	(104,261)	(108,342)	(1,043,752)	(23,821)	(719,161)		
Grants and Contributions Rec.	-	-	-	-	-	1,130	(1)	-	-	-	-	(672)	-	457		
Prepaid Expenses	(8,598)	(25,319)	(4,685)	33,609	(14,429)	425	11,673	(24,835)	19,203	(8,813)	25,856	(6,191)	-	(2,102)		
Accounts Payable	(10,148)	-	13,952	(13,952)	-	-	-	-	-	-	-	146,854	-	136,706		
Accrued Expenses	(166,030)	44,716	35,336	(50,114)	(11,562)	85,141	6,633	9,595	(19,594)	39,999	(100,970)	3,682	-	(123,168)		
Deferred Revenue	-	-	-	-	-	-	-	-	44,417	-	-	(44,417)	-	-		
Cash flows from financing activities																
Proceeds from Factoring	-	-	-	214,684	-	-	-	-	-	-	-	-	-	-	214,684	
Payments on Factoring	-	-	-	-	-	-	-	(214,684)	-	-	-	-	-	-	(214,684)	
Proceeds(Payments) on Debt	-	-	(41,667)	(41,667)	(41,667)	(41,882)	(41,826)	(41,291)	-	-	639,385	526	-	389,911		
Total Change in Cash	(11,555)	(240,560)	(84,551)	42,574	53,705	23,396	70,157	39,625	19,558	199,032	741,289	141,762				
Cash, Beginning of Month	527,247	515,691	275,131	190,580	233,154	286,859	310,255	380,412	420,037	439,595	638,627	1,379,916				
Cash, End of Month	515,691	275,131	190,580	233,154	286,859	310,255	380,412	420,037	439,595	638,627	1,379,916	1,521,677				

Allegiance STEAM Academy - Thrive

Statement of Financial Position

June 30, 2020

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	\$ 1,521,677	\$ 527,247	\$ 994,430	189%
Accounts Receivable	672	1,129	(457)	-40%
Public Funding Receivables	1,477,121	781,782	695,339	89%
Prepaid Expenses	63,901	61,799	2,102	3%
Total Current Assets	3,063,371	1,371,956	1,691,415	123%
Total Assets	\$ 3,063,371	\$ 1,371,956	\$ 1,691,415	123%
Liabilities				
Current Liabilities				
Accounts Payable	\$ 146,854	\$ 10,148	\$ 136,706	1347%
Accrued Liabilities	304,083	427,251	(123,168)	-29%
Notes Payable, Current Portion	284,246	250,000	34,246	14%
Total Current Liabilities	735,183	687,399	47,784	7%
Long-Term Liabilities				
Notes Payable, Net of Current Portion	355,664	-	355,664	0%
Total Long-Term Liabilities	355,664	-	355,664	0%
Total Liabilities	1,090,848	687,399	403,449	59%
Total Net Assets	1,972,524	684,557	1,287,966	188%
Total Liabilities and Net Assets	\$ 3,063,371	\$ 1,371,956	\$ 1,691,415	123%

Allegiance STEAM Academy - Thrive

Statement of Cash Flows

For the period ended June 30, 2020

	Month Ended 06/30/20	YTD Ended 06/30/20
Cash Flows from Operating Activities		
Change in Net Assets	\$ 1,085,732	\$ 1,287,966
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	(1,043,752)	(695,339)
Grants, Contributions & Pledges Receivable	(672)	457
Prepaid Expenses	(6,191)	(2,102)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	146,854	136,706
Accrued Expenses	3,682	(123,168)
Deferred Revenue	(44,417)	-
Total Cash Flows from Operating Activities	141,236	604,520
Cash Flows from Financing Activities		
Proceeds from (payments on) Long-Term Debt	526	389,911
Total Cash Flows from Financing Activities	526	389,911
Change in Cash & Cash Equivalents	141,762	994,430
Cash & Cash Equivalents, Beginning of Period	1,379,916	527,247
Cash and Cash Equivalents, End of Period	\$ 1,521,677	\$ 1,521,677

Allegiance STEAM Academy - Thrive

Budget vs Actual

For the period ended June 30, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	\$ 962,556	\$ 933,335	\$ 29,221	\$ 4,053,234	\$ 4,027,466	\$ 25,768	\$ 4,027,466
Education Protection Account	31,369	30,845	524	127,028	126,504	524	126,504
State Aid - Prior Year	2,304	-	2,304	-	(414)	414	(414)
In Lieu of Property Taxes	207,622	244,953	(37,331)	1,426,391	1,429,528	(3,137)	1,429,528
Total State Aid - Revenue Limit	1,203,851	1,209,133	(5,281)	5,606,653	5,583,083	23,570	5,583,083
Federal Revenue							
Special Education - Entitlement	98,204	73,516	24,688	98,204	73,516	24,688	73,516
Federal Child Nutrition	54,676	9,602	45,074	117,492	61,875	55,616	61,875
Title I, Part A - Basic Low Income	11,430	9,050	2,380	48,290	48,290	-	48,290
Title II, Part A - Teacher Quality	8,157	7,981	176	10,819	10,643	176	10,643
Title V, Part B - PCSGP	-	-	-	60,970	109,400	(48,430)	109,400
Other Federal Revenue	7,500	5,000	2,500	10,000	10,000	-	10,000
Total Federal Revenue	179,967	105,149	74,818	345,775	313,725	32,050	313,725
Other State Revenue							
State Special Education	230,737	108,076	122,661	335,695	347,108	(11,413)	347,108
State Child Nutrition	5,073	1,075	3,998	10,105	5,486	4,619	5,486
Mandated Cost	-	-	-	7,746	7,746	-	7,746
State Lottery	77,936	83,117	(5,182)	125,243	130,931	(5,688)	130,931
Prior Year Revenue	1,436	-	1,436	9,907	8,471	1,436	8,471
Other State Revenue	-	-	-	10,975	-	10,975	-
Total Other State Revenue	315,182	192,268	122,914	499,671	499,743	(72)	499,743
Other Local Revenue							
Food Service Sales	-	-	-	2,145	802	1,343	802
Other Fees and Contracts	8,198	-	8,198	10,454	-	10,454	-
School Fundraising	546	-	546	30,113	29,397	716	29,397
Total Other Local Revenue	8,744	-	8,744	42,713	30,199	12,514	30,199
Total Revenues	1,707,745	1,506,550	201,195	6,494,812	6,426,750	68,062	6,426,750
Expenses							
Certificated Salaries							
Teachers' Salaries	156,789	160,333	3,544	1,728,746	1,752,471	23,725	1,752,471
Teachers' Substitute Hours	-	6,357	6,357	20,095	46,000	25,905	46,000
Teachers' Extra Duty/Stipends	15,695	1,415	(14,280)	52,480	20,000	(32,480)	20,000
Pupil Support Salaries	6,958	4,545	(2,413)	53,448	50,435	(3,013)	50,435
Administrators' Salaries	9,822	20,338	10,515	246,180	256,595	10,415	256,595
Other Certificated Salaries	2,549	2,625	76	31,599	31,575	(24)	31,575
Total Certificated Salaries	191,813	195,613	3,800	2,132,548	2,157,076	24,528	2,157,076
Classified Salaries							
Instructional Salaries	20,015	41,363	21,348	443,315	443,067	(248)	443,067
Support Salaries	10,361	13,911	3,550	158,047	161,141	3,093	161,141
Supervisors' and Administrators' Salaries	3,022	5,833	2,812	70,315	71,927	1,612	71,927
Clerical and Office Staff Salaries	8,092	10,113	2,021	121,154	121,475	321	121,475
Other Classified Salaries	2,484	2,780	296	38,610	30,238	(8,371)	30,238
Total Classified Salaries	43,973	74,000	30,026	831,442	827,848	(3,594)	827,848
Benefits							
State Teachers' Retirement System, certificated positions	28,976	32,932	3,956	346,164	357,047	10,883	357,047
Public Employees' Retirement System, classified positions	10,308	15,330	5,022	168,979	178,666	9,687	178,666
OASDI/Medicare/Alternative, certificated positions	3,376	4,401	1,025	51,306	48,287	(3,019)	48,287
Medicare/Alternative, certificated positions	3,785	3,920	136	42,367	42,729	363	42,729
Health and Welfare Benefits, certificated positions	14,966	17,875	2,909	189,458	198,396	8,938	198,396
State Unemployment Insurance, certificated positions	62	1,525	1,463	28,216	31,818	3,603	31,818
Workers' Compensation Insurance, certificated positions	2,054	2,054	(0)	23,959	24,646	687	24,646
Total Benefits	63,528	78,039	14,511	850,448	881,589	31,141	881,589
Books & Supplies							
Textbooks and Core Materials	24,238	-	(24,238)	71,478	93,514	22,036	93,514
Books and Reference Materials	238	-	(238)	7,814	5,159	(2,655)	5,159
School Supplies	7,582	-	(7,582)	38,354	60,582	22,227	60,582
Software	3,811	7,287	3,476	27,124	51,426	24,301	51,426
Office Expense	781	1,667	887	44,879	39,895	(4,984)	39,895

Allegiance STEAM Academy - Thrive

Budget vs Actual

For the period ended June 30, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Business Meals	-	375	375	4,628	5,000	372	5,000
Noncapitalized Equipment	-	-	-	91,663	183,665	92,002	183,665
Food Services	60,178	7,425	(52,752)	129,617	68,164	(61,453)	68,164
Total Books & Supplies	96,827	16,754	(80,073)	415,557	507,404	91,847	507,404
Subagreement Services							
Nursing	-	-	-	38,879	49,500	10,621	49,500
Special Education	16,753	-	(16,753)	106,885	100,000	(6,885)	100,000
Substitute Teacher	-	-	-	9,138	24,000	14,862	24,000
Security	60	-	(60)	270	210	(60)	210
Total Subagreement Services	16,813	-	(16,813)	155,172	173,710	18,538	173,710
Operations & Housekeeping							
Auto and Travel	-	-	-	1,350	7,500	6,150	7,500
Dues & Memberships	396	569	173	7,841	8,580	739	8,580
Insurance	4,475	4,475	0	53,710	53,706	(4)	53,706
Utilities	24,035	24,956	922	84,751	163,190	78,439	163,190
Janitorial Services	(409)	415	824	4,067	4,890	823	4,890
Communications	360	3,000	2,640	4,931	18,124	13,193	18,124
Postage and Shipping	40	94	54	1,100	1,200	100	1,200
Total Operations & Housekeeping	28,896	33,509	4,614	157,751	257,190	99,439	257,190
Facilities, Repairs & Other Leases							
Equipment Leases	-	550	550	11,207	3,423	(7,784)	3,423
Repairs and Maintenance	-	2,000	2,000	-	10,000	10,000	10,000
Total Facilities, Repairs & Other Leases	-	2,550	2,550	11,207	13,423	2,216	13,423
Professional/Consulting Services							
IT	5,000	5,000	-	59,240	59,220	(20)	59,220
Audit & Taxes	3,465	-	(3,465)	19,195	17,400	(1,795)	17,400
Legal	2,775	6,112	3,337	20,530	40,000	19,470	40,000
Professional Development	-	5,228	5,228	8,297	30,000	21,703	30,000
General Consulting	345	1,835	1,490	2,070	10,000	7,930	10,000
Special Activities/Field Trips	-	8,990	8,990	29,843	66,414	36,571	66,414
Bank Charges	21	200	179	1,528	2,261	733	2,261
Printing	-	-	-	2,357	1,543	(813)	1,543
Other Taxes and Fees	-	255	255	1,851	3,075	1,224	3,075
Payroll Service Fee	20	1,000	980	6,373	8,582	2,209	8,582
Management Fee	14,202	18,147	3,945	162,570	160,442	(2,128)	160,442
District Oversight Fee	73,422	129,614	56,192	226,674	380,117	153,444	380,117
SPED Encroachment	80,387	77,928	(2,459)	80,387	77,928	(2,459)	77,928
Public Relations/Recruitment	-	1,792	1,792	11,427	10,000	(1,427)	10,000
Total Professional/Consulting Services	179,637	256,101	76,463	632,342	866,982	234,640	866,982
Interest							
Interest Expense	526	-	(526)	20,379	19,094	(1,285)	19,094
Total Interest	526	-	(526)	20,379	19,094	(1,285)	19,094
Total Expenses	622,012	656,565	34,553	5,206,845	5,704,317	497,471	5,704,317
Change in Net Assets	1,085,732	849,985	235,748	1,287,966	722,433	565,533	722,433
Net Assets, Beginning of Period	886,792			684,557			
Net Assets, End of Period	\$ 1,972,524			\$ 1,972,524			

Allegiance STEAM Academy - Thrive

Accounts Payable Aging

June 30, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Chino Valley USD	UTILITIES-2019-05	3/18/2020	3/18/2020	\$ -	\$ -	\$ -	\$ -	\$ 65,863	\$ 65,863
Madison Cullen	CULL042720	4/27/2020	4/27/2020	-	-	-	159	-	159
Procopio, Cory, Hargreaves & Savitch LLP	717740	6/12/2020	6/12/2020	-	1,913	-	-	-	1,913
Chino Valley USD	UTILITIES-2019-06	6/15/2020	6/15/2020	-	13,528	-	-	-	13,528
CliftonLarsonAllen LLP	2529097	6/26/2020	6/26/2020	-	3,465	-	-	-	3,465
San Bernardino County	SANB063020	6/30/2020	6/30/2020	48,812	-	-	-	-	48,812
Procopio, Cory, Hargreaves & Savitch LLP	720966	7/14/2020	7/14/2020	750	-	-	-	-	750
Procopio, Cory, Hargreaves & Savitch LLP	720967	7/14/2020	7/14/2020	113	-	-	-	-	113
Sunny Kids Therapy Inc	1017	6/30/2020	7/15/2020	1,678	-	-	-	-	1,678
Sylvia Gomez	GOME062420	6/24/2020	7/24/2020	840	-	-	-	-	840
Leslie Carrillo-Escobar	LCE06262020	6/25/2020	7/25/2020	2,400	-	-	-	-	2,400
Charter Impact	8901	6/29/2020	7/29/2020	40	-	-	-	-	40
Charter Impact	8940	6/29/2020	7/29/2020	270	-	-	-	-	270
Taylor Publishing Company	40002700	6/29/2020	7/29/2020	5,353	-	-	-	-	5,353
Schools in Action	SIA 1008	6/30/2020	7/30/2020	428	-	-	-	-	428
Joshua C. Brannen	Brannen2020-6	7/6/2020	8/5/2020	350	-	-	-	-	350
Joshua C. Brannen	Brannen2020-5	7/16/2020	8/15/2020	893	-	-	-	-	893
Total Outstanding Invoices				\$ 61,926	\$ 18,906	\$ -	\$ 159	\$ 65,863	\$ 146,854

Allegiance STEAM Academy - Thrive

Multi-Year Forecast

Revised 7/31/20



	2019-20	2020-21	2021-22	2022-23
	Prior Year	Budget	Forecast	Forecast
Assumptions				
LCFF COLA	n/a	0.00%	0.00%	0.00%
Non-LCFF Revenue COLA	n/a	n/a	0.00%	0.00%
Expense COLA	n/a	2.00%	2.00%	2.00%
Enrollment		810.00	900.00	960.00
Average Daily Attendance	635.14	635.14	855.00	912.00
Revenues				
State Aid - Revenue Limit				
8011 LCFF State Aid	\$ 4,053,234	\$ 4,053,234	\$ 5,425,685	\$ 5,771,490
8012 Education Protection Account	127,028	127,028	171,000	182,400
8019 State Aid - Prior Year	-	-	-	-
8096 In Lieu of Property Taxes	1,426,391	1,426,391	1,920,150	2,048,160
	<u>5,606,653</u>	<u>5,606,653</u>	<u>7,516,835</u>	<u>8,002,050</u>
Federal Revenue				
8181 Special Education - Entitlement	98,204	98,203	132,197	141,010
8220 Federal Child Nutrition	117,492	81,892	90,991	97,057
8290 Title I, Part A - Basic Low Income	48,290	48,290	48,290	48,290
8291 Title II, Part A - Teacher Quality	10,819	10,643	10,643	10,643
8294 Title V, Part B - PCSG	84,792	24,609	-	-
8296 Other Federal Revenue	10,000	352,674	10,000	10,000
	<u>369,596</u>	<u>616,311</u>	<u>292,121</u>	<u>307,000</u>
Other State Revenue				
8311 State Special Education	335,695	340,214	457,982	488,514
8520 Child Nutrition	10,105	4,263	4,737	5,053
8550 Mandated Cost	7,746	10,708	10,708	14,415
8560 State Lottery	125,243	126,393	170,145	181,488
8598 Prior Year Revenue	9,907	-	-	-
8599 Other State Revenue	10,975	47,782	-	-
	<u>499,671</u>	<u>529,360</u>	<u>643,573</u>	<u>689,470</u>
Other Local Revenue				
8634 Food Service Sales	2,145	-	-	-
8689 Other Fees and Contracts	10,454	-	-	-
8699 School Fundraising	30,113	-	-	-
	<u>42,713</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	\$ 6,518,633	\$ 6,752,324	\$ 8,452,528	\$ 8,998,520
Expenses				
Certificated Salaries				
1100 Teachers' Salaries	1,728,746	2,054,660	2,339,753	2,575,548
1170 Teachers' Substitute Hours	20,095	61,640	62,873	64,130
1175 Teachers' Extra Duty/Stipends	52,480	30,000	30,600	31,212
1200 Pupil Support Salaries	53,448	213,000	217,260	221,605
1300 Administrators' Salaries	246,180	349,050	356,031	363,152
1900 Other Certificated Salaries	31,599	32,000	32,640	33,293
	<u>2,132,548</u>	<u>2,740,350</u>	<u>3,039,157</u>	<u>3,288,940</u>
Classified Salaries				
2100 Instructional Salaries	443,315	522,086	564,829	609,074
2200 Support Salaries	158,047	209,906	254,665	259,758
2300 Classified Administrators' Salaries	70,315	73,000	74,460	75,949
2400 Clerical and Office Staff Salaries	121,154	160,843	164,060	167,341
2900 Other Classified Salaries	38,610	30,576	31,188	31,811
	<u>831,442</u>	<u>996,411</u>	<u>1,089,201</u>	<u>1,143,933</u>
Benefits				
3101 STRS	346,164	442,566	486,873	595,298
3202 PERS	168,979	206,257	248,774	291,703
3301 OASDI	51,306	61,777	67,530	70,924
3311 Medicare	42,367	54,183	59,861	64,277
3401 Health and Welfare	189,458	268,800	302,736	326,269
3501 State Unemployment	28,216	28,300	30,756	32,512
3601 Workers' Compensation	23,959	37,368	41,284	44,329
	<u>850,448</u>	<u>1,099,252</u>	<u>1,237,814</u>	<u>1,425,312</u>

