



# **ALLEGIANCE STEAM ACADEMY**

## **SPECIAL MEETING OF THE BOARD OF DIRECTORS**

**August 3, 2018**

**8:30 am**

**Meeting Location:**  
*5862 C Street, Chino, CA 91710*

### **AGENDA**

#### **INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS**

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

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

# I. Preliminary

## A. Call to Order

The meeting was called to order by Board Chair at \_\_\_\_\_.

## B. Roll Call

	Present	Absent
Andrew Vestey, Chairman	_____	_____
Vanessa Okamoto, Secretary	_____	_____
Melanie Choi, Treasurer	_____	_____
Raquel Rall, Member	_____	_____
Samantha Odo, 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 Special Board Meeting for August 3, 2018.

Recommended the Board of Directors approve the Agenda for Special Board Meeting for August 3, 2018

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

# II. Open Session:

## A. COMMUNICATIONS

1. Comments from Board of Directors
2. CEO's report

## B. ITEMS SCHEDULED FOR CONSENT:

1. Minutes for Special Meeting of the Board of Directors on July 13, 2018
2. Minutes for Regular Meeting of the Board of Directors on July 26, 2018

## C. ITEMS SCHEDULED FOR DISCUSSION/ACTION:

1. 2019-2020 School Calendar for Allegiance STEAM Academy-Thrive  
*See attached*

### It is recommended the Board of Directors:

- a. Adopt and Approve the 2019-2020 School Calendar for Allegiance STEAM Academy- Thrive.

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

**2. Allegiance STEAM Academy Board Recruitment and Selection Process**

*See attached.*

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

- a. Adopt and approve the Allegiance STEAM Academy Board Recruitment and Selection Process

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

**3. Allegiance STEAM Academy Chief Executive Officer Evaluation Process**

*See attached.*

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

- a. Adopt and approve the Chief Executive Officer Evaluation Process

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

**4. Internal Dispute Resolution Policy**

*See attached.*

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

- a. Adopt and approve the Internal Dispute Resolution Policy

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

**5. Contract for Services Related to Professional Development**

*See attached.*

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

- a. Identify a provider; Adopt and approve the Contract with RDG Solutions

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

**6. Contract with Apple Store for Education Institution for purchase of technology for staff and students**

*See attached.*

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

- a. Adopt and approve the contract with Apple Store for Education Institution

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

7. **Contract with New Egg Business for purchase of technology for students**  
*See attached.*

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

- a. Adopt and approve the contract with New Egg Business

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

#### **D. ADJOURNMENT**

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

- a. Adjourn the Special Board Meeting for August 3, 2018 at \_\_\_\_\_

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



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

**July 13, 2018  
Minutes**

**I. Preliminary**

**A. Call to Order**

*The meeting was called to order by Board Chair at 8:33 am.*

*The Special Meeting of the Board of Directors of Allegiance STEAM Academy was held at 5862 C. Street, Chino, Ca 91710*

**B. Roll Call**

	<b>Present</b>	<b>Absent</b>
Andrew Vestey, Chairman	X	_____
Vanessa Okamoto, Secretary	X	_____
Melanie Choi, Treasurer	X	_____
Raquel Rall, Member	X	_____
Samantha Odo, 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 Board Meeting for July 13, 2018.**

*Motion (Odo), second (Choi), motion carried by a vote of 5-0 to approve the Agenda for Special Board Meeting for July 13, 2018.*

## II. Open Session:

### A. COMMUNICATIONS

#### 1. Comments from Board of Directors

*There were no comments from the Board of Directors.*

#### 2. CEO's report

*Dr. Cognetta said that we were approved for the \$250,000 state revolving loan at a great rate which is pretty significant for a start-up school and it's important to note that not everyone who applies gets that loan.*

*Dr. Cognetta also said we are in the first stage of our federal start-up grant.*

*Dr. Cognetta also introduced Meredith King, Director of Business Services, ASA teacher Jenelle Furuto and Steve Diaz from Optima IT.*

### B. ITEMS SCHEDULED FOR CONSENT:

#### 1. Minutes for Regular Meeting of the Board of Directors on June 24, 2018

*Motion (Okamoto), second (Odo), motion carried by a vote of 5-0 to approve the Agenda for Special Board Meeting for July 13, 2018.*

### C. ITEMS SCHEDULED FOR DISCUSSION/ACTION:

#### 1. Contract for Services for Duties to Information Technology with Optiva IT

*Motion (Okamoto), second (Odo), motion carried by a vote of 5-0 to approve the Contract for Services for Duties to Information Technology with Optiva IT.*

#### 2. Contract for Services for Nursing Services

*Motion (Vestey), second (Odo), motion carried by a vote of 5-0 to approve the Contract for Services for Nursing Services.*

#### 3. Student Conduct Policy

*Motion (Okamoto), second (Choi), motion carried by a vote of 5-0 to approve the Student Conduct Policy.*

#### 4. Records Retention Policy

*Motion (Odo), second (Rall), motion carried by a vote of 5-0 to approve the Records Retention Policy.*

**5. Factoring Agreement with Charter Asset Management**

*Motion (Odo), second (Okamoto), motion carried by a vote of 5-0 to approve the Factoring Agreement with Charter Asset Management.*

**6. Application for a Corporate Credit Card**

*Motion (Okamoto), second (Choi), motion carried by a vote of 5-0 to approve the Application for a Corporate Credit Card.*

**D. ADJOURNMENT**

*Motion (Rall), second (Okamoto), motion carried by a vote of 5-0 to approve the Special Meeting of the Board of Directors for July 13, 2018 at 8:56 am.*

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Andrew Vestey, Board Chair

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Vanessa Okamoto, Board Secretary



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

**July 26, 2018**

**Minutes**

**I. Preliminary**

**A. Call to Order**

*The meeting was called to order by Board Chair at 7:15 pm.*

*The Regular Meeting of the Board of Directors of Allegiance STEAM Academy was at  
5862*

*C. Street, Chino, Ca 91710.*

**B. Roll Call**

	<b>Present</b>	<b>Absent</b>
Andrew Vestey, Chairman	X	_____
Vanessa Okamoto, Secretary	X	_____
Melanie Choi, Treasurer	X	_____
Raquel Rall, Member	X	_____
Samantha Odo, Member	X	_____

**C. Public Comments- Items not on the Agenda**

*There were no public comments.*

**D. Approval of Agenda for the Regular Board Meeting for July 26, 2018.**

*Motion (Odo), second (Okamoto), motion carried by a vote of 5-0 to approve the Agenda  
for Regular Board Meeting for July 26, 2018*



## II. Open Session:

### A. COMMUNICATIONS

#### 1. Comments from Board of Directors

*Samantha Odo thanked the Girl Scout Troop for their awesome presentation and is excited to see their library. Vanessa Okamoto also thanked the Troop as well and said she has a passion for reading too and feels what they are doing is awesome. Andrew Vestey echoed the comments of the previous Board Members who spoke. He also thanked CVUSD for bringing a moving van to help last Friday and thanked their personnel for helping, and thanked parents for coming out to help as well.*

#### 2. CEO's report

*Dr. Sebastian Cognetta thanked the Girl Scout Troops for their presentation. He also thanked the office staff for continuing to move through registration and keeping himself and Dr. Callie Moreno updated so they have a sense of the needs of our students.*

*Dr. Cognetta gave an update on curriculum and instruction and said the teachers have been meeting and are plugging into their digital resources to get prepared.*

*Dr. Callie Moreno said representatives from SELPA came down, including one who will be our Program Specialist, and went over what the professional development opportunities are, what needs there might be, and laid out all the supports and services they'll provide for us. She said they will be coming down to train on different aspects of writing IEP's, the computer system, etc. Dr. Moreno also said there is a community advisory committee and that we will need a parent to serve as our representative and to attend meetings once a quarter.*

*Dr. Cognetta spoke of the governance tied to our MOU and pointed out to the board that the board will need to get DOJ clearance and that Meredith King is in the final step of getting our DOJ license number and we are waiting for the DOJ clearance to get our staff and our board to do it.*

*Dr. Cognetta said we will soon be sending out letters out to parents in accordance to state law around Title 1 funding and regarding our Special Education Program.*

*Dr. Cognition said that plenty of work is being done in regards to facilities and thanked CVUSD for the work they've done. He also said that CVUSD took him and staff members on a walk-through and explained everything they have been and will be working on, which included the IT infrastructure they are working on, and everything else to get the buildings ready for the first day of school.*

*Dr. Cognition spoke about Human Resources and said that as we are receiving student files we are learning of our needs. He spoke of the need of another Special Education teacher and that Dr. Moreno has been looking for one. He checked with Charter Impact to be sure the budget will allow it. Dr. Cognition said we will not need to cut anything to make this happen and that we'll dip into our reserve which are close to 9%, leaving us room to create this position.*

*Dr. Cognition gave an update about Food Services and said that we will add a position to that as well and will absorb the compensation from our surplus.*