Allegiance STEAM Academy - Thrive

Multi-Year Forecast

Revised 7/31/20



	2019-20	2020-21	2021-22	2022-23
	Prior Year	Budget	Forecast	Forecast
Books and Supplies				
4100 Textbooks and Core Curricula	71,478	75,000	85,000	92,480
4200 Books and Other Materials	7,814	9,100	10,313	11,221
4302 School Supplies	38,354	40,200	45,560	49,569
4305 Software	27,124	35,300	40,007	43,527
4310 Office Expense	44,879	57,300	64,940	70,655
4311 Business Meals	4,628	6,000	6,800	7,398
4400 Noncapitalized Equipment	91,663	140,700	159,460	173,492
4700 Food Services	129,617	86,155	97,642	106,235
	<u>415,557</u>	<u>449,755</u>	<u>509,722</u>	<u>554,578</u>
Subagreement Services				
5101 Nursing	38,879	53,600	60,747	66,092
5102 Special Education	106,885	120,500	136,567	148,585
5103 Substitute Teacher	9,138	-	-	-
5105 Security	270	-	-	-
	<u>155,172</u>	<u>174,100</u>	<u>197,313</u>	<u>214,677</u>
Operations and Housekeeping				
5201 Auto and Travel	1,350	1,600	1,813	1,973
5300 Dues & Memberships	7,841	9,400	10,653	11,591
5400 Insurance	53,710	96,527	109,397	119,024
5501 Utilities	84,751	84,000	95,200	103,578
5502 Janitorial Services	4,067	5,900	6,687	7,275
5900 Communications	4,931	12,200	13,827	15,043
5901 Postage and Shipping	1,100	1,400	1,587	1,726
	<u>157,751</u>	<u>211,027</u>	<u>239,164</u>	<u>260,210</u>
Facilities, Repairs and Other Leases				
5603 Equipment Leases	11,207	14,500	16,433	17,879
5610 Repairs and Maintenance	-	12,100	13,713	14,920
	<u>11,207</u>	<u>26,600</u>	<u>30,147</u>	<u>32,800</u>
Professional/Consulting Services				
5801 IT	59,240	61,200	62,424	67,917
5802 Audit & Taxes	19,195	17,850	18,207	18,571
5803 Legal	20,530	30,000	30,600	31,212
5804 Professional Development	8,297	12,100	13,713	14,920
5805 General Consulting	2,070	16,000	18,133	19,729
5806 Special Activities/Field Trips	29,843	25,000	28,333	30,827
5807 Bank Charges	1,528	2,400	2,720	2,959
5808 Printing	2,357	2,800	3,173	3,453
5809 Other taxes and fees	1,851	3,600	4,080	4,439
5810 Payroll Service Fee	6,373	10,000	11,333	12,331
5811 Management Fee	162,570	171,367	209,622	221,907
5812 District Oversight Fee	226,674	168,200	225,505	240,062
5814 SPED Encroachment	80,387	-	-	-
5815 Public Relations/Recruitment	11,427	13,800	14,076	14,358
	<u>632,342</u>	<u>534,317</u>	<u>641,921</u>	<u>682,684</u>
Interest				
7438 Interest Expense	20,379	5,613	1,643	-
	<u>20,379</u>	<u>5,613</u>	<u>1,643</u>	<u>-</u>
Total Expenses	\$ 5,206,845	\$ 6,237,424	\$ 6,986,081	\$ 7,603,133
Surplus (Deficit)	\$ 1,311,788	\$ 514,900	\$ 1,466,447	\$ 1,395,387
Fund Balance, Beginning of Year	\$ 684,557	\$ 1,996,345	\$ 2,511,245	\$ 3,977,693
Fund Balance, End of Year	\$ 1,996,345	\$ 2,511,245	\$ 3,977,693	\$ 5,373,080
	38.3%	40.3%	56.9%	70.7%

Allegiance STEAM Academy - Thrive

Multi-Year Forecast

Revised 7/31/20



	2019-20	2020-21	2021-22	2022-23
	Prior Year	Budget	Forecast	Forecast
Cash Flow Adjustments				
Surplus (Deficit)	1,311,788	514,900	1,466,447	1,395,387
Cash Flows From Operating Activities				
Public Funding Receivables	(719,161)	(217,000)	591,642	102,603
Grants and Contributions Rec.	457	-	-	-
Prepaid Expenses	(2,102)	-	-	-
Accounts Payable	136,706	(83,720)	33,234	(9,246)
Accrued Expenses	(123,168)	(301,365)	-	-
Cash Flows From Investing Activities				
Purchases of Prop. And Equip.	-	-	-	-
Cash Flows From Financing Activities				
Proceeds from Factoring	214,684	-	-	-
Payments on Factoring	(214,684)	-	-	-
Proceeds(Payments) on Debt	389,911	(284,246)	(354,754)	-
Total Change in Cash	994,430	(371,432)	1,736,569	1,488,745
Cash, Beginning of Year	527,247	1,521,677	1,150,246	2,886,815
Cash, End of Year	\$ 1,521,677	\$ 1,150,246	\$ 2,886,815	\$ 4,375,559

Allegiance STEAM Academy - Thrive

Monthly Cash Flow/Budget FY20-21

Revised 7/31/20

ADA = 635.14



	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals	Annual Budget	Original Budget Total	Favorable / (Unfav.)
Cash Flow Adjustments																
Monthly Surplus (Deficit)	(151,404)	(339,539)	193,889	13,208	(22,167)	807	36,895	(8,137)	(93,756)	(215,736)	(265,088)	(265,058)	1,630,988	514,900		
Cash flows from operating activities																
Public Funding Receivables	1,095,731	356,780	-	-	-	24,609	-	-	-	-	-	-	(1,694,122)	(217,000)		
Prepaid Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Accounts Payable	(146,854)	-	-	-	-	-	-	-	-	-	-	-	63,134	(83,720)		
Accrued Expenses	(301,365)	-	-	-	-	-	-	-	-	-	-	-	-	(301,365)		
Cash flows from investing activities																
Purchases of Prop. And Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Cash flows from financing activities																
Proceeds(Payments) on Debt	-	-	-	-	(35,427)	(35,457)	(35,486)	(35,516)	(35,546)	(35,575)	(35,605)	(35,634)	-	(284,246)		
Total Change in Cash	496,108	17,241	193,889	13,208	(57,595)	(10,040)	1,409	(43,653)	(129,302)	(251,311)	(300,692)	(300,692)				
Cash, Beginning of Month	1,521,677	2,017,785	2,035,026	2,228,915	2,242,123	2,184,528	2,174,488	2,175,897	2,132,244	2,002,942	1,751,630	1,450,938				
Cash, End of Month	2,017,785	2,035,026	2,228,915	2,242,123	2,184,528	2,174,488	2,175,897	2,132,244	2,002,942	1,751,630	1,450,938	1,150,246				

2020-21 Protected Prayer Certification

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Franco Rozic, Title I Monitoring and Support Office, frozic@cde.ca.gov, 916-319-0269

Protected Prayer Certification Statement

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Sebastian
Authorized Representative's Title	Cognetta
Authorized Representative's Signature Date	08/03/2020
Comment	
If the LEA is not able to certify at this time, then an explanation must be provided in the Comment field. (Maximum 500 characters)	

*****Warning*****

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2020-21 LCAP Federal Addendum Certification

CDE Program Contact:

Local Agency Systems Support Office, LCFF@cde.ca.gov, 916-323-5233

Initial Application

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) / District For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter Enter the adoption date of the current LCAP	06/24/2018
Authorized Representative's Full Name	Sebastian Cognetta
Authorized Representative's Title	Chief Executive Officer

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2020-21 Application for Funding

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, conappsupport@cde.ca.gov, 916-319-0297

Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	08/03/2020
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District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

DELAC representative's full name (non-LEA employee)	
DELAC review date	
Meeting minutes web address Please enter the web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a web address is not available, then the LEA must keep the minutes on file which indicate that the application was reviewed by the committee.	
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	School is not serving more than 50 EL students.

Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111 et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	No
Title III Immigrant ESEA Sec. 3102 SACS 4201	No

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2020-21 Application for Funding

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, conappsupport@cde.ca.gov, 916-319-0297

Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes
---	-----

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2020-21 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

Arturo Ambriz, Fiscal Oversight and Support Office, AAmbriz@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2020-21 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

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2019-20 Title II, Part A Fiscal Year Expenditure Report, 12 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2019 through June 30, 2020

CDE Program Contact:

Arianna Bobadilla (Fiscal), Division Support Office, abobadilla@cde.ca.gov, 916-319-0208
 Lisa Fassett (Program), Standards Implementation Support Office, lfassett@cde.ca.gov, 916-323-4963

2019-20 Title II, Part A allocation	\$10,819
Transferred-in amount	\$0
Transferred-out amount	\$10,819
2019-20 Total allocation	\$0

Professional Development Expenditures

Professional development for teachers	
Professional development for administrators	
All other professional development expenditures	

Recruitment, Training, and Retention Expenditures

Recruitment activities	
Training activities	
Retention activities	
All other recruitment, training, and retention expenditures	

Miscellaneous Expenditures

Class size reduction	
Administrative and indirect costs	
Equitable services for nonprofit private schools	
All other allowable expenditures and encumbrances	
Total expenditures and encumbrances	\$0
2019-20 Unspent funds	\$0

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2019-20 Title IV, Part A LEA Use of Funds Report

A use of funds report of year-to-date expenditures by activity.

CDE Program Contact:

Federal Programs and Reporting Office, TitleIV@cde.ca.gov, -

2019-20 Title IV, Part A LEA allocation	\$10,000
Transferred-in amount	\$0
Total funds transferred out of Title IV, Part A	\$10,000
Total LEA Reservations	\$0
2019-20 Title IV, Part A LEA adjusted allocation	\$0
Well-Rounded	0
Safe and Healthy Students	0
Effective Use of Technology	0
Carryover as of September 30, 2020	\$0

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2019-20 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Integrated Student Support and Programs Office, lwheeler@cde.ca.gov, 916-319-0383
 Karmina Barrales, Integrated Student Support and Programs Office, KBarrales@cde.ca.gov, 916-327-9692

Homeless Education Certification

The LEA hereby assures that the LEA has met the following requirements:

1. Designated a staff person as the liaison for homeless children and youths;
2. Developed a written policy that supports the enrollment and retention of homeless children and youths in schools of the LEA which:
 - a) Includes policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless;
 - b) Includes a dispute resolution process;
 - c) Ensures that transportation is provided for a homeless child or youth to and from the school of origin if requested by the parent, guardian or homeless liaison;
3. Disseminated public notice of the educational rights of homeless children and youths where such children and youths receive services under the provisions of the Education for Homeless Children and Youths Act.

Homeless Liaison Contact Information

Homeless liaison first name	Sebastian
Homeless liaison last name	Coggnetta
Homeless liaison title	Chief Executive Officer
Homeless liaison email address (Format: abc@xyz.zyx)	sebastian.coggnetta@asathrive.org
Homeless liaison telephone number (Format: 999-999-9999)	909-465-5405
Homeless liaison telephone extension	
Enter the full-time equivalent (FTE) for all personnel directly responsible for the implementation of homeless education (Format: 0.00)	1.00

Homeless Liaison Training Information

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2019-20 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Integrated Student Support and Programs Office, lwheeler@cde.ca.gov, 916-319-0383
 Karmina Barrales, Integrated Student Support and Programs Office, KBarrales@cde.ca.gov, 916-327-9692

Has the homeless liaison attended and/or participated in a homeless education liaison training within the last two years	Yes
Has the homeless liaison provided training to the following personnel:	
Principals and other school leaders	Yes
Attendance officers and registrars	Yes
Teachers and instructional assistants	Yes
School counselors	Yes

Homeless Education Policy and Requirements

Does the LEA have a written homeless education policy	Yes
No policy comment	
Provide an explanation why the LEA does not have a homeless education policy. (Maximum 500 characters)	
Date LEA's board approved the homeless education policy	06/01/2018
Does the LEA meet the above federal requirements	Yes
Compliance comment	
Provide an explanation why the LEA does not comply with federal requirements. (Maximum 500 characters)	

Title I, Part A Homeless Expenditures

2019-20 Title I, Part A LEA allocation	\$48,290
2019-20 Title I, Part A direct or indirect services to homeless children reservation	\$500
Amount of 2019-20 Title I, Part A funds expended or encumbered for direct or indirect services to homeless children	\$0
Homeless services provided (Maximum 500 characters)	
No expenditures or encumbrances comment	No request for services were received and all funds reserved were held for possible request.
Provide an explanation why there are no Title I, Part A expenditures or encumbrances for homeless services. (Maximum 500 characters)	

*****Warning*****

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2018-19 Title II, Part A Fiscal Year Expenditure Report, 24 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2018 through June 30, 2020.

CDE Program Contact:

Arianna Bobadilla (Fiscal), Division Support Office, abobadilla@cde.ca.gov, 916-319-0208
 Lisa Fassett (Program), Standards Implementation Support Office, lfassett@cde.ca.gov, 916-323-4963

2018-19 Title II, Part A allocation	\$10,445
Transferred-in amount	\$0
Transferred-out amount	\$10,445
2018-19 Total allocation	\$0

Professional Development Expenditures

Professional development for teachers	
Professional development for administrators	
All other professional development expenditures	

Recruitment, Training, and Retention Expenditures

Recruitment activities	
Training activities	
Retention activities	
All other recruitment, training, and retention expenditures	

Miscellaneous Expenditures

Class size reduction	
Administrative and indirect costs	
Equitable services for nonprofit private schools	
All other allowable expenditures and encumbrances	
Total expenditures and encumbrances	\$0
2018-19 Unspent funds	\$0

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Resolution 2020/2021:1 - COVID-19 Emergency Response

Background

In December 2019 an outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19) was identified and has impacted more than 100 countries including the United States. As of July 20, 2020, there are nearly 4,000,000 confirmed cases of COVID-19 in the United States, including more than 300,000 in California. Dating back to March 4, 2020, Governor Gavin Newsom declared a State of Emergency to enable State and local agencies to more effectively respond to the threat of the spread of COVID-19. On March 10, 2020, the San Bernardino County Public Health Officer and the Board of Supervisors declared a local health emergency due to COVID-19. On March 11, 2020, the World Health Organization officially declared COVID-19 a global pandemic. Resolution 2020/2021:1 - COVID-19 Emergency Response has been drafted with the understanding that guidance is interim and subject to updates.

As such, it is recommended the Board of Directors take the following actions related to the emergency conditions related to the novel coronavirus (COVID-19):

1. Authorize the CEO and/or designee to take any and all actions necessary to ensure the continuation of public education, and the health and safety of the students and staff at the school, including, but not limited to: provision of alternative educational program options; limiting visitors and volunteers to the school; and recommending to the Board of Directors when to reopen the school for on-campus instruction.
2. Adopt this Resolution declaring emergency conditions exist at ASA Thrive community as a result of the threat of COVID-19 virus.
3. Authorize the CEO and/or designee(s):
 - A. in consultation with the local public health department, to consider if school closure is warranted, the length of time for such closure, and to consider when to reopen the school for on-campus, all of which based on the risk level within the specific community as determined by the local public health officer.
 - B. take any and all actions that are consistent with the guidance of the San Bernardino County Department of Public Health, California Department of Education, California Department of Public Health, Chino Valley Unified School District and the Governor’s Executive Orders, as may be amended from time to time.

Staff anticipates that the Board of Directors will adopt this resolution declaring that emergency conditions exist at ASA Thrive. It is further anticipated that the Board of Directors will authorize the CEO to take any and all actions necessary to ensure the health and safety of students and staff and to ensure public education continues to be provided to the students.

Recommendation It is recommended the Board of Directors adopt this resolution needed to take any and all necessary actions to prepare and respond effectively to COVID-19.

Fiscal Impact

Unknown at this time.

APPROVED, PASSED, AND ADOPTED this 23th day of July, 2020 at a special meeting, by the following vote:

Odo	_____	Liso	_____
Jones	_____	Stevens	_____
Reynolds	_____		



Sebastian Cogna <sebastian.cogneta@asathrive.org>

Your Best Buy For Business Quote - [237486874]

1 message

Seng.Moua@bestbuy.com <Seng.Moua@bestbuy.com>
To: sebastian.cogneta@asathrive.org

Wed, Jul 29, 2020 at 3:33 PM

Quotation Number: [237486874](#)

Best Buy For Business
7601 Penn Avenue South
Richfield, MN 55422-3645

To	Info	From
Sebastian Cogna Allegiance STEAM Academy Thrive 5862 C ST CHINO, CA 91710	Request Date: 07/29/20 Expiration Date: 08/05/20 Customer Number: 3591075 Customer PO#: N/A Payment Type: Credit card	Seng.Moua@bestbuy.com Business Professional Best Buy For Business Phone: 612-292-0410 Fax: 952-430-9011

Dear Sebastian Cogna,

Thank you for requesting a quote for the following item(s) from Best Buy For Business:

Sold To	Bill To	Ship To
Sebastian Cogna Allegiance STEAM Academy Thrive 5862 C ST CHINO, CA 91710	Sebastian Cogna Allegiance STEAM Academy Thrive 5862 C ST CHINO, CA 91710	Sebastian Cogna Allegiance STEAM Academy Thrive 5862 C ST CHINO, CA 91710

Qty	Description	Item#/Mfr#	Price	Ext. Price
255	ASUS - 11.6"Chromebook - Intel Celeron - 4GB Memory - 16GB eMMC Flash Memory - Gray	BB21499305 20100 CX22NA-BCLN	\$189.00	\$48,195.00

Availability: Usually ships in 3 - 5 days

Standard Delivery

Notes:

Product Total:	\$48,195.00
Delivery/Shipping:	\$419.79
Est. Tax:	\$3,735.11

Tax exemption doesnt apply
to any item

Quote Total: \$52,349.90

We will honor the prices on this quote through the expiration date noted above. Please know that rapid changes in our business, from changes in technology to product availability, prevent us from guaranteeing that all the items on this quote will be available for purchase in the future. In that case we promise to work with you to make changes or modifications to your order.

If you have any questions, please call Customer Support at 1-800-373-3050, Monday - Friday between 7:30 a.m. and 6:30 p.m. CST. Or [Place this Order online](#)

Thank you for partnering with Best Buy For Business. We appreciate your business and look forward to working with you again soon.

Sincerely,
Seng Moua
Best Buy For Business
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EMPLOYEE HANDBOOK 2020 - 2021

Allegiance STEAM Academy Thrive
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SECTION 1 – INTRODUCTION

Welcome to Allegiance STEAM Academy Thrive!

We are happy to have you join us at Allegiance STEAM Academy Thrive. We believe our school is truly unique. We serve a diverse group of talented students. We regard the work we do as being of utmost importance. Therefore, we have very high expectations for professionalism and performance for each one of our employees. All employees should treat all individuals, including students, teachers, administrators, volunteers, and family members, with respect and dignity and approach all situations as opportunities to learn.

This Handbook is designed to help employees get acquainted with Allegiance (hereinafter referred to as “ASA”). It explains some of our philosophies and beliefs, and describes in general terms, some of our employment guidelines. Although this Handbook is not intended to be an exclusive or comprehensive policies and procedures manual, we hope that it will serve as a useful reference document for employees throughout their employment at ASA. Employees should understand, however, that this Handbook is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligations on the part of the School or its employees. In no way does the Handbook replace any official plan documents (e.g., health insurance, retirement plan, etc.) or insurance contracts, which will govern in all cases.

ASA reserves full discretion to add to, modify, or delete provisions of this Handbook, or the policies and procedures on which they may be based, at any time without advance notice. The School also reserves the right to interpret any of the provisions set forth in this Handbook in any manner it deems appropriate.

No individual other than the Board of Directors has the authority to enter into any employment or other agreement that modifies School policy. Any such modification *must* be in writing.

This Handbook is the property of ASA, and it is intended for personal use and reference by employees of the School. Circulation of this Handbook outside of the School requires the prior written approval of the CEO.

Employees are expected to read this handbook thoroughly upon receipt, to know and abide by the policies outlined herein, as revised over time, throughout their employment, and sign their acknowledgment of this Handbook. This will provide ASA with a record that each employee has received this Handbook. No ASA guideline, practice, manual or rule may alter the “at-will” status of your relationship with ASA. Employees must.

SECTION 2 – GENERAL

This handbook has been written to serve as a guide for the employer/employee relationship. This handbook applies to faculty and staff at ASA. The standards of conduct apply to all individuals who work on the school premises including independent contractors, vendors, and visitors. Unless otherwise indicated, a benefit, policy, program, or procedure applies, or is available, to ALL eligible employees.

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or Director of Business Services. You are responsible for reading, understanding, and complying with the provisions of this Handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

Neither this handbook nor any other ASA document confers any contractual right, either express or implied, to remain in ASA's employ, nor does it guarantee any fixed term or condition of your employment. Except as otherwise provided in an executed employment agreement, your employment is not for any specified period of time and may be terminated at will, with or without cause and without prior notice, by ASA or you may resign for any reason at any time.

No supervisor or other representative of ASA except the Directors and CEO have the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. The procedures, practices, policies and benefits described herein may be modified or discontinued from time to time with or without advance notice. We will try to inform you of any changes as they occur.

Finally, this handbook contains proprietary information that should not be disclosed outside ASA, other than to individuals affiliated with ASA whose knowledge of the information is required in the normal course of business.

SECTION 3 – OUR MISSION/VISION/PHILOSOPHY

MISSION STATEMENT

The mission of Allegiance STEAM Academy Thrive is to teach students the academic, social-emotional, and character skills needed to be college and career ready. Allegiance STEAM Academy Thrive students will develop as critical thinkers, civic leaders, and socially responsible citizens that are integral to their communities and beyond.

VISION STATEMENT

The vision of Allegiance STEAM Academy Thrive is to establish a safe school environment in which students are inspired to take risks to gain skills to be successful in the local and global communities. Allegiance STEAM Academy Thrive will be a harbor of innovation and accountability where students, staff and families are key collaborators in the decision-making processes. By providing a school based on best practices, Allegiance STEAM Academy Thrive will be a change agent in the community.

CORE VALUES

1. **Personalized Learning Environment** - Students learn best in small learning communities where their education is personalized so that students know their teachers are all well known as individuals by all adults in the school.
2. **College and Career Readiness for All Students** - All students, including students in historically underachieving communities, can successfully learn at high levels and have a fundamental right to high expectations and quality instruction that prepare them to enter and succeed in college and career choices.
3. **Parents as Partners** - Parents are meaningfully and actively engaged in their children's education. They have a right to choose to send their children to excellent high performing schools. They must understand what it will take to prepare their children for college and career choices, and they support the goals of the school through their voice and through volunteering. Allegiance STEAM Academy Thrive must create a welcoming atmosphere of inclusiveness for all families.
4. **Data Driven Decisions** - All decisions should be made after thorough data analysis (both quantitative and qualitative). For our students to be prepared for success, Allegiance STEAM Academy Thrive must relentlessly pursue excellence in all data points.
5. **Community Service** - The school must be an extension of the community. It is our responsibility to provide opportunities for students and families to participate in community service projects and understand their role in the local and global community.
6. **Character Development** - For students to fully realize their true potential, we must focus on developing character traits (including grit, respect, leadership, and love) that allow Allegiance STEAM Academy Thrive students to embody and demonstrate our mission and vision. We will develop shared language and expectations that allow for all stakeholders to support the growth of our students.

ACADEMIC PHILOSOPHY

Learning best occurs in a setting that is personalized, differentiated, and relevant to students. Our standards-based curriculum provides the specific content in each essential subject area, aligning with the State Standards: Common Core State Standards in English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects (“ELA/Literacy”) and Mathematics; Next Generation Science Standards; and all other California content standards.

All students will take courses that are high school-preparatory and oriented towards college and career readiness. Because our educational program will emphasize regular formative assessments and the use of data to increase student achievement, our pacing plans will guide and define the scope and sequence of all courses. ASA Thrive will emphasize Math, Science, English Language Arts, and Social Studies, as well as a variety of non-core courses to provide opportunities for students to receive enrichment, including music, drama, art, and world language.

SECTION 4 – EMPLOYMENT

EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

AT WILL EMPLOYMENT

We believe that an employment relationship is successful as long as both parties are mutually satisfied. Accordingly, both you and ASA will have the right to terminate your employment and all related compensation and benefits at any time, with or without cause and with or without notice. In addition, ASA may eliminate or change any term or condition of your employment (including but not limited to your job assignment, duties, or salary) at will, at any time, for any reason not prohibited by law, with or without cause and with or without previous notice.

This is called “employment at will,” and no one other than the CEO of ASA has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the CEO. Statements of specific grounds for termination set forth in this Handbook, or elsewhere, are not all-inclusive and are not intended to restrict ASA’s right to terminate at-will.

EQUAL EMPLOYMENT OPPORTUNITY

ASA is an equal opportunity employer. In accordance with applicable law, the School prohibits discrimination against any employee or applicant for employment on the basis of an individual’s protected status, including race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), color, religious creed (which includes, without limitation to religious dress and grooming practices), gender, gender identity, gender expression, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, age, sexual orientation, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration protected by applicable law. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics. The School will ensure that applicants and employees are treated in all aspects of employment without unlawful discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to the School. An applicant or employee who believes he or she requires an accommodation in order to perform the essential functions of the job should contact a school representative and request such an accommodation, specifying what accommodation he or she needs to perform the job. The School will analyze the situation, engage in an interactive process with the individual, and respond to the individual’s request.

If you believe you have been subjected to discrimination, please follow the complaint procedure outlined below.

HARASSMENT

ASA is committed to providing and continuing to provide a cooperative and comfortable work environment free of sexual harassment of any kind. This policy is intended to be consistent with, and intended to be enforced in conformance with the California Fair Employment and Housing Act as well as Title VII of the Civil Rights Act of 1964, which proscribes harassment in the workplace.

The policy of the ASA Thrive forbids discrimination against any employee, applicant for employment, or student, on the basis of sex. The school will not tolerate sexual harassment activity by any of its employees. This policy similarly applies to non-employee volunteers or any other persons who work subject to the control of school authorities.

A. Definitions

1. Conduct of a Sexual Nature - Conduct of a sexual nature may include, but is not limited to, verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; sexually-oriented "kidding," "teasing," double-entendres, and jokes, and any harassing conduct to which an employee would not be subjected by for such employee's sex.
2. Unwelcome Conduct of a Sexual Nature.
 - (a) Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.
 - (b) An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.
 - (c) ASA Thrive prohibits any conduct of a sexual nature directed toward students by teachers or others to whom this policy applies, and shall presume that any such conduct is unwelcome.

B. Sexual Harassment Prohibited

1. For the purposes of this policy, unwelcome sexual advances or requests for sexual favors, and other unwelcome conduct of a sexual nature constitute prohibited sexual harassment if:
 - (a) submission to the conduct is made either an explicit or implicit condition of employment (as an illustration, and not as a limitation, where a person's continued employment is conditioned upon or impacted by prohibited sexual-based factors);
 - (b) submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; and
 - (c) the conduct substantially interferes with an employee's student's performance, or creates an intimidating, hostile, or offensive work or school environment, regardless of whether the employee's continued employment or compensation is affected.
2. Specific Prohibitions.
 - a. Administrators and Supervisors.
 - (1) It is sexual harassment for a manager or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
 - (2) a. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.
 - b. Non-managerial and Non-supervisory Employees - It is sexual harassment for a non-administrative and nonsupervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.
 - c. Employees and Students - It is sexual harassment for an employee to subject a student to any conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions.

It is the policy of ASA to ensure equal employment opportunity without harassment on the basis of race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), color, religious creed (which includes, without limitation, to religious dress and grooming practices), gender, gender identity, gender expression, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, age, sexual orientation, marital status, sex (which

includes pregnancy, childbirth, breastfeeding, and related medical conditions), military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

ASA prohibits any such harassment in the workplace. In addition, we prohibit abusive conduct/workplace bullying in the work environment. It is our mission to provide a professional work and learning environment free of harassment, discrimination and/or workplace bullying and that maintains equality, dignity, and respect for all. This policy protects all employees of the School as well as interns, volunteers, and potential employees (applicants). All employees of the School are required to abide by this policy, regardless of position or status, including supervisors, administration, and co-workers. In addition, this policy prohibits unlawful harassment by third parties, including students, parents, vendors or other third parties, who have workplace contact with our employees.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business or field trips, meetings and business or school-related social events.

What is Harassment?

Harassment can take many forms. As used in this Employee Handbook, the term “harassment” includes all unwelcome conduct that comprises the following behavior pertaining to any of the above protected categories or characteristics:

Unlawful Harassment: Prohibited unlawful harassment may include, but is not necessarily limited to, the following behavior pertaining to any of the above protected categories:

- Verbal conduct such as flirting, epithets, derogatory jokes or comments, voicemails, slurs or unwanted sexual advances, sexually suggestive innuendos, conversations regarding sexual activities, invitations, or comments (including, but not limited to, threats of deportation against applicants and employees and family members of applicants and employees, derogatory comments about immigration status or disability, or mockery of an accent or a language or its speakers) (“hostile work environment” harassment).
- Disrespectful or unprofessional conduct based on any of the protected categories listed above (“hostile work environment” harassment).
- Comments or conduct that consistently target one gender, even if the content is not sexual (“hostile work environment” harassment).
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, gestures, text messages, social media, instant messages, e-mails, letters, pictures, or gifts (“hostile work environment” harassment).
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of any protected basis (“hostile work environment” harassment).
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors (“quid pro quo” harassment).
- Sexually harassing conduct does not need to be motivated by sexual desire and may include situations that began as reciprocal relationships but later ceased to be reciprocal.

What is abusive conduct/workplace bullying?

- Conduct of an employee in the workplace that a reasonable person would find hostile, threatening, intimidating, humiliating and unrelated to an employer’s legitimate business interests. Examples may include:
 - Use of derogatory remarks, insults and/or epithets
 - Verbal or physical conduct that sabotages or undermines a person’s work performance that is threatening, humiliating or intimidating.

- Bullying, gossip, profanity, abusive conduct and negative comments are destructive to our School culture, create false rumors, disrupt school operations and interfere with the privacy of others.

What is Retaliation?

Retaliation against an individual for reporting harassment, discrimination or for participating in an investigation of a claim of such conduct is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

As used in this policy, “retaliation” means taking any adverse employment action against an employee because the employee engaged in protected activity pursuant to this policy. Protected activity may include, but is not necessarily limited to, reporting or assisting in reporting suspected violations of this policy, cooperating or participating in investigations or proceedings arising out of a violation of this policy, or engaging in any other activity protected by applicable law.

As used in this policy, an “adverse employment action” means conduct or an action that materially affects the terms and conditions of the employee’s employment status or is reasonably likely to deter the employee from engaging in further protected activity. Adverse employment actions may include, but are not limited to, the following: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing an employee’s work assignments for identifying harassment or other forms of discrimination in the workplace; treating an employee differently such as denying an accommodation; not talking to an employee (the “cold shoulder”) when otherwise required by job duties; or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Any retaliatory adverse action because of a protected activity will not be tolerated. If an employee believes he/she has been subjected to, has witnessed, or has knowledge of retaliation in violation of this policy, please follow the complaint procedure outlined below.

Responsibility

All ASA employees have a responsibility for keeping our work environment free of harassment, discrimination, retaliation and abusive conduct in accordance with this policy.

Reporting

ASA strongly encourages reporting of all perceived incidents of discrimination, harassment, abusive conduct or retaliation, regardless of the offender’s identity or position. Individuals who believe that they have been subjected to such conduct should immediately discuss their concerns with their immediate supervisor, or the Director of Business Services. All employees who witness potential violations of this policy, and particularly supervisors, are required to immediately report such incidents to their supervisor or Director of Business Services. Supervisors must report any and all conduct of which they are made aware, which violates, or may violate, policies regarding discrimination, unlawful harassment, or retaliation to Director of Business Services, as appropriate. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination. There is no requirement to report your complaint to any designated supervisor within ASA. Select the individual supervisor with whom you feel the most comfortable discussing your complaint. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint.

Every effort will be made to keep such reports as confidential as possible, although confidentiality cannot be guaranteed. ASA is serious about enforcing its policy against discrimination, harassment and retaliation; however, ASA cannot resolve potential violations that it does not know about. Therefore, employees are responsible for bringing any such problems to ASA’s attention so it can take whatever steps are necessary to correct the problems.

All complaints submitted pursuant to this policy can be done in writing or verbally. Your complaint should be specific and should include the names of the individuals involved, the names of any witnesses, and any supporting documentation. Employees may choose to submit their complaints anonymously.

Investigation/Complaint Procedure

All complaints of unlawful harassment, discrimination or retaliation will be promptly investigated.

ASA encourages the prompt reporting of complaints or concerns so that rapid and appropriate remedial action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

ASA's investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent possible and consistent with adequate investigation methods and appropriate corrective actions. The School has a compelling interest in protecting the integrity of its investigations. In every investigation, the School has a strong desire to protect witnesses from harassment, intimidation and retaliation, to keep evidence from being destroyed, to ensure that testimony is not fabricated, and to prevent a cover-up. If the School reasonably imposes a confidentiality requirement and you do not maintain such confidentiality, you may be subject to disciplinary action up to and including immediate termination.

All employees are required to fully cooperate with ASA's investigation, which includes, but is not limited to, providing all pertinent information in a truthful manner, submitting pertinent documents in their possession, not interfering with the investigation in any manner, and maintaining an appropriate level of discretion regarding the investigation. Failure to do so may result in disciplinary action, up to and including termination.

During the investigation, ASA will provide regular progress updates, as appropriate, to those directly involved. ASA will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected and credibility of the witnesses.

ASA may investigate conduct in the absence of a formal complaint if ASA has reason to believe that an individual has engaged in conduct that violates ASA policies or applicable law. Further, ASA may continue its investigation even if the original complainant withdraws his or her complaint during the course of the investigation.

Any conduct which ASA believes constitutes harassment, discrimination, abusive conduct, or retaliation in violation of this policy will be dealt with appropriately. Corrective action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as ASA believes is appropriate under the circumstances. Due to privacy protections, the ASA may not be able to fully disclose its entire decision regarding corrective action to the complainant. False and malicious complaints of harassment, discrimination, abusive conduct, or retaliation as opposed to complaints, which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Conclusion

This policy was developed to ensure that all employees work in an environment free from harassment, discrimination, abusive conduct and retaliation. Any employee who has questions or concerns about these policies should talk with Director of Business Services

If you believe you have experienced discrimination or harassment you may file a Department of Fair Employment and Housing ("DFEH") or Equal Employment Opportunity Commission complaint. For information contact the DFEH or EEOC. You may find their phone numbers online at www.eeoc.gov and www.dfeh.ca.gov, respectively.

Training Requirements

ASA requires all employees to abide by California's training requirements, which includes training within six

months of hire and retraining every two years thereafter. Employees who fail to complete this required training will be subject to disciplinary action, up to and including termination.

WHISTLEBLOWER POLICY

ASA is committed to maintaining a workplace where employees are free to raise good faith concerns regarding certain business practices, specifically: (1) reporting suspected violations of law, including but not limited to federal laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and (3) identifying potential violations of ASA policy, specifically the policies contained in ASA's Employee Handbook.

An employee who wishes to report a suspected violation of law or ASA policy may do so confidentially by contacting the Director of Business Services and/or the ASA Board of Directors.

ASA expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of ASA. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: their supervisor and Director of Business Services. Any supervisor, manager, or Director of Business Services staff that receives complaints of retaliation must immediately inform the CEO or Principal.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. Director of Business Services and a member of ASA management will conduct the investigation or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings directly.

OPEN COMMUNICATION POLICY

We want to hear from you. ASA strongly encourages employee participation in decisions affecting their employment and their daily professional responsibilities. Our greatest strength lies in our employees and our ability to work together. We encourage open communication about all aspects of our school and organization. Employees are encouraged to openly discuss with their supervisors any problems or suggestions they believe would make our organization better and stronger. ASA is interested in all our employee's success and fulfillment. We welcome all constructive suggestions and ideas. Employee job descriptions explicitly identify the employee's supervisor.

Employees who have work-related concerns or complaints are encouraged to discuss them with their supervisor. In the event that the concern is directed towards an employee's supervisor, employees are encouraged to discuss the concern with the CEO. In turn, should the concern or complaint be directed towards the CEO, employees are encouraged to discuss the concern with the Chairman of the Board of Directors.

Employees are encouraged to raise their work-related concerns as soon as possible after the events that cause concern. ASA will attempt to keep the employee's concerns and complaints and any resulting investigation confidential to the extent feasible. However, in the course of an investigation and/or in resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law.

LACTATION ACCOMMODATION POLICY

ASA provides a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. The school will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area for the employee to express milk in private.

An employee who would like to request an accommodation to express milk should complete an accommodation request form and contact her supervisor or Director of Business Services. The school reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

Employees requesting an accommodation under this policy should comply with the following requirements:

1. The employee should complete an accommodation request form and contact her supervisor or Director of Business Services to request designation of a location and time to express breast milk under this policy.
2. The requested break time should, if possible, be taken concurrently with other scheduled break periods. Nonexempt employees should clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

Retaliation for making a lactation accommodation request is strictly forbidden. If the employee believes she has been retaliated against it should be reported immediately to Director of Business Services or the School Leader. Discrimination against and harassment of lactating employees in any form is unacceptable, a form of prohibited sex/gender discrimination, will not be tolerated at ASA and will be handled in accordance with ASA's policy on discrimination and harassment.

PUBLIC RELATIONS

The success of a charter school depends upon the quality of the relationship among the school, its employees, students, parents and the general public. The public impression of ASA and its interest in our school will be formed in part, by ASA employees. Our employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, ASA and our school's services.

Below are several things employees can do to help leave people with a good impression of ASA.

These are the building blocks for our continued success:

- Communicate with parents regularly in manner consistent with school policy
- Act competently and collaborate with others in a courteous and respectful manner
- Communicate pleasantly and respectfully with other employees at all times
- Follow up on requests and questions promptly, provide business-like replies to inquiries and requests, and perform all duties in an orderly manner
- Respond to internal emails and voicemail within 48 hours during the workweek
- Take great pride in your work and enjoy doing your very best

DISABILITY ACCOMMODATION

ASA is committed to complying with all applicable provisions of federal, state and local laws prohibiting discrimination on the basis of disability. It is ASA's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, ASA will provide reasonable accommodation to a qualified individual with a disability who has made ASA aware of his or her disability, provided that such accommodation does not constitute an undue hardship on ASA. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their supervisor and/or Director of Business Services. ASA encourages individuals with disabilities to come forward and request reasonable accommodation.

INTERNAL DISPUTE RESOLUTION POLICY

The ASA Thrive Board of Directors has adopted an Internal Dispute Resolution Policy that complies with Title 5 of the California Code of Regulations, Section 4600 et. seq. and other applicable state and federal laws and regulations.

All internal disputes between faculty, staff, parents, administrators, and/or Board members of the Charter School will be resolved by the school according to the school's own internal policies. The Chartering Agency will not be involved with internal disputes of the school unless the school requests the Chartering Agency involvement, or unless the internal dispute relates to one of the reasons under Education Code § 47607 for which a charter may be revoked. Neither the District nor the Charter School can guarantee timely resolution of disputes when the parties

are in disagreement and mediation fails because neither party can control the time for judicial review.