*Dr. Cognition said that Certificated positions have been filled.*

*Dr. Cognition mentioned that when the Charter was written it was mentioned that ASA would participate in STERS and PERS. He invited representatives from Horace Mann Financial to give an overview of their background and what they provide.*

*Dr. Cognition thanked the community for helping with the move in the last couple of weeks and said we'll be reaching out to them in the future for more help to get our school ready.*

## **B. ITEMS SCHEDULED FOR PRESENTATION:**

### **1. Girl Scout Troop 96504**

*The Troop spoke about their desire to open a small library on World Literacy Day at ASA. They spoke about how important reading is and each one of them spoke about their favorite part in a book they read.*

## C. ITEMS SCHEDULED FOR DISCUSSION/ACTION:

### 1. Contract Related to Audit and Tax Services

*Audit and Tax Service providers CliftonLarsonAllen and Dennis Cooper and Associates were discussed between Dr. Cagnetta and the board to determine which services to contract with.*

*Motion (Odo), second (Choi), motion carried by a vote of 4-1 (Yes-Vestey, Okamoto, Choi, Odo; No-Rall) to contract with CliftonLarsonAllen for audit and tax services.*

### 2. 2019-2020 School Calendar for Allegiance STEAM Academy-Thrive

*There was discussion between the board and Dr. Cagnetta about potentially aligning ASA's School Calendar with CVUSD's which was not reflected on the proposed 2019-2020.*

*Motion (Vestey), second (Odo), motion carried by a vote of 5-0 to table the 2019-2020 School Calendar for Allegiance STEAM Academy-Thrive.*

### 3. Standards-Based Report Cards (TK-8)

*Several recommendations and concerns were discussed regarding the Standards-Based Report Cards (TK-8)*

*Motion (Vestey), second (Choi), motion carried by a vote of 5-0 to table the Standards-Based Report Cards (TK-8).*

### 4. Contract for services related to History and Science Curriculum

*Motion (Okamoto), second (Odo), motion carried by a vote of 5-0 to approve the Contract for services related to History and Science Curriculum.*

### 5. Contract with Apple Store for Education Institution for purchase of technology for staff and students

*The board members and Dr. Cagnetta discussed the Contract with Apple Store for Education Institution for purchase of technology for staff and students and it was decided to get a quote from ASA's IT service provider Optima before any decisions are made.*

*Motion (Odo), second (Rall), motion carried by a vote of 5-0 to table the Contract with Apple Store for Education Institution for purchase of technology for staff and students.*

### 6. Community Relations Policy

*Motion (Okamoto), second (Odo), motion carried by a vote of 5-0 to approve and adopt the Community Relations Policy.*

### 7. Facilities Policy

*Motion (Rall), second (Odo), motion carried by a vote of 5-0 to approve and adopt the Facilities Policy.*

## D. ADJOURNMENT

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

*Motion (Okamoto), second (Choi), motion carried 5-0 to adjourn the meeting*

Andrew Vestey, Board Chair, adjourned the Regular Meeting of Board of Directors for July 26, 2018 at 8:25pm.

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Andrew Vestey, Board Chair

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Vanessa Okamoto, Board Secretary



# Allegiance STEAM Academy - Thrive

## 2019 - 2020 School Calendar (177 school days)

August '19						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

15 Student Days  
(3 Min Day)

September '19						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

18 Student Days  
(6 Min Days)

October '19						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23 Student Days  
(4 Min Days)

November '19						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

14 Student Days  
(3 Min Days)

December '19						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

14 Student Days  
(5 Min Days)

January '20						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

19 Student Days  
(4 Min Days)

February '20						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

18 Student Days  
(3 Min Days)

March '20						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

16 Student Days  
(2 Min Days)

April '20						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

21 Student Days  
(4 Min Days)

May '20						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

19 Student Days  
(7 Min Days)

June '20						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

9 Student Days  
(4 Min Days)

July '20						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Key**

School Closed/ Holidays

In-Service Day (no school for students)

Minimum Day

First and Last Day of School

**Important Dates**

August 5-9	School year launch, staff professional development
August 8	Meet Your Wolfpack <sup>1</sup>
August 12	First Day of School
September 29	Back to School Night
October 23-25	Minimum Days: Student, Guardian, Teacher Triad Meetings <sup>2</sup>
October 26-27	Student-free Days: Student, Guardian, Teacher Triad Meetings
November 1	In-Service Day (no school for students)
November 25-29	Fall Break
December 17-19	Minimum Days: Student-led Conferences <sup>3</sup>
December 20 - January 3	Winter Break
February 14	In-Service Day (no school for students)
March 20-27	Spring Break
May 20-22	Minimum Days: Student-led Conferences
May 28	Last Day of School
May 29	In-Service Day (no school for students)

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<sup>1</sup> *Meet Your Wolfpack* - Come have a howling good time, see your new den, and meet the leader of your pack (also known as your teacher)

<sup>2</sup> *Triads* - Students, teachers and parent/guardians come together to review current levels and discuss appropriate goals for the new year

<sup>3</sup> *Student-led Conferences* - Students take the lead to showcase their learning



## **Board Recruitment and Selection**

The ASA Thrive CEO/Principal will work closely with the Board of Directors to ensure that board members fully support the school's mission, culture, and goals. The qualifications sought in those candidates interested in serving on the Board include but are not limited to:

- A dedication to furthering the vision and mission of Allegiance STEAM Academy schools; o
- Willingness to volunteer for one or more board committees and the ability to contribute appropriate time and energy necessary to follow through on assigned tasks;
- Ability to work within a team structure;
- Expectation that all children can and will learn and realize high academic achievement; and o
- Specific knowledge, experience, and/or interest in at least one element of governance for Allegiance STEAM Academy.

It is important that every member of the Allegiance STEAM Academy Board of Directors is aligned with the needs and expectations of the organization. We will achieve this by ensuring potential candidates are invested in our mission, understand the expectations for Board participation, and have a vision for their contribution to the board. We will achieve this alignment through the following board recruiting process:

- Board or staff member who knows the prospect will have an initial conversation with the prospect to gauge interest and dedication to Allegiance STEAM Academy's mission.
- Cultivation of the prospective Board member. Ensure alignment between the needs and expectations of Allegiance STEAM Academy and the needs and expectations of the individual. This will be achieved by:
  - Investing candidates in the mission of Allegiance STEAM Academy;
  - Setting expectations for prospective Board members; and
  - Creating a vision for how Board membership meets the needs of both the individual and the organization.
- Board or staff member who knows the prospect will recommend the prospect to a Governance Committee member or the CEO/Principal.
- Board Governance Committee, a committee of the Allegiance STEAM Academy Board, reviews the prospective board members' qualifications, fit and desire to serve.

- CEO/Principal and Board Governance Committee cultivates prospective Board member:
  - Prospective Board member visits the school;
  - Prospective Board member receives information concerning the history and future plans of Allegiance STEAM Academy;
  - Prospective Board member meets with CEO/Principal;
  - Prospective Board member attends a Board meeting;
  - Prospective Board member interviews with Governance Committee member(s);
  - Prospective Board member meets with member(s) of Governance Committee where requirements and responsibilities of the Board are agreed upon;
- Board Governance Committee presents formal recommendation to the full Board of Directors; Board votes on prospective candidate.
- Board Chair meets with prospective candidate and extends offer to join Allegiance STEAM Academy Board.

All directors shall have full voting rights, including any representative appointed by the charter authorizer as consistent with Education Code Section 47604(b). All directors shall be nominated and elected by the existing Board of Directors.

Except for the initial Board of Directors, each director shall hold office unless otherwise removed from office in accordance with the current bylaws for three (3) years and until a successor director has been designated and qualified. Terms for the initial Board of Directors shall be staggered as drawn by lot with two (2) seats serving a two (2) year term and three (3) seats serving a three (3) year term.