This will not inhibit or restrict in any way the Chartering Agency's ability to ensure compliance with the charter or state and federal law. In fact, this specifically allows the Chartering Agency to intervene even in internal disputes if they are related to one of the reasons for which a charter can be revoked. These reasons include, but are not limited to, violation of the law, violations of the charter, health and safety issues, and financial mismanagement.

The objective of the Internal Dispute Resolution Policy is to have school community members resolve issues in-house in an amicable and fair manner whenever possible. School community members include the CEO, directors, students, teachers, parents, volunteers, community members, partners, and collaborators.

Complaints

Any person with a complaint about ASA Thrive (the School), any of its employees or third parties may file a written Complaint Report with the School which shall describe in detail the facts relating to the complaint, and which shall request an investigation of the facts relating to his or her complaint. Assigned personnel will interview witnesses, investigate the facts relating to any such complaint, and will provide to the complaining party and the School administration a written Determination Report regarding the complaint, any facts discovered about the complaint, and what action, if any, the School will take to resolve the complaint, together with a notice of the complaining party's right to appeal the Determination Report. The Determination Report, including a description of the action(s) which the School will take, if any, to resolve the complaint, shall be final and binding upon the complaining party and the School, unless the Determination Report is timely appealed as provided in this policy.

All Complaint Reports must be filed within six months of the date of the events giving rise to the complaint, or within six months from the date that the complaining party obtained knowledge of such facts, whichever is later. Untimely complaints and appeals may be dismissed and returned to the complaining party with no further action by the School.

SECTION 5 – THE EMPLOYMENT PROCESS

EMPLOYEE CLASSIFICATIONS

Each ASA employee is either a “full-time,” “part-time,” or “contract” employee and either an “exempt” or “non-exempt” employee. Some of the policies and benefits described in this handbook depend on whether the employee is full-time or part-time. Full-time employees are those employees regularly scheduled to work 30 hours or more each week. Part-time employees are those regularly scheduled to work less than 30 hours each week. Contract employees are those employed in connection with a specific project or event. Contract employees are not eligible for employee benefits, except those mandated by applicable law.

Every member of the team is designated as an “Certificated employee” or “Classified employee.” Some of the policies and benefits described in this handbook depend on how the employee is designated.

Exempt employees: This category includes all regular employees who are determined by the School to be exempt from certain wage and hour provisions of state and federal laws. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Because they are exempt, such employees are not entitled to additional compensation for extra hours of work or time off in lieu of additional compensation.

Non-exempt employees: This category includes all regular employees who are covered by certain wage and hour provisions of state and federal laws. Non-exempt employees are entitled to overtime for hours worked beyond 8 hours in one workday or beyond 40 in one workweek, as well as meal and rest breaks as prescribed by law.

Certificated Employee: Certificated Employees are those employees hired by ASA for the primary purpose of instructing students.

Classified Employee: Classified Employees includes those employees hired by ASA that do not primarily instruct students, such as administrative, maintenance, assistants and other operational employees.

WORK SCHEDULES

Please refer to the appropriate employee (Classification and work year) calendar to see your annual work schedule. Instructional employees are expected to work all days that students are present and any days indicated as professional development days on the calendar. Non-instructional employees are expected to follow the same calendar, with some additional days of work during school breaks.

Instructional Employees:

The normal working hours for instructional employees at the school sites are from 7:40 a.m. to 3:40 p.m. with a thirty (30) minute meal break. Instructional Employees may be required to work other than the normal hours and to take their lunch breaks on a rotating basis so that classes and student activities are always covered. There will occasionally be activities that will require teacher participation outside of regular business hours such as Back to School Nights or special meetings.

The CEO must approve any exceptions to the regular work schedule for instructional employees.

Non-Instructional Employees:

The CEO will determine the normal working hours for non-instructional employees. Non-exempt, non-instructional employees are entitled to a ten (10) minute break and a thirty (30) minute unpaid meal break and are entitled to overtime pay as required by law.

Exempt employees will be expected to work the number of hours necessary to complete their assigned responsibilities.

SCHOOL HOLIDAYS

The School calendar reflects any and all holidays observed by the School. The following holidays are generally observed by public entities, including public schools:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

Unless otherwise provided in this policy, all ASA exempt employees* will receive time off with pay at their normal base rate for each observed holiday. Employees on a leave of absence are not eligible for holiday benefits that occur while on leave. Contract and part-time employees are not eligible to receive holiday pay, unless otherwise provided for by specific agreement in writing.

Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to the CEO. The employee may use personal or sick time if the employee has unused paid time off available, otherwise the holiday will be unpaid. All steps will be taken to reasonably accommodate a religious holiday (or practice) absent an undue hardship.

(*Note that exempt employees who work only during the academic calendar, such as teachers, are not scheduled to work during many of the above-listed holidays, and therefore are not eligible for holiday pay if worked.)

ACADEMIC FREEDOM

Teachers must be free to think and to express ideas, free to select and employ materials and methods of instruction within the School's curriculum framework, free from undue pressures of authority, and free to act within his or her professional group. Such freedom should be used judiciously and prudently to the end that it is in concert with established community standards, the vision and mission of the school, and its charter, and promotes the free exercise of intelligence and student learning.

Academic freedom is not an absolute. It must be exercised within the basic ethical responsibilities of the teaching profession. Those responsibilities include:

- An understanding of our academic traditions and methods;
- A concern for the welfare, growth, maturity and development of children;
- The use of accepted scholastic methods; and
- Application of good taste and judgment in selecting and employing materials and methods of instruction.

ATTENDANCE/PUNCTUALITY

The presence or absence of each employee is of critical importance to the successful operation of the ASA. Regular attendance and punctuality are considered an essential function of each position. Therefore, ASA expects all of its employees to be on time, ready to begin work at the beginning of their day, and to work the full allotted time they are assigned each day. ASA reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment. Non-exempt employees are not allowed to perform work at home or away from the School unless specifically authorized for each occurrence by their supervisor. Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically assigned by the supervisor. Non-exempt employees are not allowed to work "off the clock." Attendance at school-sponsored functions is not compensated unless the supervisor has required you to attend and work at the function and has written approval from their CEO to provide

the additional compensation. Employees violating these rules may be subject to disciplinary action up to and including termination.

ASA will provide reasonable accommodation to a qualified individual with a disability who has made ASA aware of his or her disability, provided that such accommodation does not constitute an undue hardship on ASA. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their supervisor. ASA encourages individuals with disabilities to come forward and request reasonable accommodation.

TIME RECORDS (NON-EXEMPT EMPLOYEES)

Non-exempt employees must accurately complete time records within the ASA-specified system on a daily basis. Each pay period must be approved on the system by the employee. Absences and time worked must be accurately identified on your time record. Non-exempt employees are not allowed to work “off the clock.” All time worked must be recorded. You cannot record time and/or submit a time record for another employee. Each employee must approve and submit his or her own time card. Employees must record all time actually worked; working off the clock is prohibited.

Exempt employees must report full days of absence from work. Deductions from an exempt employee's salary will be made only in accordance with applicable law. Employees should immediately contact the Administrator with any questions concerning their pay so that inadvertent errors can be corrected.

MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)

All non-exempt employees are provided with an opportunity to take meal and rest periods consistent with the law. During your meal periods and rest periods, you may not work at all. You are excused from all duties. In addition, please understand that you may not combine required meal or rest periods in order to take a longer break. Also, you may not miss a required meal or rest period in order to start work later or leave work earlier. In the rare event that you believe you cannot take a meal or rest period, or you are unable to take a full meal or rest period pursuant to School policy or you must begin your meal period more than five hours after your work period began, you must notify Director of Business Services in advance whenever possible (and, in any event, as soon as possible) so that the proper measures may be taken. If you leave the premises for either a meal or rest break, you are doing so for strictly personal reasons and will not be covered by worker’s compensation.

Failure to comply with the School’s policy regarding meal and/or rest periods can lead to discipline, up to and including termination

Meal Periods

Non-exempt employees (hourly employees) scheduled to work more than five hours in a day are given a 30-minute duty-free unpaid meal period. The meal period must be taken before the end of the fifth (5th) hour of work. The employee may waive this meal period if his/her workday will be completed within a total of less than six hours.

<u>Hours Worked</u>	<u>Number of Rest Periods</u>
0 hours to 5 hours	No meal period
Over 5 hours to 10 hours	1 30-minute meal period
Over 10 hours to 14 hours	2 30 minute meal periods

Non-exempt employees must observe assigned working hours, and the time allowed for meal periods. The meal period must be accurately recorded on the employee’s timesheet. Meal periods are unpaid time and employees are free to leave the premises. Meal periods may not be combined with rest periods or used to come in later or leave earlier on a workday.

Rest Periods

Non-exempt employees are authorized and permitted to take a 10-minute rest period for each four (4) hours of work or major portion thereof. Your supervisor may schedule your rest periods. Do not leave the premises during your rest period and do not take more than 10 minutes for each rest period. Rest periods should be taken as close

to the middle of a work period as possible and cannot be taken in conjunction with a meal period. Rest periods are paid work time; they cannot be waived by the employee in order to shorten the workday or used towards additional time off.

<u>Hours Worked</u>	<u>Number of Rest Periods</u>
3.5 hours to 6 hours	1 10-minute rest period
Over 6 hours to 10 hours	2 10-minute rest periods
Over 10 hours to 14 hours	3 10-minute rest periods

Employees desiring to express breast milk for the employee's infant child will be provided a reasonable amount of break time and a secluded area so that this may be done in private. This break time shall coincide with the employee's regularly scheduled break time to the extent possible. If a lactation break is taken outside of or extends beyond a paid break, a non-exempt employee must record the time on her timesheet as an unpaid break period.

Non-exempt employees must observe assigned working hours, the time allowed for rest periods, and report any missed rest period on the days' time record and to the employee's supervisor immediately. Employees are encouraged to report any concerns regarding meal or rest periods to the Director of Business Services.

PAYDAYS

Paydays at ASA are the 10th of the month (for hourly employees) and the 25th day of the month (for both hourly and salaried employees). The Director of Business Services, with support from ASA's contracted back office provider, or his or her designee will distribute checks to those who do not have direct deposit. If a normally scheduled pay day falls on a weekend or holiday, paychecks will be distributed the preceding business day.

A written, signed authorization is required for mail delivery or for delivery of your paycheck to any other person. If you have an automatic deposit for your paycheck, your funds will be deposited to the financial institution you requested by the end of business on the scheduled payday. While an automatic deposit may actually credit to your account before your actual "payday," the school is not responsible for automatic payments or withdraws dated prior to your actual payday and you should not depend on early deposits of your pay.

If a wage order is received by ASA for one of our employees, we are obligated by law to comply with the demand. The affected employee will receive notice from his or her supervisor or the Director of Business Services as soon as possible.

PAYROLL WITHHOLDINGS

ASA is required by law to withhold Federal Income Tax, State Income Tax, Social Security (FICA), State Teachers Retirement Service (STRS for eligible credentialed faculty or PERS) and State Disability Insurance from each employee's paycheck as outlined below. Additionally, if a garnishment, tax levy, or an order to withhold child support payments should be delivered, ASA must comply with that order within the time allowed by law, and cannot postpone the payroll deduction for any reason. Voluntary deductions, which must be authorized in writing by employees, may include retirement plans, employee portion of insurance premiums, or any other benefit made available to employees.

ASA prohibits improper deductions from the pay of any employee. If an employee believes an error has been made in his or her pay or deductions, ASA will work in good faith to resolve errors as soon as possible. The employee should notify the Director of Business Services of any errors in pay or deductions withheld within seven (7) days from the date paid.

Every deduction from the employee's paycheck is explained on the check voucher/paystub. If the employee does not understand the deduction, then he or she should ask the Director of Business Services to explain it. The employee may change the number of withholding allowances he or she wishes to claim for Federal and/or State Income Tax purposes before any pay period by filling out a new W-4 form and submitting it to the Director of Business Services.

EMPLOYEE EXPENSE REIMBURSEMENT

ASA will reimburse employees for certain reasonably necessary business expenses incurred in the furtherance of ASA business. In order to be eligible for reimbursement, employees must follow the protocol set forth in the school's policy regarding expenditures. In general, the CEO must have previously approved all expenses. All receipts pertaining to the reimbursement must be original and detailed, and should be submitted to the Director of Business Services for payment process. All expense reimbursement requests should be made in the month following the expenditure but in no event more than thirty (30) days after the expenditure is made.

SECTION 6 - CONDITIONS OF EMPLOYMENT

IMMIGRATION LAW COMPLIANCE

ASA employs only those authorized to work in the United States in compliance with the Immigration and Control Act of 1986. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present original documentation establishing identity and employment eligibility as outlined on the I-9 instruction forms. Former employees who are rehired must also complete the form if they have not completed an I-9 with ASA within the past three years or if their previous I-9 is no longer retained or valid.

CREDENTIAL REQUIREMENTS

If you are a credentialed team member, you must provide copies of your credential, transcripts, and test scores each fall prior to your first day of actual work. Failure to provide these documents may delay your ability to begin work.

You are also responsible for keeping required certificates, credentials, and registrations current and in good standing, for paying the costs associated with renewal, and for providing both your principal and the School with verification of renewals. Failure to provide these updated documents to the school may result in suspension without pay until such time as the necessary documentation has been provided.

If you allow a credential, certificate, registration, or required course deadline to expire, or if you fail recertification, training, or testing, ASA is required to remove you from the work schedule until you meet the requirements or renew your credential.

TUBERCULOSIS TEST

No person shall be employed by ASA Thrive unless he or she has submitted proof of an examination within the last sixty (60) days that they are free of active tuberculosis by a physician licensed under Chapter 5 of Division 2 of the Business and Professions Code. This examination shall consist of an X-ray of the lungs or an approved intradermal tuberculin test, which, if positive, shall be followed by an X-ray of the lungs. All employees shall be required to undergo this examination at least once every four (4) years. After such examination each employee shall file a certificate with the School from the examining physician showing the employee was examined and found free from active tuberculosis. In the event it becomes necessary for the employee to have an X-ray examination as a follow-up to a skin test, the School will make arrangements with the designated physician for the examination and bear the expense. If the employee chooses to have his or her own physician for this purpose, the School will pay toward the cost of the examination an amount equal to the rate charged by the designated physician. This policy shall also include substitute employees.

Results of these tests are strictly confidential. TB Clearance is good for four years and it is the employee's responsibility to remain in compliance and ensure the school has a valid certificate on file.

FINGERPRINTING AND BACKGROUND CHECKS

Fingerprinting

ASA Thrive (the School) shall comply with the applicable provisions of the Education Code regarding fingerprinting and background checks, including Sections 44237, 44830.1 and 45125.1. It is the policy of the School to require fingerprinting and background checks for its employees as required by law prior to employment. All prospective employees must abide by all applicable laws and agree to abide by the policies of the School, including the submission of fingerprints and an approval for the School or its designee to perform background checks.

The fingerprinting and Criminal Records Summaries will be required annually, at the beginning of each school year. This requirement is a condition of employment. The School shall also fingerprint and background check school volunteers who volunteer with students outside of the direct supervision of a School employee, prior to volunteering at the School. For these volunteers, fingerprinting and Criminal Records Summaries will be required annually, at the beginning of each school year.

Additionally, the School may, on a case-by-case basis, require that the employees of an entity providing contract services comply with the requirements for fingerprinting, unless the School determines that the employees of the entity will have limited contact with students. In determining whether a contract employee will have limited contact with students, the School must consider the totality of the circumstances, including factors such as the length of time the contractors will be on school grounds, whether students will be in proximity with the site where the contractors will be working, and whether the contractors will be working by themselves or under the supervision of School personnel.

Procedures for Background Checks

The CEO or designee shall review Department of Justice reports on prospective employees, contractors, and volunteers to determine whether an employee may be employed in accordance with Education Code Section 44237, 44830.1 or 45125.1, except with respect to her or himself, in which case the ASA Thrive Board of Directors will review. The CEO or designee shall monitor compliance with this policy and report to the ASA Thrive Board of Directors on a quarterly basis.

SUBSEQUENT ARREST NOTIFICATION SERVICE

All employees are subject to "Subsequent Arrest Notification Service" by the DOJ once they have been fingerprinted for ASA. Any time an employee is arrested after his or her initial background clearance for the school, the DOJ will notify the school CEO and send the school the new Criminal Offender Record Information (CORI). The CEO will evaluate the new information and determine whether it justifies suspension or termination of the individual's employment. At the discretion of the CEO, he or she can seek counsel from the Board of Directors and/or legal counsel, in closed session, in determining suitability for continued employment. After the evaluation has taken place and a decision has been made regarding the individual's suitability to continue employment, the CORI records received from the DOJ will be destroyed. Applicants will receive confidential notification of their suspension or termination. Those individuals who are suspended or terminated can make a one-time appeal to the CEO for reconsideration if he or she feels there has been an error in the review of their record. The decision of the CEO is final.

CHILD ABUSE AND NEGLECT REPORTING ACT

Since our employees work directly with children, they are in a position to detect instances of child abuse and neglect. It is ASA's policy that all school employees shall comply with the California State law regarding child abuse reporting procedures. Section 11166 of the California Penal Code mandates the reporting to designated authorities of cases of suspected child abuse as follows:

"Any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident."

While each employee has the responsibility to ensure the reporting of any child he/she suspects is a victim of abuse, the employee is not to verify the suspicion or prove that abuse has occurred. Classroom teachers who become aware of suspected child abuse should request class coverage from the Main Office immediately and report the suspicions as required.

It is extremely important that ASA employees comply with the requirements of the Child Abuse and Neglect Reporting Act (CANRA). No mandated reporter can be held civilly or criminally liable for any report required or authorized by CANRA. In addition, any other person who voluntarily reports a known or suspected incident of child abuse or neglect will not incur civil or criminal liability unless it is proven that the report was false and the person knew the report was false or made the report with reckless disregard of its truth or falsity.

The CEO is available to answer any questions employees may have about their responsibilities under CANRA, or to assist an employee in making a report under CANRA. If an employee makes a report pursuant to CANRA without

ASA's assistance, he or she is required to notify ASA of the report if it is based on incidents he or she observed or became aware of during the course and scope of his or her employment with ASA.

FIRST-AID AND CPR TRAINING

All individuals working unsupervised with children or in a classroom setting (i.e. core teachers, coaches, non-core teachers, administrators) must receive, renew, and maintain basic first-aid and CPR certification by the first day of school for students. ASA will provide First Aid and CPR training for teachers, assistants and staff. Any employee required to be first aid certified and hired after the beginning of the school year will be required to provide proof of completion of both First Aid and CPR training prior to the first day of work.

For additional information on the training required, please contact the Director of Business Services.

PERSONNEL FILES

An employee or former employee (or designee) has the right to inspect or receive a copy of his or her personnel records at reasonable times, at a reasonable place, and on reasonable advance notice to the Director of Business Services. All requests should be put in writing preferably on the form maintained by Administration. If the request includes a request for copies the employee or former employee may be required to pay for the actual costs of copying. Employer will respond to such a request within 30 days of receipt of the written request.

Employees are not entitled to inspect or copy: letters of reference, records that relate to an investigation of possible criminal activity, ratings, reports or records obtained prior to employment, prepared by examination committee members or obtained in connection with a promotional examination.