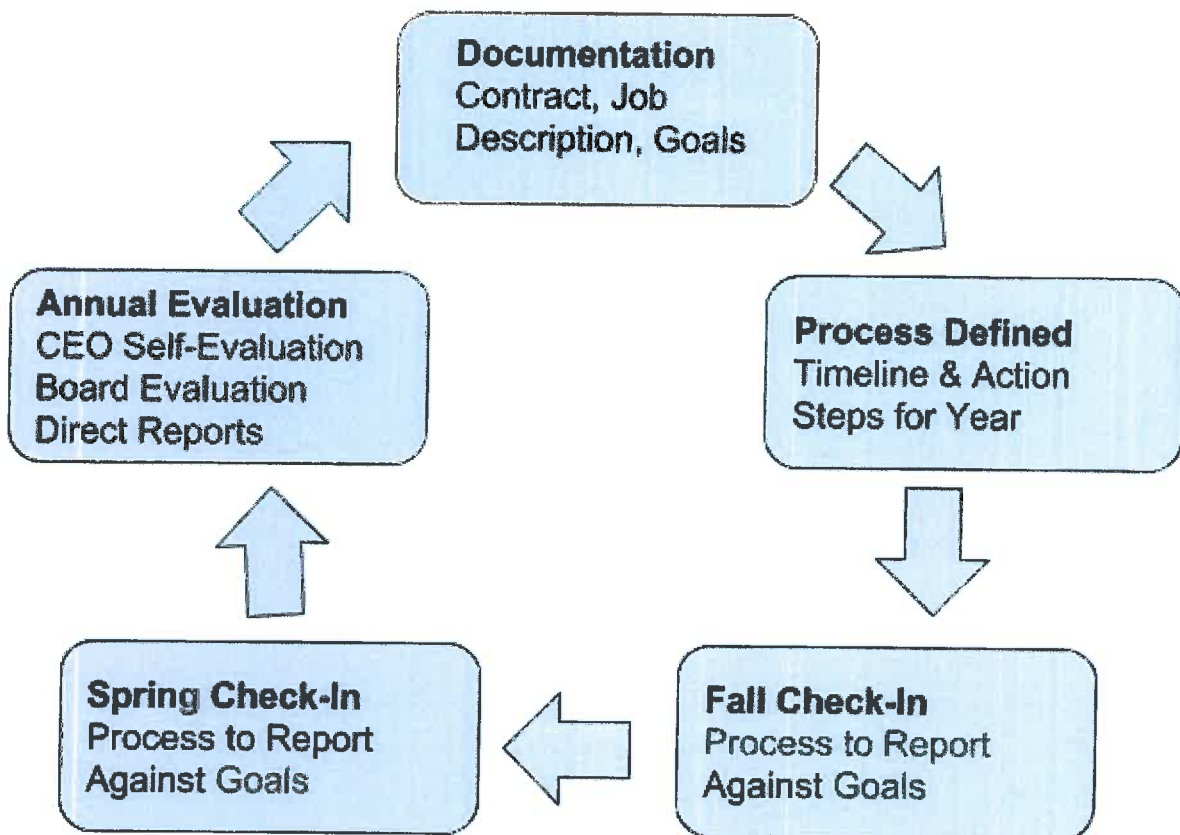




## CEO Evaluation Process

To ensure the school's ongoing success, the Board of Directors provides external accountability, internal oversight and leadership. The overall duties of the Board of Directors include, but are not limited to Hiring and Evaluating the CEO.

The CEO Evaluation process is ongoing annually and culminates in June with a formal Board Evaluation.



## ASA CEO Evaluation

1. Define your relationship with the CEO.
  - Board Member
  - Direct Report
2. How often do you interact with the CEO?
  - Daily
  - Weekly
  - Monthly
  - Other: \_\_\_\_\_

### Section 1: Core Competencies

*This section is for evaluating the CEO's demonstration of core competencies that have that have been directly linked to successful charter schools. Please provide comments with examples for as many competencies as possible with suggestions on what he/she could start, stop or continue doing more of to be the most effective leader possible.*

Rank	Description
1 Unsatisfactory	Performance must improve significantly within a reasonable period of time if the individual is to remain in this position. Employee is not performing to the requirements of the job.
2 Some Expectations Met	Performance is noticeably less than expected. Usually performs to and meets job requirements, however, the need for further development and improvement is clearly recognized.
3 Meets Expectations	Performance clearly and fully meets all the requirements of the position in terms of quality and quantity of work. It is described as good, solid performance. Minor deviations may occur, the overall level of performance meets or slightly exceeds all position requirements.
4 Exceeds Expectations	Performance frequently exceeds job requirements. Accomplishments are regularly above expected levels. Performance is sustained and uniformly high with thorough and on-time results.
5 Far Exceeds Expectations	Performance levels and accomplishments far exceed normal expectations. This category is reserved for the employee who truly stands out and clearly and consistently demonstrates exceptional accomplishments in terms of quality and quantity of work that is easily recognized as truly exceptional by others.
n/a Not Applicable	Not observed or don't know

### Demonstrates Integrity:

	1	2	3	4	5	n/a
Deals with others in straightforward, honest and ethical manner.						
Behaves in a way that supports the organization's mission, vision and values.						
Admits mistakes and takes timely corrective action.						
Treats others with dignity and respect.						
<i>Additional Comments/Examples</i>						

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**Cultivates a Culture of Excellence:**

	1	2	3	4	5	n/a
Creates and maintains an organizational culture that promotes student achievement and college preparation for all kids.						
Makes the organization a place where staff and students are all committed to excellence and believe that hard work is the key to achieving it.						
Demonstrates commitment to competent communications and conflict resolution.						
Consistently evaluates and proactively improves people, processes, programs, and services for greater effectiveness, efficiency and value.						
<i>Additional Comments/Examples</i>						

**Drives academic excellence/student performance:**

	1	2	3	4	5	n/a
Creates, maintains and regularly revises systems and processes to drive student achievement.						
<i>Additional Comments/Examples</i>						

Section 2: Role-Specific Competencies

This section is for evaluating the CEO's role specific competencies, which are based on those related to leading, directing, and managing Allegiance STEAM Academy. Please provide comments with examples for as many competencies as possible with suggestions on what he/she could start, stop or continue doing more of to be the most effective leader possible.

	1	2	3	4	5	n/a
Updates and informs the Corporate Board of Directors of staff performance as related to program objectives.						
Acts to resolve controversy relating to school affairs.						
Directs and assists staff in the development of an effective instructional program.						
Provides leadership in identifying school needs and in determining goals and objectives for developing long and short range goals.						
Makes personnel determinations in cases of hiring and terminations.						
Ensures that the school is fiscally sound and stable.						
Reports to the Chartering Agency all necessary reports and documents, as specified in the charter.						
Evaluates all management.						
Oversees the purchasing of furniture, equipment, and supplies.						
Accepts other responsibilities as assigned by the Corporate Board of Directors.						
Conducts frequent classroom observations of certificated employees, both formal and informal, as well as planned observations focusing on the components of effective lessons for evaluation purposes and completes final evaluations.						
Assists in overseeing the PACK Foundation, which focuses on school-wide activities and events that promote the vision and mission of ASA Thrive.						
Evaluates and supervises all classified employees based on the components of the respective job descriptions and the effectiveness and completion of said job.						
Manages and directs the educational activities of the school.						
Supervises student activities and school events.						

Manages the school-wide behavior policies.							
Develops school plans and organization procedures for pupil services, health, safety, discipline, and conduct of students.							
Leads the Founding Members Group in realizing the Allegiance mission and vision.							
<i>Additional Comments/Examples</i>							



## **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. The CEO, or designee 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 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.

# Proposal for 2018-2019 Support

offered by RDG Solutions, Jul 2018



## Allegiance STEAM Academy

*Where All Children Can Thrive*

*"In most change efforts, improvement is unequal and change fails to spread. Teachers and schools learn best not by reading research reports, listening to speeches, or attending workshops, but by watching, listening, and learning from each other in the very act of teaching itself. When making change, it is as important to build new relationship among people engaged in practices together as it is to spread new knowledge to them." - Hargreaves and Shirley (2009) The Fourth Way*

### Summary

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. To support this work, Regur Development Group (RDG Solutions) will provide technical assistance and support.

### Funding Justification

Services as identified in the *Charter School Start Up Grant* for Fiscal year 2017-2018

5800	Professional development for 2 week summer intensive (10 days *\$2500 for outside consults with expertise in STEAM, language developments, and/or NGSS implementation)	\$ 25,000
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### Costs

Billing is based on a daily rate of \$2500 per consultant per day. Invoices are submitted monthly with payment expected within 30 days. Total contract not to exceed \$25,000

### Our Commitment

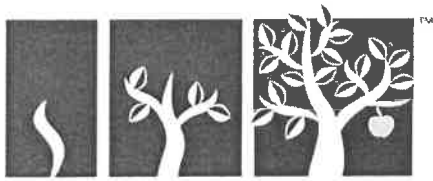
RDG will provide research-based materials, right-on-time professional development. This proposal is offered with the best of intentions and can be modified to meet school needs.

**Regur Development Group**  
13217 Jamboree Road #282  
Tustin, CA 92782  
**EIN 45-1053365**

Implementation Contact:  
**Steve Regur, Ed.D.**  
[steveregur@rdgsolutions.com](mailto:steveregur@rdgsolutions.com)  
714-642 5852

*We look forward to working with you!*





*Action Learning Systems, Inc.*

# **Allegiance STEAM Academy, Thrive 2018-2019 Proposal for Services**

## **Contents:**

1. Contact information
2. Introduction to Action Learning Systems
3. Proposed Professional Development Services/Products
4. Cost for Professional Development Services/Products

## Contact Information

### District Contact

Name: Dr. Sebastian Cогnetta  
Title: Chief Executive Officer  
Address:  
Email: [Sebastian.cognetta@asathrive.org](mailto:Sebastian.cognetta@asathrive.org)  
Phone: (626)831-2531