CHANGES IN EMPLOYMENT

An employee is responsible for notifying the Director of Business Services about changes in the employee's personal information and changes affecting the employee's status (for example, name changes, address or telephone number changes, marriages or divorces, etc.). This notification by the employee must occur as close to the change as possible, but no later than 30 days following the change.

SECTION 7 – PERFORMANCE

EMPLOYEE PERFORMANCE REVIEW

Supervisors will generally conduct performance reviews with all regular full-time and regular part-time employees annually. Supervisors may conduct informal performance reviews and goal setting sessions more often if they choose.

Performance reviews are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, the employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills. The goal setting sessions are designed for the employee and his/her supervisor to make and agree on new goals, skills, and areas for improvement.

ASA directly links wage and salary increases with performance. Your performance review and goal setting sessions may or may not have a direct effect on any changes in your compensation. For this reason, among others, it is important to prepare for these reviews carefully, and participate in them fully.

SECTION 8 – LEAVES

FAMILY MEDICAL LEAVE (“FMLA”)/CALIFORNIA FAMILY RIGHTS ACT (“CFRA”)

Use of FMLA includes CFRA wherever mentioned and allowed by state or federal law. State and federal family and medical leave laws provide up to 12 workweeks of unpaid family/medical leave within a 12-month period under the following conditions:

- The employee has more than 12 months of continuous service;
- The employee has worked at least 1250 hours during the previous 12-month period before the need for the leave.

Leave may be taken for one of the following reasons:

- The birth of employee’s child, or placement of a child with the employee for adoption or foster care (FMLA/CFRA)
- To care for the employee’s spouse, child, or parent who has a serious health condition (FMLA/CFRA)
- For a serious health condition that makes the employee unable to perform his or her job (FMLA/CFRA)
- For any “qualifying exigency” (as defined by federal regulation) because the employee is the spouse, son, daughter, or parent of an individual on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation (FMLA only)
- An employee who is the spouse, son, daughter, parent or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a 12- month period to care for the service member (FMLA only)

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of leave may be taken, the School uses a rolling backward 12-month period. Under most circumstances, leave under FMLA and CFRA will run concurrently in all cases where the law allows and the eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

For a qualifying exigency or leave to care for a covered service member, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered service member is for a maximum of 26 workweeks during a 12-month period.

Pregnancy, Childbirth or Related Conditions (ALSO SEE PDL POLICY)

FMLA will run concurrently with Pregnancy Disability Leave Policy (PDL). Once the pregnant employee is no longer disabled, she may apply for leave under the California Family Rights Act, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. California Family Rights Act leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the School will grant a request for a California Family Rights Act leave (for birth/placement of a child) of less than two weeks’ duration on any two occasions. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

Leave for Employee’s Own Health Condition

Please contact the Director of Business Services as soon as you realize the need for family medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify the School at least 30 days before leave is to begin. The employee must consult with his or her supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the School.

If the employee cannot provide 30-days’ notice, the School must be informed as soon as is practical.

The School requires the employee to provide medical certification within 15 days of any request for family medical leave under state and federal law. The school may require recertification from the health care provider if additional leave is required. If the employee does not provide medical certification in a timely manner to

substantiate the need for FMLA, the School may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered FMLA and therefore not subject to the protections afforded by FMLA/CFRA.

Leave to Care for a Family Member

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider;
- Confirmation that the serious health condition warrants the participation of the employee.

When both parents are employed by the School, and request simultaneous leave for the birth or placement for adoption or foster care of a child, the School will not grant more than a total of 12 workweeks family/medical leave for this reason. If an employee cites his/her own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Inability of the employee to work at all or perform any one or more of the essential functions of his/her position because of the serious health condition.

The School will require certification by the employee's health care provider that the employee is fit to return to his or her job. Failure to provide certification by the health care provider of the employee's fitness to return to work will result in denial of reinstatement for the employee until the certificate is obtained.

Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a service member shall be supported by a certification by the service member's health care provider.

Health and Benefit Plans

An employee taking family medical leave will be allowed to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave for a maximum of 12 workweeks (26 workweeks if the leave is to care for a covered service member) at the same level and under the same conditions of coverage as if the employee had continued in employment for the duration of such leave. The School will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins under FMLA/CFRA. The employee must continue to make all his or her contribution payments to the school as agreed upon. In some instances, the School may recover from an employee premiums paid to maintain health coverage if the employee fails to return to work following FMLA leave.

Employees on FMLA who are not eligible for continued paid coverage may continue their group health insurance coverage through the School in conjunction with the federal COBRA guidelines by making monthly payments to the School for the amount of the applicable premium. Employees should contact Director of Business Services for further information.

Substitution of Paid Leave

Accrued sick leave must be substituted for unpaid leave in the event of an employee's own serious health condition, to care for an eligible family member, or for the birth, adoption, or foster care of a child. Accrued vacation or PTO must be substituted for unpaid leave in the event of an employee's need to care for an eligible family member, or for the birth, adoption or foster care of a child. Substitution of accrued paid leave does not extend the length of the leave.

Reinstatement

Under most circumstances, upon return from family medical leave, an employee will be reinstated to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. In addition, an employee has no greater right to reinstatement than if he or she had not been continuously employed rather than on leave. An employee's use of family medical leave will not result in the loss of any employment benefit that the employee earned before using FMLA.

Time Accrual

Employees on Family and Medical Leave Act/California Family Rights Act leave will not continue to accrue sick, vacation and/or PTO leave during unpaid FMLA/CFRA. Holidays will not be paid while on FMLA/CFRA.

If you have any questions regarding FMLA/CFRA, please contact the Director of Business Services.

Outside employment is not allowed while on FMLA/CFRA or PDL leave.

PREGNANCY DISABILITY POLICY

You may take up to 17-1/3 weeks (693 hours for a full-time employee, prorated for part-time employees) of medically necessary pregnancy disability leave for pregnancy, childbirth or a related medical condition under California State law and (if eligible and you have not exhausted your entitlement) an additional 12 workweeks for non-pregnancy disability-related family medical leave under the California Family Rights Act (CFRA) for the purpose of baby-bonding. The first 12 workweeks of pregnancy disability run concurrently with the federal FMLA, if eligible. Any remaining FMLA leave will run concurrently with CFRA leave. The amount of leave will be prorated based on the number of hours worked (i.e. a part-time employee working 20 hours per week would be entitled to 346.6 hours of leave).

Pregnancy, childbirth, or related medical conditions will be treated like any other disability, and an employee on leave will be eligible for temporary disability benefits in the same amount and degree as any other employee on leave.

Any female employee planning to take pregnancy disability leave should advise their assigned supervisor and Director of Business Services as early as possible.

The individual should make an appointment with their assigned to discuss the following conditions:

- Employees who need to take pregnancy disability must inform the school when a leave is expected to begin and how long it will likely last. Employees will be required to complete a "Request for Leave" form and provide medical certification. If the need for a leave or transfer is foreseeable, employees must provide notification at least 30 days before the pregnancy disability leave or transfer is to begin;
- Employees must consult with their assigned supervisor regarding the scheduling of any planned medical treatment in order to minimize disruption to the operations of the School. Any such scheduling is subject to the approval of the employee's health care provider. If 30 days advance notice is not possible, notice must be given as soon as practical;
- Upon the request of an employee and recommendation of the employee's health care provider, the employee's work assignment may be changed if necessary to protect the health and safety of the employee and her child;
- Requests for transfers of job duties will be reasonably accommodated if the job and security rights of others are not breached;
- Temporary transfers due to health considerations will be granted when possible. However, the transferred employee will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons;
- Pregnancy disability leave usually begins when ordered by the employee's health care provider. The employee must provide the School with medical certification from a health care provider within. The certification indicating disability should contain:
 - The date on which the employee became disabled due to pregnancy;

- The probable duration of the period or periods of disability; and
- A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons;

Returning from pregnancy leave will be allowed only when the employee provides a release to return to work from her health care provider.

Except to the extent that other paid leave is substituted for pregnancy-related disability leave, PDL is unpaid. An employee will be ALLOWED to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave. An employee will be allowed to use accrued vacation or personal time (if otherwise eligible to take the time) during a pregnancy disability leave. The substitution of sick pay and/or vacation/PTO pay for pregnancy disability leave does not extend the total duration of the leave to which the employee is entitled and which is supported by medical certification.

Duration of the leave will be determined by the advice of the employee's health care provider, but employees disabled by pregnancy may take up to four months (17-1/3 weeks/693 hours). Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of one (1) hour.

Unless ASA and the employee have already agreed upon the employee's return to work date, an employee who has taken a pregnancy disability leave or transfer must notify the Director of Business Services contact at least 30 days prior to her anticipated return to work or, as applicable, before her transfer back to her former position. An employee who timely returns to work at the expiration of her pregnancy disability leave will be reinstated to her former position, or a comparable position, whenever possible and consistent with applicable law. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

ASA will maintain its portion of group health insurance coverage that the employee was provided before the leave commenced on the same terms as if the employee had continued to work up to the maximum leave allotment allowed under the Pregnancy Disability Leave law (693 hours) and for the first 12 weeks of CFRA "Baby-Bonding Leave". ASA may recover premiums it paid to maintain health coverage if the employee does not return to work following pregnancy disability leave. Employees are still responsible to pay for their own portion of group health benefits premium. See the Director of Business Services to review the amount that employee will need to reimburse the school while on pregnancy disability leave.

Employees on pregnancy disability leave will accrue leave benefits, such as sick leave, vacation and/or PTO only when employer-paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual. No leave benefits shall accrue when the employee is in unpaid status.

CFRA/Baby Bonding leave is covered by the California Family Rights Act (CFRA). If the employee has not exhausted the full 12 weeks of her FMLA entitlement, a portion of the baby bonding leave may be protected under FMLA as well. The employee must complete a request for baby bonding leave. See Director of Business Services for the proper form to use to request this leave. Prior to commencing baby bonding leave, the employee will be required to submit a certification from her health care provider showing that the employee is no longer disabled by pregnancy or childbirth, to the Director of Business Services.

MILITARY SPOUSE LEAVE

An eligible employee-spouse of a qualified service member is entitled to take ten (10) days unpaid leave during a period when the spouse is on leave from deployment during a period of military conflict.

An eligible employee must work an average of 20 hours per week; must provide notice of his or her intention to take the leave within two (2) business days of receiving official notice that the service member will be on leave; and submit written documentation certifying that the service member will be on leave during the time the leave is required.

The employee may use accrued vacation/sick or PTO for this leave.

WORKERS' COMPENSATION LEAVE

Employees that are temporarily disabled due to a work-related illness or injury will be placed on workers' compensation leave. The duration of your leave will depend upon the rate of your recovery and the medical provider's recommendation. Workers' compensation leave will run concurrently with any other applicable medical leave of absence (FMLA/CFRA). Unless otherwise mandated by law, employees on a leave of absence of more than 4 months are responsible for selecting continuing health coverage and paying the premium for such coverage through COBRA.

KIN CARE

ASA employees may use up to one-half of their annual sick leave entitlement to care for a family member. This includes time off for:

- Diagnosis, care, or treatment of an existing health condition (such as the flu);
- Preventive care (such as an annual physical or flu shot);
- Victims of domestic violence, sexual assault or stalking

Kin care can be used for any family member, including a child, parent, parent-in-law, domestic partner's parent, spouse, domestic partner, grandparent, grandchild or sibling.

BEREAVEMENT LEAVE

ASA provides full-time employees up to three days paid bereavement leave, beyond sick or personal time, due to the death of an immediate family member. This includes a parent (including an in-law and step-parent), spouse, domestic partner, dependent, sibling, step-sibling, grandparent or grandchild. If a funeral is more than 500 miles from your home, you may receive paid leave for five days with prior approval from your supervisor.

JURY DUTY LEAVE

Non-exempt employees may take an unpaid leave of absence for jury duty. Exempt employees are directed to postpone a summons to perform jury duty to the summer period. Employees who receive a jury duty summons and who desire a written verification of this policy should contact the Director of Business Services. Employees who receive a jury duty summons and need to take time off must notify their supervisor immediately.

TIME OFF TO VOTE

The School will allow any nonexempt employee who is a registered voter and does not have enough time outside of working hours to vote in a statewide election up to two (2) hours of work time without loss of pay to vote. The request must be made at least two (2) working days in advance. The time must be at the beginning or end of the employee's regular shift, whichever allows the most free time for voting and the least time off from work unless the School and the employee agree otherwise. The employee may be required to prove he or she is a registered voter.

An employee may also serve as an election official on Election Day without being disciplined, however the School will not pay the employee for this time off. Vacation or personal hours which have accrued but not been used may be paid to the employee for this time off.

SCHOOL ACTIVITIES LEAVE

The School encourages employees to participate in the school activities of their child(ren). The leave is subject to all of the following conditions:

- Parents, guardians, or grandparents having custody of one or more children in kindergarten or grades 1 through 12 may take time off for a school activity;
- The time off for school activity participation cannot exceed eight (8) hours in any calendar month, or a total of forty (40) hours each year;
- Employees planning to take time off for school visitations must provide as much advance notice as possible to their supervisor;
- If the School employs both parents, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his or her supervisor;
- Employees must use existing vacation or personal leave in order to receive compensation for this time off;
- Employees who do not have paid time off available will take the time off without pay;
- Documentation of participation may be requested and will be sufficient if it is provided in writing by the school or the licensed child care/day care facility.

SCHOOL APPEARANCE/SUSPENSION LEAVE

If the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In compliance with California Labor Code section 230.7, no discriminatory action will be taken against an employee for taking time off for this purpose.

This leave is unpaid but the employee may choose to use accrued vacation, or personal time off (PTO). You will not be discharged or discriminated against because of an absence protected by this law.

CRIME VICTIM LEAVE

Employees are allowed to be absent from work to attend judicial proceedings related to a crime if they are:

- A victim of a crime
- An immediate family member of a victim;
- A registered domestic partner of a victim; or
- The child of a registered domestic partner of a victim

An employee must give reasonable advance notice to the school by providing documentation of the proceeding. Documentation may be any of the following:

- Notice from the court or government agency setting the hearing;
- The district attorney or prosecuting attorney's office; or
- The victim/witness assistance office advocating on the victim's behalf.

This leave is unpaid but the employee may choose to use accrued vacation, sick or personal time off (PTO). You will not be discharged or discriminated against because of an absence protected by this law.

DOMESTIC VIOLENCE LEAVE/SEXUAL ASSAULT LEAVE

If you are a victim of domestic violence, you may take unpaid time off to obtain or attempt to obtain judicial relief, such as obtaining restraining orders, to help insure your health, safety or welfare or that of your child(ren). You must give the School reasonable notice unless advance notice is not feasible, and provide certification that you are seeking such assistance.

Certification may be sufficiently provided by any of the following:

- A police report indicating that you were a victim of domestic violence or sexual assault;
- A court order protecting or separating you from the perpetrator of an act of domestic violence or sexual assault, or other evidence from the court or prosecuting attorney that you appeared in court; or,
- Documentation from a medical professional, domestic violence advocate, health care provider, or counselor that you are undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence or sexual assault.

The School will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision. The School will not discharge, discriminate or retaliate against an employee who exercises their rights under this law. Domestic violence, sexual assault and stalking victims' leave for medical treatment does not exceed or add to the unpaid leave time that FMLA/CFRA allows.

Employers are prohibited from discharging, discriminating or retaliating against an employee who is a victim of domestic violence or the victim of sexual assault for taking time off to seek medical attention, obtain services from a domestic violence shelter or program or rape crisis center, obtain psychological counseling, participate in safety planning, or temporary or permanent relocation.

MILITARY LEAVE

California's military leave laws, found at Military & Veterans Code section 389 et seq. and the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), found at 38 U.S.C. Section 4301 et seq. ensure that employees are not adversely affected in their employment after taking leave for military service. Employees who serve in the military and are entitled to a military leave of absence without pay from the School under applicable laws should notify the assigned supervisor and Director of Business Services regarding the need for military leave.

Please see Director of Business Services for more information regarding job reinstatement rights upon completion of military service.

ADULT LITERACY LEAVE

Pursuant to California law, the School will reasonably accommodate any eligible employee who seeks to enroll in an adult literacy education program, provided that the accommodation does not impose an undue hardship on the School. The School does not provide paid time off for participation in an adult literacy education. However, you may utilize accrued PTO if you want compensation for this time off. If you do not have accrued PTO available, you will be permitted to take the time off without pay.

ORGAN DONOR/BONE MARROW DONOR LEAVE

If you volunteer to donate an organ you may take up to thirty (30) days paid leave per year for this process or up to five (5) days paid leave for the donation of bone marrow.

You must give as much notice as is practicable and must provide certification of the medical necessity of the procedure. You will be required to use up to two weeks of any accrued paid leave (sick and/or vacation/PTO) for organ donation and up to five (5) days accrued paid leave (sick and/or vacation/PTO) for bone marrow donation. This leave does not run concurrently with FMLA/CFRA. You must have been employed for at least a 90-day period immediately preceding the beginning of the leave, if otherwise eligible.

You may take this leave incrementally, as medically necessary, or all at one time. All health benefits shall be maintained during this leave to the extent they exist at the time of the leave. This leave shall not be considered a break in service and the employee shall continue to accrue paid time off and other benefits as if they had continued working. The Employee shall be required to pay any portion of their benefits they are currently paying.

An employee shall not have any greater rights during this leave than if he or she had been actively working during this time but will be reinstated to their same or equivalent job prior to the leave. No employee shall be discriminated or retaliated against for taking an organ donation or bone marrow leave.

DRUG & ALCOHOL REHABILITATION LEAVE

ASA will reasonably accommodate any employee who volunteers to enter an alcohol or drug rehabilitation program, if the reasonable accommodation does not impose an undue hardship on the school. Reasonable accommodation includes time off without pay and adjusting work hours. You may use accrued and unused sick leave. All reasonable measures to safeguard your privacy will be maintained.

VOLUNTEER CIVIL SERVICE LEAVE

You are allowed to be absent from work to engage in volunteer emergency duty as a volunteer firefighter, reserve police officer or emergency rescue personnel. This is an unpaid leave but the employee may use any earned sick, vacation and/or PTO.

CIVIL AIR PATROL LEAVE

ASA provides eligible employees who are volunteer members of the California Wing of the Civil Air Patrol and are called to emergency operational missions up to 10 days of unpaid leave per calendar year. Leave for a single emergency operational mission will generally be limited to three days unless an extension is granted by appropriate government entities and approved by the company.

To be eligible, employees must have been employed with the company for 90 days immediately preceding the commencement of leave. Additionally, the company may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave requested or taken.

Employees may use accrued, unused paid time off (including [vacation/personal leave) for leave taken under this policy. The notice and eligibility requirements for any such paid time off will generally apply to an employee's request for use of paid time off under this policy.

SECTION 9 – BENEFITS

PAID TIME OFF (PTO) POLICY

Standard Paid Time Off (PTO) Policy

The following full-time, regular employees are eligible for PTO benefits:

- Full-time employees will accrue paid time off at the rate of one (1) day per month of work.
- For Employees participating in CalSTRS, the following options are available regarding unused PTO:
 - Option A: ASA pays \$12.50/hour of PTO not used directly to employee
 - Option B: ASA pays \$12.50/hour of PTO not used to employee's voluntary 403B account
- Accrued personal leave may carry over from year to year for a maximum number of 12 days total to be used in any one academic year.
- As a courtesy, ASA will front-load all personal leave at the beginning of the paid year.
- Un-accrued PTO will not be paid out upon termination.
- PTO days will not accrue during any unpaid leave of absence.
- Requests to use PTO days must be submitted in writing at least 2 weeks in advance when possible to the assigned supervisor.