### Action Learning Systems Contact

Name: Dr. Becky Salato  
Title: Chief Operating Officer  
Address: 19197 Golden Valley Rd #331  
Santa Clarita, Ca. 91387  
Email: [bsalato@actionlearningsystems.com](mailto:bsalato@actionlearningsystems.com)  
Cell: 951-453-9563  
Office: (818)470-2495

## **Introduction to Action Learning Systems Inc.**

**Action Learning Systems (ALS)** is an educational consulting group that specializes in offering comprehensive solutions for district and school improvement. Action Learning Systems has a twenty-five year history in the development of standards-aligned materials, assessments, interventions and research-based instructional strategies for kindergarten through grade twelve. ALS has a record of results with districts and schools in improving student achievement including work in districts and schools participating in Program Improvement, School Improvement Grants, Race to the Top and Comprehensive School Reform. In addition to its many successful school and district level partnerships, ALS has received state level approvals to provide administrator training, English Learner training, and materials training for a variety of state-level textbook adoptions. Additionally, with nationwide experience and extensive expertise with the Common Core State Standards (CCSS), ALS is in the process of supporting school communities to successfully migrate to the CCSS. Solutions include, leadership training, ELA and math institutes focused on both content and effective delivery of the standards, and implementation strategies for a system-wide success.

With proven capacity ALS delivers coherent and comprehensive student achievement solutions from the district to the school site, including professional development for administrators, teachers, support staff, and parents, and provides leadership and in-classroom coaching. Districts as diverse as Detroit, Mi, Garden Grove, Ca, Denver Co, New York, NY, Oakland Ca, and Fresno, Ca successfully used ALS for on-site coaching for administrators and teachers, benchmark development, and leadership strategies.

The Action Learning Systems model for whole school reform and professional development training is based on the learning theory and research bases of Rosenshine, Bereiter, Bloom, and Block; studies of school structure and culture by Lazotte and Slavin; and more recent studies by Marzano, Guskey, and Perkins on student achievement and performance gains as measured by academic achievement tests and other measurements.

# Proposed Professional Development Services

## 1. Teaching Standards through: Multi-Task Performance

*Performance Based Education: Using Performance Tasks Effectively to meet Student Mastery*

Authentic performance-based education asks students to take their learning far beyond knowledge and basic skills. A performance orientation teaches students to be accountable for knowing what they are learning and why it is important and asks them to apply their knowledge in an observable and measurable learning performance.

**This shift “from knowing to showing” means that everything we do – instruction, curriculum, assessment, evaluation, and reporting – will ultimately be focused on and organized around these learning performances.**

Much of the need for the Common Core Standards was born from the realization of educators, parents, business and industry leaders and community members throughout the US, that students should be demonstrating that they are learning in observable and meaningful ways.

**IF we are to succeed in the difficult shift from content coverage to performance-based education, we will need to have new strategies for defining and organizing what we do around significant learning performances.**

This session will increase participants understanding of why performance-based tasks are effective and what you need to understand to create them and use them as a powerful instructional tool.

## 2. Integrated Lesson Planning

Action Learning Systems staff will guide participants through the process of lesson planning using Common Core State Standards. Participants will understand Course Planning Unit Planning, and Lesson Planning as interrelated parts needed to fully implement the Common Core. Participants will understand that the Common Core State Standards call for an integration of domains and standards within units of study and daily lessons. Emphasis will be placed on the connection between writing and reading with the inclusion of language and speaking/listening to create an integrated lesson(s). Participants will learn how to integrate multiple standards and objectives into one cohesive lesson including student engagement, structured lesson sequence with gradual release of responsibility from teacher to student.

## 2. Academic Learning Teams:

*When Collaborative Time Results in Increased Student Achievement*

In many schools, collaborative time results in lost opportunity. Action Learning Systems' Academic Learning Teams are designed to enable educators to deeply analyze student achievement results and create successful learning opportunities that ensure ALL students master the content and skills embedded in the State Standards. Participants will learn how to turn their collaborative community into a TEAM by determining: How do I get all teachers to work as a team? How do I identify both academic and language goals for all students? Which sources of data should we be spending our time analyzing? Are my interventions effective? How should we analyze our lessons and plan for even more effective instruction? How do we hold ourselves and each other accountable for our action steps?

## Cost for Services

Action Learning Systems fee structure is \$2,500 per day, per trainer, based on a full day (7hour) training. This is inclusive of all expenses, including travel but exclusive of materials.

Material costs are typically \$25 to \$75 per binder depending on the binder, or \$10-\$25 per copy of training packets.

Action Learning Systems is more than happy to adjust the number of days / hours, to satisfy the districts needs both in content, and budget

## Proposed Services and Costs

<b>CONTENT DAYS</b>	<b>CONTEXT</b>	<b>COST \$2,500 / DAY</b>
Multi – Task Performance Initial Training	One Day Training for all Teachers by Grade Span with 1 ALS Trainer 1 Day K-2 1 Day 3-5 1 Day 6-8 Specialty teachers can be added in as appropriate  Based on Total 25 participants	3 Days= \$7,500  Packets: \$20 /each 25 x \$20= \$500
Integrated Lesson Design	One Day Training for all Teachers by Grade Span with 1 ALS Trainer 1 Day K-2 1 Day 3-5 1 Day 6-8 Specialty teachers can be added in as appropriate  Based on Total 25 participants	3 Days= \$7,500  Packets: \$20 /each 25 x \$20= \$500
Academic Learning Teams	One Day Training for all Teachers by Grade Span with 1 ALS Trainer 1 Day K-2 1 Day 3-5 1 Day 6-8 Specialty teachers can be added in as appropriate  Based on Total 25 participants	3 Days= \$7,500  Packets: \$20 /each 25 x \$10= \$250
<b>Totals</b>	<b>Approximate, based on 25 participants</b>	<b>\$23,750</b>



# Apple Store for Education Institution

## Saved Cart 2300297920

Saved Cart Creator: Sebastian Cogna

Sent From:

sebastian.cognetta@asathrive.org

This cart dated 07/23/2018, was created on the Apple Store for Education Institution and has been sent to you for review. Please access the Store to place this order.

Comments from Sender:

PO once board approves on July 26

Part Number	Description	Total Quantity	Unit Price	Total Price
MQD32LL/A	MacBook Air 13-inch: 1.8GHz dual-core Intel Core i5, 128GB 1.8GHz Intel Dual-Core Core i5, Turbo Boost up to 2.9GHz Intel HD Graphics 6000 8GB 1600MHz LPDDR3 SDRAM 128GB PCIe-based SSD Backlit Keyboard (English) / User's Guide (English)	28	849.00	23,772.00 USD
MR7F2LL/A	iPad Wi-Fi 32GB - Space Gray	90	299.00	26,910.00 USD
MP7P2LL/A	Apple TV 4K 64GB	22	199.00	4,378.00 USD
Subtotal				55,650.00 USD
Estimated Tax				4,267.16 USD
Total				59,917.16 USD

Please note that your order subtotal does not include Sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed.

## How to Order

If you would like to convert this Saved Cart to an order, log into the Apple Store for Education Institution [ <https://ecommerce.apple.com> ] and Click on Saved Carts. Then search for this Saved Cart by entering the Saved Cart Number referenced above.

Note: The prices and specifications above correspond to those valid at the time the Saved Cart was created and are subject to change. A Purchaser login is required to order. To request Purchaser access for your Apple Account, log into the Apple Store for Education Institution and select the 'Register' link from the Store log in page.

Purchases under a Saved Cart are subject to the terms and conditions of your agreement with Apple and the Apple Store for Education Institution.



# Newegg Business Sales Quote



Account Manager: Derek Liu  
 Phone: (626) 271-1321 ext: 27173  
 Email: Derek.D.Liu@neweggbusiness.com  
 RFQ #: QUOTE 1-1  
 Date of Sales Quote: 8/1/2018

Once you know, you Newegg.  
 Newegg Business, Inc.  
 16839 E Gale Ave  
 City of Industry, CA 91745

Company Name: Allegiance STEAM Academy  
 Customer Account Number: 48211694  
 Contact Name: Sebastian Cognitiona  
 Address: 5862 C Street  
CHINO, CA 91710  
 Phone: 626-831-2531  
 Email: sebastian.cognitiona@asathrive.org  
 Cart Reference # M9FQLWWDCVSP48K

Special Notes:  
Asus HQ Sales Rebate Applied  
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Newegg Item Part Number	Product Description	Qty	Unit Cost	Price
9B34-234-025	ASUS Chromebook C202SA-YS02 11.6" Ruggedized	347	\$186.95	\$ 64,871.65
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			Shipping:	\$ -
			Tax:	\$ -
			Total:	\$ 64,871.65

Note: This quote does not include shipping or sales tax. Your order is subject to these charges.  
 \*\*\* Sales quotation is "VALID" for the next :  days from the original quotation date. \*\*\*  
 Newegg Business, Inc is a division of Newegg Inc.