Upon termination of employment the eligible employees listed above will be paid for all accrued, but unused PTO time at their current rate of pay. They are not entitled to pay in lieu of taking PTO except upon termination of employment.

SICK LEAVE

Sick leave is offered to offset the impact to income when an employee suffers an illness or injury that prevents the employee from working. Sick leave may only be used for an actual illness or injury and for no other purpose.

All hourly employees are eligible for 24 hours of sick leave, including regular full-time, part-time, seasonal and contract (including substitute teachers) both exempt and non-exempt, who work in California 30 or more days in a year.

All eligible employees will receive 24 hours at the beginning of each year.

USE: new hire employees will be entitled to use accrued sick leave on the 90th day of their employment and may use sick leave in increments of 2 hours. Employees must provide reasonable advance notice of the need for sick leave if foreseeable. If not foreseeable, the employee must provide notice as soon as practicable.

Sick leave may be used for the diagnosis, care, or treatment of an existing health condition, or for preventative care for the employee or the employee's family member. Family members include: child, spouse, parent, parent-in-law, registered domestic partner, grandparent, grandchild and sibling.

Sick leave may also be used for victims of domestic violence, sexual assault or stalking.

CARRY OVER & CAP: There is no carry-over of any unused sick time to the following year but at the beginning of each year 24 hours will be banked for use at the beginning of each successive year.

Sick leave will not be paid out upon termination of employment.

INSURANCE BENEFITS

Full-time employees are entitled to insurance benefits offered by ASA. These insurance benefits will include medical and dental. The school will set a defined contribution towards the employee's insurance premiums that are sponsored by ASA. This amount will be determined on an annual basis. The employee's portion of the monthly premiums will be deducted from the employee's paycheck on a pre-tax basis.

If medical insurance premium rates increase, employees may be required to contribute to the cost of the increase to retain coverage. Unless otherwise mandated by law, employees on a leave of absence of more than four (4)

months are responsible for selecting continuing health coverage and paying the premium for such coverage through COBRA.

Full-time employees will also be covered under an insurance policy that includes life insurance at no cost to the full-time employee. Additional voluntary insurance plans will be offered through the school that will be the employee's responsibility to purchase and pay for.

COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under ASA's health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee, a reduction in an employee's hours or leave of absence, divorce or legal separation and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at ASA group rates plus an administration fee. ASA or our carrier provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under ASA's health insurance plan. The notice contains important information about the employee's rights and obligations.

SOCIAL SECURITY/MEDICARE

If you are a full time regular employee contributing to a teacher's retirement system (PERS/STRS), your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected.

ASA withholds income tax from all employees' earnings and participates in CalSTRS (California State Teachers Retirement System) and Medicare withholding and matching programs as required by law.

STATE DISABILITY INSURANCE

All employees are enrolled in California State Disability Insurance (SDI), which is a partial wage replacement insurance plan for California workers. Employees may be eligible for SDI when they are ill or have non-work-related injuries, or may be eligible for work related injuries if they are receiving workers' compensation at a weekly rate less than the SDI rate. Specific rules and regulations relating to SDI eligibility are available from the Director of Business Services.

PAID FAMILY LEAVE

Under California law, eligible employees may participate in the Paid Family Leave ("PFL") program, which is part of the state's unemployment compensation disability insurance program. The PFL program provides up to six weeks of partial wage replacement benefits to employees who take time off to care for a seriously ill or injured child, spouse, parent, registered domestic partner, siblings, grandparents, grandchildren, or parents-in-law or to bond with a new child (birth, foster care, adoption). The PFL program does not provide job protection or reinstatement rights. It is a wage supplement provided concurrently while an employee takes an eligible leave of absence under ASA policy and applicable law.

ASA will require you to take up to two weeks of accrued but unused PTO prior to your receipt of benefits under the PFL program.

The program will be administered in a manner consistent with California law. For more information regarding this program, you may contact the California Employment Development Department.

WORKER'S COMPENSATION INSURANCE

Eligible employees are entitled to workers' compensation insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee.

In the event of an occupational injury or illness (as defined under Workers' Compensation Law) an employee may be covered by workers' compensation insurance instead of group insurance.

If an employee should become injured or in any way disabled on the job, he or she must report the injury immediately to his or her supervisor. It is a felony to file a fraudulent or false workers' compensation claim.

SECTION 10 – EMPLOYEE COMMUNICATIONS

COMMUNICATIONS POLICY: TECHNOLOGY, EMAIL AND INTERNET

Every employee is responsible for using the ASA’s technology system, including, without limitation, its electronic mail (Email) system and the Internet, properly and in accordance with this policy. Any questions about this policy should be addressed to the CEO, Director of Educational Programs, or designee.

The computers that you use at work and the Email system are the property of ASA and have been provided for use in conducting ASA business. All communications and information transmitted by, received from, created, or stored in its computer system (whether through word processing programs, Email, the Internet or otherwise) are ASA records and property of ASA. The computer system is to be used for school purposes only. Employees may, however, use ASA technology resources for the following incidental personal uses so long as such use does not interfere with the employee’s duties, is not done for pecuniary gain, does not conflict with ASA business, and does not violate any ASA policies:

- To send and receive necessary and occasional personal communications;
- To prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner;
- To use the telephone system for brief and necessary personal calls; and
- To access the Internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

No Expectation of Privacy

Although ASA does not wish to examine personal information, from time to time, ASA may need to access its technology resources. ASA has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, without limitation, reviewing documents created and stored on its computer system, deleting any matter stored in its system (including, without limitation, its Email and word processing systems), monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing Email sent and received by users. Further, ASA may exercise its right to monitor its computer system for any reason and without the permission of any employee. Employee use of ASA’s computer system constitutes consent to all the terms and conditions of this policy.

Even if employees use a password to access the computer system (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from ASA’s computers is not assured. Use of passwords or other security measures does not in any way diminish ASA’s right to monitor and access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to ASA for any reason that ASA, in its discretion, deems appropriate. Further, employees should be aware that deletion of any Email messages or files would not truly eliminate the messages from the system. All Email messages and other files may be stored on a central back-up system in the normal course of data management.

Employees should have no expectation of privacy in anything they create, store, send or receive on the computer system.

Notwithstanding the foregoing, even though ASA has the right to retrieve, read and delete any information created, sent, received or stored on its computer system, Email messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any Email messages that are not sent to them or by them. Any exception to this policy must receive the prior approval of the CEO.

Employee Email Use

ASA values establishing and maintaining student-centered healthy relationships with all members of the community. Therefore, ASA employees, unless exempted through a written statement from the CEO, will use ASA email accounts for internal use (colleague to colleague communication) or email blasts (newsletters, class updates)

to parents, only. ASA parents and guardians will be made aware of this policy and be provided more effective and efficient means of communication, including available “office hours” for face to face or phone conferences.

Professional Use of Communication Systems Required

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write Email communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on ASA letterhead. Because Email and computer files may be subject to discovery in litigation, employees are expected to avoid making statements in Email or computer files that would not reflect favorably on the employee or ASA if disclosed in litigation or otherwise.

Offensive and Inappropriate Material

ASA’s policy against discrimination and harassment, sexual or otherwise, applies fully to ASA’s computer system, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no Email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law. Further, material that is fraudulent, harassing, abusive, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, unlawful, inappropriate, or offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law) may not be downloaded from the Internet or displayed or stored in ASA’s computers. Employees encountering or receiving this kind of material should immediately report the incident to the assigned supervisor.

ASA may (but is not required) to use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by ASA networks. Notwithstanding the foregoing, ASA is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited email containing offensive content. Users accessing the Internet do so at their own risk. Employees who encounter inappropriate or sexually explicit material while browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to ASA’s blocking software.

Solicitations

ASA’s computer system (including, without limitation, its Email system) may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job-related solicitations. Approval from the CEO is required before anyone can post any information on commercial on-line systems or the Internet.

Licenses and Fees

Employees may not agree to a license or download any material over the Internet for which a registration fee is charged without first obtaining the express written permission of the CEO.

Games and Entertainment Software

Employees may not use an ASA Internet connection to download games or other entertainment software, or to play games over the Internet.

Confidential Information

Employees may not transmit information over the Internet or through email that is confidential or proprietary. Employees are referred to ASA’s “Confidential Information” policy, contained herein, for a general description of what ASA deems confidential or proprietary. When in doubt, employees must consult their immediate supervisor and obtain approval before transmitting any information that may be considered confidential or proprietary.

Copyrights and Trademarks

ASA's computer system may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from the CEO. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult a supervisor.

Any ASA-approved material that is posted or sent via its computer system should contain all proper copyright and trademark notices. Absent prior approval from a supervisor to act as an official representative of ASA, employees posting information must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of ASA."

Maintenance and Security of the System

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, streaming video or audio files, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. In addition, employees should routinely delete outdated or otherwise unnecessary Emails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to ASA's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to ASA's network.

Files obtained from sources outside ASA including disks brought from home; including files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to email; and files provided by customers or vendors, may contain dangerous computer viruses that may damage ASA's computer network. Employees should never download files from the Internet, accept email attachments from outsiders, or use disks from non-ASA sources, without first scanning the material with ASA-approved virus checking software. If you suspect that a virus has been introduced into the ASA network, notify technology personnel immediately.

Violations of this Policy

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

Amendment and Modification of this Policy

ASA reserves the right to modify this policy at any time, with or without notice. ASA may require employees to acknowledge and comply with a separate Acceptable Use Policy for Internet and Network Resources.

SOCIAL MEDIA POLICY

ASA has adopted the following policy with regard to teacher behavior on social networking sites as it pertains to both teacher and student initiated communication with regard to employees' behavior on social networking sites including, but not limited to, Facebook, Twitter, LinkedIn, Pinterest, Instagram, SnapChat and YouTube. If you wish to use networking protocols as a part of the educational process, please work with your administrators and technology staff to identify and use a restricted, school-endorsed networking platform. Such sites will be the property of the School who will have unrestricted access to, and control of, such sites.

This policy is intended to supplement, not replace, the School's other policies, rules, and standards of conduct. For example, School policies on confidentiality, use of School equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not affected by this policy.

You are required to comply with the following rules and guidelines when participating in social media activities that are governed by this policy:

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of School policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Maintain the confidentiality of the School's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. This prohibition applies both during and after your employment with the School.
- Do not post confidential information (as defined in this Handbook) about the School, its employees, or its students. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including any and all information that might identify the student. Publicizing student work and accomplishments is permitted only if appropriate consents are obtained.
- While limited and incidental social media activities at work may be tolerated, such social media activities may not interfere with your job duties or responsibilities. Do not use your School-authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Be knowledgeable about and comply with the School's background check procedures.
- Be knowledgeable about and comply with the School's reference policy. Do not provide employment references for current or former employees, regardless of the substance of such comments, without prior approval from the School.
- We encourage you to be fair and courteous to fellow employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School. We also encourage you to avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, or intimidating, that disparage employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School, or that might constitute harassment or bullying.
- Make sure you always try to be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Please do not post any information or rumors that you know to be false about the School, fellow employees, students, parents, vendors, customers, suppliers, people working on behalf of the School, or competitors.
- Never represent yourself as a spokesperson for the School unless authorized to do so. If you publish social media content that may be related to your work or subjects associated with the School, make it clear that you are not speaking on behalf of the School and that your views do not represent those of the School, fellow employees, students, parents, vendors, customers, suppliers, or other people working on behalf of the School. It is best to use a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the School."
- Never be false or misleading with respect to your professional credentials.

Teachers shall not accept students or the students' parents as friends on any personal social networking sites and are to decline any student or parent-initiated friend requests. Teachers are not to initiate "friendships" with students or parents and must delete any students or parents already on their "friends" list immediately.

With regard to social networking content, teachers may not use commentary deemed to be defamatory, obscene, proprietary, or libelous with regard to any school-related business or policy, employee, student, or parent. Additionally, teachers will exercise caution with regards to exaggeration, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations. Teachers will weigh whether a particular posting puts his/her effectiveness as a teacher at risk. ASA encourages teachers to post only what they want the world to see. Imagine that students, their parents, or administrators will visit your site as most information is available to the general public even after it is removed from the site. Teachers may not discuss students nor post images that include students.

Due to security risks, teachers must be cautious when installing the external applications that work with the social networking site. At a minimum, educators should have all privacy settings set to “Only Friends”. The settings “Friends of Friends” and “Networks and Friends” open your content to a large group of unknown people, including students.

EQUIPMENT POLICY

ASA attempts to provide all staff members with the equipment and supplies needed to do their job. Providing equipment is a great expense to the school. It is expected that everyone will protect and care for all equipment and supplies issued to them. Staff members are responsible for the cost of lost, stolen, or broken items issued to them including: keys, textbooks, teacher guides, computers, and any other equipment that may be assigned to them or their classroom if the loss is due to willful misconduct or negligence.

Employees are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use of such equipment. Such precautions shall include, but not be limited to the following:

- Keep the computing device in a locked and secured environment when not being used;
- Do not leave the computing device for prolonged periods of time in a vehicle, especially in extreme temperatures;
- Keep food and drinks away from all computing devices and work areas;
- Do not leave the computing device unattended at any time in an unsecured location (e.g., an unlocked empty classroom or office); and
- Keep the computing device in sight at all times while in public places, such as public transportation, airports, restaurants, etc. Should an employee’s computing device be lost or stolen, the employee must:
 - immediately report the incident to his/her immediate supervisor and Chief representative;
 - obtain an official police report documenting the theft or loss; and
 - provide a copy of the police report to his/her immediate supervisor or Executive Director.

If the employee fails to adhere to these procedures, the employee will be held legally and financially responsible to the School for the replacement of such equipment.

The School is under no legal, financial or other obligation to provide for a replacement computing device to any employee whose device is lost, stolen or damaged.

The School may add security and other tracking technology to any and all computing devices issued by it and any and all such usage is subject to review, monitoring and auditing by the School.

Non-compliance with any policies or procedures will result in appropriate disciplinary action and/or reimbursement of any and all costs to the School if resulting from an employee’s willful misconduct.

LAPTOP COMPUTERS

Each full time exempt employee receives a laptop computer or chromebook for use in carrying out day-to-day functions such as lesson planning, email, enhancing classroom instruction, and using school-provided software for administrative duties (i.e. tracking attendance, logging grades, posting comments, etc.). Employee-issued computers are property of ASA. Employees are required to treat their laptops with great care. Upon termination of employment, employees understand and agree that they must promptly return their school-issued computers to the school. Employees are responsible for reimbursing the school for the cost of lost or damaged computers when the loss or damage is due to a violation of this policy or the willful misconduct or negligence of the employee.

Employees acknowledge and understand that ASA is the owner of the computer and of all information contained on the computer. Employees are discouraged from keeping personal information on their school-issued computers or using the computers for personal use. There should be no expectation of privacy with regard to a school-issued computer and employees must return his or her computers upon request by the school for regular maintenance.

PERSONAL PHONE AND PERSONAL CELL PHONE USE

Personal telephone calls and texts should be made and received during non-teaching times. Personal cell phones should be used for long distance personal calls. ASA expects that cell phones will be turned on a silent/meeting answer mode while employees are on the job, this includes staff meetings and professional development.

NO SOLICITATION/DISTRIBUTION POLICY

In order to minimize non-work-related activities that could interfere with providing quality education, teamwork, and safety, ASA has established the following policy concerning solicitation and the distribution of written materials other than those directly related to the School's business.

Non-employees may not solicit or distribute written materials of any kind at any time on premises that are owned, leased, operated, managed or controlled by ASA.

Employees may not solicit other employees during the workday when either the person doing the solicitation or the person being solicited is engaged in or required to be performing work tasks.

Employees may not distribute written materials of any kind during the workday when either the distributing employee or the employee receiving the materials is engaged in or required to be performing work tasks.

Additionally, distribution of written materials of any kind by ASA employees is prohibited at all times in all working areas on school premises.

Employees may solicit other employees when both parties are on non-work time. Employees may distribute written materials in non-work areas during non-work time.

The sole exceptions to this policy are charitable and community activities supported and approved by ASA.

School bulletin boards are the only areas where any merchandise or notices may be placed. Such items must meet the guidelines established by the school. The CEO must approve any postings prior to posting.

ASA reserves the right to discontinue any solicitation or distribution if the activities become disruptive to employees or the efficient operation of the school's business.

Employees are required to leave school premises and other work areas at the completion of their workday. Employees are not permitted to enter or remain on school premises or work areas unless the employee is on duty, scheduled for work, coming to or departing from scheduled work, or otherwise has specific authorization from the CEO

Definitions

School "premises": property owned, leased, operated, managed or controlled by the school, including buildings, parking lots, and play areas that the school has the right to use exclusively or in common with others, vehicles owned or operated by the school, and any location where school-sponsored activities are taking place, such as restaurants, banquet halls, athletic facilities, parks or other recreational facilities.

Work time: any time when employees are engaged in or required to be performing work tasks. Work time does not include break periods, meal times, or other periods during the workday when employees are properly not engaged in performing their work tasks.

Work areas: all areas controlled by the school where employees are performing work, except cafeterias, employee break areas, and parking lots (non-work areas).

Employee Responsibility

If you have a need to solicit and/or distribute materials on school premises, it must be in compliance with this policy. If you have questions, talk with the CEO. If solicitation or distribution is conducted within the parameters of

this policy, the manner of activities must not harass or intimidate other employees. If you are subjected to such behavior at any time, report the activity to your supervisor. If solicitation or distribution occurs while you are working, report the activity to Director of Business Services.

NEPOTISM POLICY

Consistent with the principle that employees and prospective employees of ASA, shall be hired, evaluated, and advanced on the basis of individual merit, without reference to considerations of race, ethnicity, gender, gender identification, gender expression, religion, sexual orientation, or national origin, or any protected classes or other factors not involving professional qualifications and performance, the following restrictions, designed to avoid the possibility of favoritism based on family or personal relationship, shall be observed with respect to personnel:

1. No one with supervisory responsibility shall hire, recommend for hire, or work under the supervision of any related person.
2. Related persons shall not work under the direct supervision of the same supervisor.
3. With respect to proposed employment decisions which would result in the concurrent service of related persons within the same department, a person related to an incumbent employee may not be employed if the professional qualifications of other candidates for the available position are demonstrably superior to those of the related person.
4. With respect to the concurrent service of related persons within the same department, neither related person shall be permitted, either individually or as a member of the staff or as a member of a committee, to participate in the evaluation, advancement, or salary decisions of the other related person.
5. No member of the Board, Charter School administration, or staff member shall engage in recommendations, discussions, or otherwise participate in any decision or recommendation relating to the appointment, promotion, retention, tenure, or employment of a related person.
6. This policy shall not supplant the application of applicable conflicts of interest laws to the Charter School.

Definition of "Related Persons"

The following relationships create related persons:

- Parent and child;
- Siblings;
- Grandparent and grandchild;
- Aunt and/or uncle and niece and/or nephew;
- First cousins;
- Spouses and registered domestic partners;
- Guardian and ward;
- Any corresponding in-law, step, or adoptive relative, or anyone residing in a permanent basis in the home of a current Board member, employee, or independent contractor of the Charter School; and
- Persons engaged in amorous relationships, meaning a relationship in which two (2) persons voluntarily have a physical relationship or are engaged in a romantic courtship (e.g. dating or engaged) that may or may not have been consummated.

Policy Statement on Consensual Relationships

Consensual romantic or sexual relationships between supervisors and employees and between staff are potentially exploitative and must be avoided. They raise serious concerns about the validity of the consent, conflicts of interest, and unfair treatment of others. In addition, a supervisor will be prohibited from evaluating an employee's job performance if he/she is romantically/sexually involved with that employee.

The Charter School's Anti-Nepotism Policy precludes individuals from evaluating the work performance of others with whom they have intimate familial or personal relationships, or from making hiring, salary, or similar financial decisions concerning such persons. The same principles apply to supervisor-employee relationships in the context of work or academic evaluation.

Duty to Disclose

All current Board members, employees, and independent contractors, and all persons wishing to be considered for Board membership, employment, or an independent contract with ASA shall disclose family and personal relationships with then-current Board members, employees, or independent contractors of ASA. Disclosures under this paragraph shall be made to the CEO, or, if the CEO should be required to disclose a relationship under this paragraph, to the Board of Directors.

Employees who fail to disclose family or personal relationships covered by this policy will be subject to disciplinary action up to and including termination of employment.

BUILDING SECURITY/SCHOOL KEYS

All employees who are issued keys to the office and classrooms are responsible for their safekeeping. These employees will sign a Property Disbursement Form upon receiving the key.

You will be assigned all appropriate building keys needed to conduct your daily job responsibilities. You are responsible for all keys. Duplication of any school key is not allowed and strictly prohibited. It is against School policy to loan or distribute your assigned keys to another employee or non-employee of the School. If your school keys are lost, misplaced, destroyed, or stolen, you must report it immediately to the Office Manager.

The last employee, or a designated employee, who leaves the office and/or the school site at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on school property after hours without prior authorization.

INTERNAL INVESTIGATIONS & SEARCHES

From time to time ASA may conduct internal investigations pertaining to security, auditing, or work-related matters. Employees are required to cooperate fully with and assist in these investigations if required to do so.

Whenever necessary, at ASA's discretion, employees' work areas (i.e. desks, file cabinets, lockers, etc.) and personal belongings (i.e. briefcases, handbags, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for ASA property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to ASA. ASA will generally try to obtain an employee's consent before conducting a search of work areas and personal belongings, but it may not always be able to do so.

VIOLENCE IN THE WORKPLACE

ASA has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, bullying, and/or coercion, which involve or affect ASA or which occur on ASA property will not be tolerated. Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at ASA or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

All threats or acts of violence occurring on ASA premises, regardless of the relationship between ASA and the parties involved.

All threats or acts of violence occurring off ASA premises involving someone who is acting in the capacity of a representative of ASA.

Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual
- Threatening an individual or his/her family, friends, associates, or property with harm
- Intentional destruction or threatening to destroy ASA property

- Making harassing or threatening phone calls
- Harassing surveillance or stalking (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapon

ASA's prohibition against threats and acts of violence applies to all persons involved in ASA's operation, including but not limited to all personnel, contract, unpaid interns, volunteers and temporary workers and anyone else, including parents on ASA property. Violations of this policy by any individual on ASA property will lead to disciplinary action, up to and including termination and/or legal action as appropriate. All employees are encouraged to report incidents of threats or acts of physical violence of which they are aware to their supervisors or to the assigned supervisor.

SECTION 11 – STANDARDS OF CONDUCT

PERSONAL STANDARDS

Each employee must be neatly groomed and wear clothing that is professional and appropriate for the employee's position. The assigned supervisor will inform you of any special clothing requirements. Employees will not be permitted to wear clothing or otherwise present an appearance that may cause disruption, be taken as offensive or reduce productivity. If you are assigned a School uniform, your uniform must be clean and presentable when you report to work.

STAFF-STUDENT INTERACTIONS

Boundaries Defined

For the purposes of this policy the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a student-teacher relationship is deemed an abuse of power and a betrayal of public trust.

Acceptable and Unacceptable Behavior

Some activities may seem innocent from a staff member's perspective, but some of these activities can be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between staff and students but to prevent relationships that could lead to, or may be perceived as, inappropriate or sexual misconduct.

Staff members must understand their own responsibilities for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

Unacceptable Behaviors

These lists, and any subsequent lists, are not meant to be all-inclusive, but rather illustrative of the types of behavior addressed by this policy.

- Giving gifts to an individual student that are of a personal and intimate nature
- Kissing of ANY kind
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator
- Listening to or telling stories that are sexually oriented
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from school or school activities without parental permission
- Being alone in a room with a student at school with the door closed
- Allowing students in your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or other responsible adult
- Remarks about the physical attributes or physiological development of anyone
- Excessive attention toward a particular student
- Sending emails, text messages, Facebook responses, or letters to students if the content is not about school activities.

Acceptable and Recommended Behaviors

- Obtaining parent's written consent for any after-school activity on or off campus (exclusive of tutorials).
- Obtaining formal approval (site and parental) to take students off school property for activities such as field trips or competitions.
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via school-based technology and equipment).
- Keeping the door open when alone with a student.
- Keeping reasonable and appropriate space between you and the student.
- Stopping and correcting students if they cross your own personal boundaries.
- Keeping parents informed when a significant issue develops about a student.
- Keeping after-class discussions with a student professional and brief.
- Asking for advice from senior-staff or administration if you find yourself in a difficult situation related to "boundaries."
- Involving your direct supervisor about situations that have the potential to become more severe.
- Making detailed notes about an incident that could evolve into a more serious situation later.
- Recognizing the responsibility to stop unacceptable behavior of students and/or co-workers.
- Asking another staff member to be present if you will be alone with any student who may have severe social or emotional challenges (and you are not the assigned case educator).
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours.
- Giving students praise and recognition without touching them in questionable areas; giving appropriate pats on the back, high-fives, and handshakes are appropriate.
- Keeping your professional conduct a high priority during all moments of student contact.
- Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career.

Boundaries Reporting

When any staff member, parent, or student becomes aware of a staff member having crossed the boundaries specified in this policy, or has a strong suspicion of misconduct, he or she must report the suspicion to the CEO promptly. ** A reasonable suspicion means something more than a mere suspicion but less than absolute knowledge. It is based on facts which would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the school as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

Investigating

The CEO will promptly investigate and document the investigation of any allegation of sexual misconduct or inappropriate behavior, using such support staff or outside assistance, as he or she deems necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating administrator, and all other privy to the investigation, shall protect the privacy interests of any affected student(s) and/or staff member(s) including any potential witnesses, as much as possible. The investigating administrator shall promptly notify the Governing Board in closed session of the existence and status of any investigations. Upon completion of any such investigations, the CEO shall report to the Governing Board any conclusions reached. The investigating administrator shall consult with legal counsel, as appropriate, prior to, during, and after conducting any investigation.

Consequences

Staff members who have violated this policy will be subject to appropriate disciplinary action, and where appropriate, will be reported to authorities for potential legal action.

CUSTOMER & PUBLIC RELATIONS

The School's image in front of students, parents (i.e. our "customers") and the general public is critical to our success. All employees are expected to be prompt, polite, courteous and attentive to our customers and the public. We will absolutely not tolerate conduct toward our community or the general public that might be interpreted as unlawful discrimination or harassment. If you witness conduct in violation of this policy, you should immediately bring it to the attention of your supervisor or the CEO.

PROHIBITED CONDUCT

The following is a list of conduct that is prohibited and will not be tolerated by the School. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by the School.

- Falsification of employment records, employment information, or other School records.
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's.
- Theft, deliberate or careless damage or loss of any School property or the property of any employee or customer.
- Provoking a fight or fighting during working hours or on School property.
- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive.
- Carrying firearms or any other dangerous weapons on School premises at any time.
- Consuming, possessing, or being under the influence of alcohol and/or drugs during working hours or at any time on School property or job sites.
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.
- Unreported absence on scheduled workdays.
- Unauthorized use of School equipment, time, materials, facilities, or the School name.
- Sleeping or malingering on the job.
- Failure to observe working schedules, including the required rest and meal periods.
- Engaging in criminal conduct whether or not related to job performance.
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited.
- Distributing unauthorized literature or any written or printed material during working time or in work areas. ("Working time" does not include your meal and break periods.)
- Failure to timely notify your supervisor when you are unable to report to work.
- Failure of an employee to obtain permission to leave work for any reason during normal working hours.
- Abuse of sick leave.
- Making or accepting personal telephone calls during working hours except in emergencies.
- Failure to provide a physician's certificate when requested or required to do so.
- Wearing extreme, unprofessional or inappropriate styles of dress or hair while working.
- Making derogatory racial, ethnic, religious or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours.
- Violation of any safety, health, security or School rule.
- Working overtime without authorization or refusing to work assigned overtime.

CONFIDENTIAL INFORMATION

You may, during the course of your duties be advised of certain confidential business matters and affairs of the School regarding its business practices, students, suppliers and employees. Your duties may also place you in a position of trust and confidence with respect to certain trade secrets and other proprietary information relating to the business of the School and not generally known to the public or competitors. Such proprietary information includes student information, competitive strategies, marketing plans, personnel information and financial information. You shall not, either during your employment with the School or any time in the future, directly or indirectly:

- Disclose or furnish, directly or indirectly, to any other person, firm, agency, corporation, client, business, or enterprise, any confidential information acquired during your employment;
- Individually or in conjunction with any other person, firm, agency, School, client, business, or corporation, employ or cause to be employed any confidential information in any manner whatsoever, except in furtherance of the business of the School;
- Without the written consent of the School, publish, deliver, or commit to being published or delivered, any copies, abstracts, or summaries of any files, records, documents, drawings, specifications, lists, equipment and similar items relating to the business of the School, except to the extent required in the ordinary course of your duties.

Upon termination of employment, employees are required to immediately return to the School all property of the School in as good condition as when received (normal wear and tear excepted) including, but not limited to, all files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials, and similar items relating to the business of the School.

CONFLICTS OF INTEREST

All employees must avoid situations that result in actual or even potential conflicts of interest. Personal, social and economic relationships with competitors, suppliers, customers, parents, or co-employees that may impair an employee's ability to exercise good judgment on behalf of the School or which give the appearance of such impairment create an actual or potential conflict of interest. For example, romantic or personal relationships between a supervisor and subordinate employee can lead to supervisory problems, claims of harassment and morale problems.

Any employee involved in such situations or relationships must immediately and fully disclose the nature of the situation or relationship to their supervisor so a determination can be made as to whether an actual or potential conflict exists, and if so, how to correct the situation.

ASA expects employees to devote their best efforts to the interests of our school. ASA recognizes your right to engage in activities outside of your employment, which are of a private nature and unrelated to our business. However, outside activities (second jobs, side businesses, clubs, etc.) must not interfere with your ability to fully perform your job duties at ASA or create a conflict of interest with your statutory duty of loyalty to the School. The School prohibits employees from working with another School or external organization that competes with ASA whether as a regular employee or as a consultant.

If you have any questions whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact your supervisor to obtain advice on this issue. A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

Outside Employment

If you are a full-time employee we expect that you devote your full professional effort to your position at ASA. If you wish to participate in outside work activities you are required to obtain written approval from your supervisor prior to starting those activities. Approval will be granted unless the activity conflicts with ASA's interests. In general, outside work activities are not allowed when they:

- Prevent you from performing work for which you are employed at ASA.
- Involve organizations that are doing or seek to do business with ASA including actual or potential vendors.
- Violate provisions of law or ASA policies or rules.
- When the employee is on a medical leave (FMLA/CFRA/PDL or any other medical leave).

Your obligations to ASA must be given priority. Full time employees are hired and continue employment with the understanding that ASA is their primary employer and that other employment, commercial involvement or volunteer activity that is in conflict with the business interests of the school is strictly prohibited.

EXPENSE REIMBURSEMENT POLICY

ASA expects employees to act responsibly and professionally when incurring and submitting expenses. The organization will reimburse employees for reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodations, meals, tips, telephone and fax charges, and purchases made on behalf of the organization.

ASA does not pay for local travel to and from the office (regular commute). If employees use their vehicles for business travel, mileage will be reimbursed as per the IRS current mileage rates and for appropriate parking fees. ASA will not be responsible for fuel, maintenance, traffic or parking violations.

General Guidelines

- Original receipts are required for reimbursement of all expenses except for per diems. These expenses include:
- Original boarding passes for airplane / train travel
- Credit card receipts
- Detailed merchant receipts

Receipts must be accompanied by a summary which outlines:

- The nature of the expense
- The name and titles of the individuals involved
- The purpose for the expense

Expense summaries must be submitted with receipts and approved by the Director of Business Services. All expenses and summaries must be submitted within 30 days to the Director of Business Services for payment.

Travel Guidelines

Employees are required to fly coach class with the lowest available airfare for non-stop travel.

If a car rental is required, employees are requested to rent midsize or compact vehicles. Employees will be reimbursed for the fuel costs associated with renting a vehicle.

Employees will be reimbursed for reasonable hotel accommodations, including a minimum distance of a 50 mile commute to the location. Discounted room rates should be requested at the time of room booking.

Per diem rates for meal and incidentals will be provided; no receipts are required. The per diem amount paid for each day of travel is set out under state or federal guidelines. Per diem rates will not be paid where other meal arrangements are provided. For example, a luncheon included an event.

The following list includes examples of non-reimbursable expenses:

- Personal travel insurance
- Personal reading materials
- Childcare
- Toiletries, cosmetics, or grooming products
- Expenses incurred by spouses, children, or relatives
- In-room movies or video games
- Sporting activities, shows, etc.
- Alcohol with meals

Any questions related to the content of this policy or its interpretation should be directed to the Director of Business Services.

SECTION 12 – SAFETY

SUBSTANCE AND ALCOHOL POLICY

ASA is committed to providing a drug- and alcohol-free workplace; and to promoting safety in the workplace, employee health and well-being, and a work environment that is conducive to attaining high work standards. The use of drugs and alcohol by employees off the job jeopardizes these goals, since it adversely affects health and safety, security, productivity, and public confidence and trust. Drug or alcohol use in the workplace is extremely harmful to workers.

Accordingly, and consistent with this commitment, the School has developed a drug and alcohol policy that applies to all employees.

Bringing to the workplace, possessing or using, or being under the influence of intoxicating beverages or drugs on any School premises or at any school-sanctioned activity or function is prohibited and will result in disciplinary action up to and including termination.

The School reserves the right to use appropriate means to provide a safe work environment for its employees. These means may consist of but are not limited to:

- Post-offer, pre-employment drug/alcohol testing;
- Referral to local authorities;
- Referral to employee assistance program;
- Full investigation of accident causes, which includes drug and alcohol testing;
- “For cause” drug testing (reasonable suspicion testing);
- Search of School property;
- Search of employee property, including employee handbags and vehicles, brought onto School property, only in accordance with search policies approved by the ASA Thrive Board of Directors.

Refusal to submit to a “for cause” drug test or a drug test in connection with an on-the-job injury or accident is cause for immediate termination.

TOBACCO-FREE ENVIRONMENT

ASA maintains a tobacco-free environment. Smoking or the use of any tobacco products is not allowed anywhere on School property. It is the responsibility of each staff member to adhere to this rule, and to inform his or her guests of our Tobacco-free Environment policy.

SECURITY

All employees are responsible for helping to maintain a secure workplace. Be aware of persons loitering for no apparent reason. If you are leaving late at night or are in any other situation that presents security concerns or where you do not feel comfortable, please seek the assistance of the Maintenance staff, other employees or call 911. Report any suspicious persons or activities to the front office. Secure your desk or work area at the end of the day or when called away from your work area for an extended length of time, and do not leave valuable and/or personal articles that may be accessible in or around your work area. Please report any problems with our security systems to the Office Manager.

PARKED VEHICLES

Employees are responsible for their own parked vehicles and the personal possessions within while parked on ASA property. Vehicle break-ins are on the rise throughout California. Be cautious: keep personal possessions out of sight and lock your car. Insuring your vehicle and personal property against loss and damage is recommended for your protection.

PERSONAL AUTOMOBILE

Employees who use their own automobiles for travel on authorized school business will be reimbursed for mileage at the rate established by the Internal Revenue Services. Employee must have prior supervisory approval for the use of personal vehicles and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

PERSONAL PROPERTY

ASA cannot be responsible and will assume no liability for any loss or damage to employee personal property resulting from theft, fire, or any other cause on ASA's premises, including the parking area, or away from school property while on school business. ASA employees are prohibited from using personal property for work-related purposes unless approved in advance by the CEO.

SAFETY POLICY

ASA is firmly committed to maintaining a safe and healthy working environment. All employees of the School are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Report all unsafe conditions or hazards to your supervisor or the Office Manager immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on School premises, or in a product, facility, piece of equipment, process or business practice for which the School is responsible, bring it to the attention of your supervisor or the Office Manager immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact the Plant Manager regarding the problem.

All workplace injuries and illnesses must be immediately reported to your supervisor and the Office Manager.

ERGONOMICS

ASA has invested in providing a work environment that is safe for all employees. To lessen the risk of ergonomic hazards, the School will make necessary adjustments to an individual's workstation, educate employees on ergonomic safety, and modify processes when deemed necessary to ensure the well-being and safety of our employees. You should report any ergonomic concerns to the Director of Business Services.

CHEMICAL EXPOSURE WARNING

Employees should be aware that work areas might contain chemicals known to the State of California to cause cancer or to cause birth defects or other reproductive harm. If you have any questions or concerns about possible chemical exposure in your work area, contact the CEO, designee, or Custodian.

SECTION 13 – TERMINATION

VOLUNTARY TERMINATION

ASA will consider an employee to have voluntarily terminated his or her employment if the employee does any of the following: (1) elects to resign from ASA; (2) fails to return from an approved leave of absence on the date specified without notifying the school for the need for continued leave including failure to communicate with the school; or (3) fails to report for work without notice to ASA for three consecutive work days. ASA requests that employees provide at least two weeks written notice of a voluntary termination. All ASA property must be returned immediately upon terminating employment. ASA retains the right to accept resignation immediately and pay the amount of straight time compensation an employee would have earned in lieu of further performance.

INVOLUNTARY TERMINATION

An employee may be terminated involuntarily for, among other reasons, poor performance, misconduct or other violations of ASA's Rules of Conduct as set forth herein. Notwithstanding the foregoing, or anything else contained in this handbook, pursuant to its at-will policy, ASA reserves the right to terminate an employee at any time, with or without advance notice and with or without cause.

DISMISSAL, DISCIPLINE, AND TERMINATION OF EMPLOYMENT

ASA reserves the right to terminate any employee at any time, with or without cause or notice and nothing in this policy or handbook alters the at-will nature of employment with ASA.

The following list, while not complete, gives examples of behavior that can result in the immediate termination of employment. Employees should be aware that conduct not specifically listed below also might result in disciplinary action up to and including termination.

- Breaching confidentiality;
- Fighting, violence, or using abusive language or conduct that is hostile or disrespectful to a student, co-worker, supervisor, board member, volunteer, or any other persons associated or served by the school, including parents;
- Falsifying or altering school records or student achievement data;
- Violating the school's equal opportunity or harassment policies;
- Unauthorized use of school property;
- Unsatisfactory performance, where the employee has been given written notice of the deficiency and an opportunity to cure the deficiency;
- Unfit for service, including the inability to appropriately instruct students or associate with students;
- Insubordination;
- Falsifying or concealing information on employment records, employment information, an employment application, time record, or other ASA record;
- Willfully or maliciously making false statements regarding any co-worker or ASA, making threats or using abusive language toward fellow employees, supervisors, students, parents, or visitors, or otherwise violating ASA's policy concerning workplace violence;
- Theft or the deliberate or careless damage or destruction of ASA property, or the property of ASA's employees, students or anyone on ASA property;
- Possessing weapons on ASA's property at any time or while acting on behalf of ASA;
- Refusal to comply with any federal or state regulation or law, or refusal to comply with any ASA policy or procedure;
- Possession of or being under the influence of illegal drugs or alcohol while performing any professional duties or when publicly representing ASA, such as at a professional conference, or otherwise violating ASA's Drug and Alcohol Policy;
- Engaging in criminal conduct whether or not related to job performance
- Gross negligence leading to the endangerment or harm of a child or children;
- Excessive absenteeism;
- Willfully violating any safety, health, security, or school policy, rule, or procedure;
- Reduction in force or school closure.

EXIT INTERVIEWS

All employees who leave employment at ASA will be asked to take part in a voluntary exit interview with an assigned Supervisor to communicate their challenges and growth while employed at ASA. Information shared during an exit interview will be treated as confidential.

VERIFICATION AND REFERENCE POLICY

All requests for employment verification, references or personal information verification or disclosures must be directed to the Director of Business Services. Only the Director of Business Services or CEO is authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees.

With respect to verification requests, ASA will disclose only the dates of employment and the title of the last position held. ASA will verify or disclose additional information about the employee only if the employee provides written authorization for ASA to provide the information. However, ASA will provide information about current or former employees as required by law or court order. ASA employees asked to write a letter of reference for a current or former ASA employee are not obligated to do so.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have received a copy of ASA's Employee Handbook, on the date indicated below and agree to my at-will employment as described below. I acknowledge that it is my responsibility to read and review the Employee Handbook carefully. I also acknowledge that it is my responsibility to ask for clarification if I do not understand any of the policies included in the Employee Handbook.

I understand that the Employee Handbook contains important information regarding ASA's expectations, policies and guidelines and that I am expected to comply with these expectations, policies and guidelines at all times. I understand that the Employee Handbook does not provide a binding contract, but provides guidelines for personnel concerning some of ASA's policies.

Just as I am free to terminate the employment relationship with ASA at any time, ASA, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me at any time for any or no reason and with or without notice. Further, there is no agreement, express or implied, written or verbal, between the employee and ASA for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment. This is the entire agreement between ASA and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded. If I have an individually negotiated written employment agreement with ASA, then the terms and conditions of that agreement will prevail to the extent it differs from the policies in this Handbook (including the at will employment policy).

ASA reserves the right to modify, alter, add to or delete any of the policies, guidelines or benefits contained in this handbook at any time with or without notice.

Other than ASA Board of Directors, no other entity or person has the authority to modify this employee handbook.

Employee Name (print) _____

Employee Signature _____

Date _____

Addenda Form A; Non-Exempt Employee Meal Period Waiver Agreement
Allegiance STEAM Academy Thrive

NON-EXEMPT EMPLOYEE MEAL PERIOD WAIVER AGREEMENT

Waiver of First Meal Period (Applicable only when workday is 6 hours or less)

- I understand that I am entitled to and acknowledge that ASA provides me with an uninterrupted, unpaid thirty-minute meal period whenever I work more than five hours in a workday. I also understand that my first meal period must start before the end of my fifth hour of work (i.e., 5 hours and 0 minutes on the clock).
- I wish to voluntarily waive my right to a thirty-minute meal period when my workday will be completed in six hours or less.
- I understand that I may revoke this agreement to waive my first thirty-minute meal period at any time, in writing, by providing written notice of revocation to my supervisor or Director of Business Services. As a result, I understand this waiver will remain in effect each workday unless and until I provide a written notice to my supervisor or Director of Business Services revoking this waiver.

Acknowledging the above, I hereby voluntarily waive my right to a thirty-minute meal period whenever my workday will be completed in six hours or less. If I wish to revoke this waiver, I will notify my supervisor or Director of Business Services immediately.

Second Meal Period (Applicable only when workday is more than 10 hours but not greater than 12 hours)

- I understand that I am entitled to and acknowledge that ASA provides me with a second, uninterrupted, unpaid thirty-minute meal period whenever I work more than ten hours in a workday. I also understand that my second meal period must start before the end of my tenth hour of work (i.e., 10 hours and 0 minutes on the clock).
- I wish to voluntarily waive my right to a second meal period when my workday will be completed in twelve hours or less, provided that I did not waive my first meal period on the same workday.
- I understand that I may revoke this agreement to waive my second meal period at any time, in writing, by providing written notice of revocation to my supervisor or Director of Business Services. As a result, I understand this waiver will remain in effect each workday unless and until I provide a written notice to my supervisor or Director of Business Services revoking this waiver.

Acknowledging the above, I hereby voluntarily waive my right to a second meal period whenever my workday will be completed in twelve hours or less and I did not waive my first meal period on the same workday. If I wish to revoke this waiver, I will notify my supervisor or Director of Business Services immediately.

Employee Name (print) _____

Employee Signature _____

Date _____

Addenda Form B; Non-Exempt Employee Meal and Rest Period Reporting Form
Allegiance STEAM Academy

NON-EXEMPT EMPLOYEE: MEAL AND REST PERIOD REPORTING FORM
(ONE FORM FOR EACH APPLICABLE DAY)

Employee Name (Please Print): _____ Date: _____
Date/Time Issue Occurred: _____ Position: _____

Reported Issue(s)/Reason: (CHECK ALL THAT APPLY AND PROVIDE THE CORRESPONDING REASON FOR THE LATE, SHORT OR MISSED MEAL PERIOD AND/OR MISSED REST PERIOD)

Meal Periods

- Missed Meal Period
- Late Meal Period
- Interrupted Meal Period
- Short Meal Period

Reason for Missed, Late, Interrupted or Short Meal Period

- Voluntary Involuntary Other
- Voluntary Involuntary Other
- Voluntary Involuntary Other
- Voluntary Involuntary Other

Rest Periods

- Missed Rest Period

- Voluntary Involuntary Other

Circle/Select Applicable Missed Rest Period: 1 2 3 4

****Voluntary:** It was my own choice to refuse an authorized meal or rest period.

Involuntary: Through no choice of my own, I was not able to take a complete and proper meal or rest period.

Please provide details of what happened below regarding your meal period and/or rest period:

I understand that I am entitled to an uninterrupted, thirty-minute meal period whenever I work more than five hours in a workday and that my meal period must begin before the end of the fifth hour of work (unless, for workdays of six hours or less, I voluntarily waived my meal period). I understand that I am entitled to a second, uninterrupted thirty-minute meal period whenever I work more than ten hours in a workday and that my second meal period must begin before the end of the tenth hour of work. I also understand that I am authorized, permitted, and strongly encouraged to take a 10-minute (net) paid rest period for every 4 hours worked or major fraction thereof. If I voluntarily miss a meal or rest period or voluntarily experience a late, short, or interrupted meal period (e.g., it was my own choice to refuse an authorized meal or rest period), I understand that I am not entitled to one hour of premium pay for that meal or rest period. If I involuntarily miss a meal or rest period or involuntarily experience a late, short, or interrupted meal period (e.g., I wasn't allowed to take a proper meal or rest period), I understand that I am entitled to one hour of premium pay for that meal or rest period.

Employee Signature _____ Date _____

Supervisor's Signature _____ Date _____

FORM MUST BE SUBMITTED IMMEDIATELY AFTER APPLICABLE MEAL/REST PERIOD
OCCURS TO Director of Business Services.

ADDENDA C

Allegiance STEAM Academy Thrive

COVID-19 RELATED EMPLOYMENT LEAVE POLICIES

EMERGENCY PAID SICK LEAVE (“COVID-PSL”)

Purpose

ASA enacted this policy in accordance with the Families First Coronavirus Response Act (“FFCRA”) to provide emergency paid sick leave (“COVID-PSL”) to eligible employees.

Eligible Employees

All employees (including part-time and temporary employees) who work for ASA are eligible to use COVID-PSL beginning on the first day of employment as set forth in this policy.

Definitions

For purposes of this policy, the following definitions are incorporated:

- “Caring for an individual” relates to the care for an employee’s immediate family member, a person who regularly resides in the employee’s home, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she were quarantined or self-quarantined.
- “Health care provider” means a doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices; or any other health care provider as authorized by statute.
- “Seeking a medical diagnosis” for COVID-19 is limited to time the employee is unable to work or telework because the employee is experiencing symptoms such as a fever, dry cough, shortness of breath or any other symptoms identified by the U.S. Centers for Disease Control and Prevention and the employee is taking affirmative steps to obtain a medical diagnosis, such as making, waiting for, or attending an appointment for a test for COVID-19.

The definitions of “child care provider,” “school,” and “son or daughter” are the same as those set forth in the ASA’s E-FMLA policy below.

Permitted Use

Eligible employees may use COVID-PSL to take paid time off if an employee is unable to work (or telework) due to any of the six qualifying reasons set forth below:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID–19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19. This includes situations in which the employee has been advised to self-quarantine because the employee has COVID-19, it is believed the employee may have COVID-19 due to known exposure or symptoms or the employee is deemed particularly vulnerable to COVID-19.
3. The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in subparagraph (2).
5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID–19 precautions. This may be taken if no other suitable person is available to care for the child during the period of the leave.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Hours of Paid Leave Received

Full-time employees are entitled to 80 hours of COVID-PSL.

Part-time employees are entitled to the number of hours they work on average over a two-week period. For those with varying schedules, the ASA will determine the number of hours, which generally includes a backward looking calculation of hours worked in the previous six months.

Caps on Amount of Paid Leave Received

For qualifying reasons 1-3, the employee will receive their regular rate of pay up to \$511 daily and an aggregate total of \$5,110. For qualifying reasons 4-6, the employee will receive their regular rate of pay up to \$200 daily and an aggregate total of \$2,000.

Limits on Use

COVID-PSL is only available for use while qualifying reasons exist or through December 31, 2020, whichever is earlier. If an otherwise eligible employee received COVID-PSL from a prior employer, the employee may not be entitled to COVID-PSL under this policy.

Maintenance of Health Benefits

ASA will provide continued coverage under ASA's group health plan if employee participates in the group health plan at the time leave is taken. The employee is responsible for paying the same portion of the premium costs the employee paid prior to COVID-PSL. Unless otherwise noted, the employee's portion of contributions will be deducted from the employee's pay.

Notification

The employee must completely fill out and submit an ASA Request for Leave Form and provide reasonable advance notification of the need to use COVID-PSL, if foreseeable. Additional documentation supporting the need for leave may be requested. If the need to use COVID-PSL is not foreseeable, the employee must submit the ASA Request for Leave Form as soon as practicable. However, paid leave may not be provided until the requested certification is submitted and approved. If you need assistance in completing or submitting your form, please contact the Director of Business Services.

Termination

Employees will not receive pay in lieu of unused COVID-PSL. Unused COVID-PSL will not be paid out upon termination.

No Discrimination or Retaliation

ASA prohibits discrimination or retaliation against employees for using their COVID-PSL.

EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT ("E-FMLA")

Purpose

ASA enacted this policy in accordance with the Families First Coronavirus Response Act ("FFCRA") to provide paid time off to eligible employees for qualifying child care reasons.

Eligible Employees

All employees (including part-time and temporary employees) who work for ASA for a minimum of 30 days are eligible to use E-FMLA as set forth in this policy.

Definitions

For purposes of this policy, the following definitions are incorporated:

- "Child care provider" means a provider who receives compensation for providing child care services on a regular basis, including an 'eligible child care provider' (as defined in section 658P of the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858n).
- "Public health emergency" means an emergency with respect to COVID-19 declared by a Federal, State or local authority.

- “School” means an ‘elementary school’ or ‘secondary school’ as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).
- “Son or Daughter” is the employee’s own child, which includes a biological, adopted, foster child, stepchild, a legal ward, or a child for whom you are standing in loco parentis who is under the age of 18 years of age; or 18 years or older who is incapable of self-care because of a mental or physical disability.

Permitted Use

Eligible employees may use E-FMLA if they are unable to work (or telework) due to a need for leave to care for their son or daughter if their child’s school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency. This may be taken if no other suitable person is available to care for the child during the period of the leave.

Paid Leave Received

Employees are entitled to up to twelve weeks of time off under E-FMLA. The first two weeks are unpaid, but may be paid if the employee elects to use COVID-PSL or other applicable ASA paid benefits during this time. The remaining ten weeks are paid at two-thirds of the employee’s regular rate of pay, up to a daily maximum of \$200 and an aggregate total of \$10,000. The amount paid is also based on the number of hours the employee would otherwise normally be scheduled to work.

Part-time employees are entitled to the number of hours they work on average over a two-week period. For those with varying schedules, ASA will determine the number of hours, which generally includes a backward looking calculation of hours worked in the previous six months.

Limits on Use

E-FMLA is only available for use while qualifying reasons exist or through December 31, 2020, whichever is earlier. Please also note that any time off for FMLA reasons during the relevant period will count against remaining availability of E-FMLA. For instance, if an employee took three weeks of FMLA during the relevant time period, the employee will have nine weeks available under E-FMLA for use. In this example, the first two weeks of the available nine weeks would be unpaid and the remaining seven weeks would be paid in accordance with the above calculations.

Maintenance of Health Benefits

ASA will provide continued coverage under ASA’s group health plan if the employee participates in the group health plan at the time leave is taken. The employee is responsible for paying the same portion of the premium costs the employee paid prior E-FMLA. Unless otherwise noted, the employee’s contribution portion will be deducted from the employee’s pay. ASA will provide instructions to employees as their payment for benefit contributions during any unpaid time off under E-FMLA.

Notification

The employee must completely fill out and submit an ASA Request for Leave Form and provide reasonable advance notification of the need to use E-FMLA, if foreseeable. Documentation from the employee’s school or child care provider regarding the closure or unavailability must be submitted with the ASA Request for Leave Form.

If the need to use E-FMLA is not foreseeable, the employee must submit the ASA Request for Leave Form as soon as practicable. If you need assistance in completing or submitting your form, please contact the Director of Business Services.

Termination

Employees will not receive pay in lieu of unused E-FMLA. Unused E-FMLA will not be paid out upon termination.

Restoration to Position

Generally, an employee who takes E-FMLA leave shall be entitled, upon return from such leave, to be restored either (A) to the position of employment held by the employee when the leave commenced; or (B) to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. In

accordance with applicable law, restoration to a position may not be possible if certain conditions exist which include, but are not limited to, economic conditions or other changes in operating conditions of ASA that affect employment and are caused by a public health emergency.

No Discrimination or Retaliation

ASA prohibits discrimination or retaliation against employees for requesting or using E-FMLA.

Other

Please note that under certain circumstances, ASA may be exempt from the requirements of E-FMLA. In addition, employees may be eligible for time off under ASA's FMLA policy if the employee has a serious health condition related to COVID-19, or to care for the employee's spouse, son, daughter or parent with a serious health condition related to COVID-19.

Other terms and conditions of FMLA may apply to this leave. Please see the Director of Business Services for additional information.

TEMPORARY REMOTE WORK POLICY

Due to the nature of the School's operations, employees are typically expected to report to their assigned work site as scheduled during regular operations. In light of recent events surrounding the COVID-19 global pandemic, the School may have to modify its operations. In such instances, employees may be permitted or required to work from home on a temporary basis. Because the School provides an essential service, it may require an employee to work on site as necessary for School operations during any remote work period.

Eligibility

In order for employees to be eligible to work remotely and on a temporary basis, the employee must have advanced specific written authorization from their supervisor due to modifications to operations due to COVID-19.

Conditions of Remote Work

The conditions of remote work include, but are not limited to the following:

- Availability: As a condition to working on a remote basis, the employee must be available for contact via telephone and email and perform work during their normal scheduled hours. Unless expressly authorized by their supervisor, non-exempt employees do not have permission to work at any time outside of their scheduled hours. If an employee will not be available for work during their normal hours, the employee must notify and obtain advanced approval from their supervisor.
- Timekeeping Requirements: Non-exempt employees working remotely must comply with the School's timekeeping and meal and rest period policies while working remotely. Specifically, employees must accurately record all hours worked remotely in the School's timekeeping system. This means employees must record all times the employee begins, stops, or resumes working remotely. Non-exempt employees are also required to take a meal period while working remotely in accordance with school policies and must accurately record the start and stop times of each meal period. Employees are not required to record the times of any rest periods. If an employee forgets to record any hours worked or the start and stop times of meal periods or experiences any issues with taking required meal or rest periods, the employee must immediately report these issues to the Director of Business Services.
- Compliance With School Policies: Employees must comply with all School policies and procedures while working remotely, including, but not limited to, all policies and procedures governing Employee's use of the School's electronic communications and computer systems and Confidential Information, including but not limited to student information.
- Leave of Absence. Employees must request and obtain written approval for any leave taken in the same manner as though the employee were not working remotely.
- Security Measures. Employees must continue to follow approved safeguards in order to protect the data, property, records and assets of the School. All work products done at the home work area will be treated in the same manner as work products from the School's primary location and are the property of the School. All records, computer files, and correspondence must be safeguarded for return to the School's primary location. Computer files must be regularly backed up and saved. All School property, unless

otherwise specifically authorized by a supervisor, must be returned to the School's primary location upon the employee's conclusion of the remote work period.

- Travel. Employees must remain available to be physically present at the work site as needed by School operations. Employees may not work remotely from other states or locations which prevent physical presence without written permission.

Expense Reimbursement

Any reasonable expenses necessarily incurred by employees as a result of being required to work from home (as opposed to being permitted to work from home) will be reimbursed by the School by payment of a stipend. Such expenses may include a reasonable percentage of internet and phone expenses. If an employee believes that the designated stipend is insufficient to reimburse the employee for all reasonable expenses necessarily incurred as a result of remote work, the employee must immediately report any expense issues to the Director of Business Services. Employees will be required to submit documentation to support any request for reimbursement of expenses that exceeds the stipend amount.

An employee's ability to work remotely remains at the sole and absolute discretion of the School. As with all of its policies and procedures, the School reserves the right to modify, alter, or otherwise amend this policy at its sole and absolute discretion.

RETURN TO WORK POLICY

To ensure the health and safety of our employees and students, the School will issue return to work protocols as may be required in accordance with applicable local, state or federal regulations and guidance. Please contact the Director of Business Services for specific instructions and return to work protocols.

Generally, however, all employees will be required to adhere to all established health and safety protocols and to practice good hygiene in the workplace, which includes the following:

- Washing your hands often with soap and water for 20 seconds;
- Washing your hands after blowing one's nose, coughing, or sneezing;
- Washing your hands after using the restroom;
- Washing your hands before eating or preparing food;
- Washing your hands before and after providing routine care for another person who needs assistance (e.g., a child); and
- Washing your hands immediately after removing gloves.

The School will also take steps to ensure enhanced cleaning of classrooms, the main office and all other areas of the School premises. Common areas, for purposes of this policy, are defined as hallways, conference rooms, lunch areas, restrooms or anywhere else where you will be within six feet of another individual.

If an employee is sick, the School encourages the employee to remain at home until the employee is able to return to work. The employee should follow the School's sick leave policies for time off of work.

Required Use of Masks

Protective masks must be worn to enter the School's premises. All employees walking around the campus or in the presence of any other employee or visitor, or who work in open spaces, will be required to wear a face mask. Masks are to be worn in the classroom while students and others are present and in all common areas at all times.