



ALLEGIANCE STEAM ACADEMY

REGULAR MEETING OF THE BOARD OF DIRECTORS

July 12, 2021

6:00 pm

Meeting Location:

5862 C St.,
Chino, CA 91710

Online: <https://zoom.us/j/3160728611>

Telephone: (669) 900-6833; Meeting ID: 316 072 8611

AGENDA

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

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

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

I. Preliminary

A. Call to Order

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

B. Roll Call

	Present	Absent
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 July 12, 2021

It is recommended that the Board of Directors approve the Agenda for Regular Board Meeting for July 12, 2021.

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- Update on 2021-2022 Learning Model**
- 4. Staffing Model 2021-2022**
- 5. Benefits Update 2021-2022**

C. ITEMS SCHEDULED FOR CONSENT:

- 1. Minutes for the Regular Meeting of the Board of Directors June 7, 2021**
- 2. Minute for the Special Meeting of the Board of Directors June 24, 2021**
- 3. Check Register for May, 2021**

Motion: _____ Second: _____ Roll Call: _____

D. ITEMS SCHEDULED FOR DISCUSSION/ACTION:

1. Financial Update for May, 2021

(see attached)

It is recommended the Board of Directors:

Adopt and approve the Financial Update for May, 2021

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. Job Description: Student Services Clerk

(see attached)

It is recommended the Board of Directors:

Adopt and approve the Job Description: Board of Directors

Motion: _____ Second: _____ Roll Call: _____

4. Academic Integrity Policy

(See attached)

It is recommended the Board of Directors:

Adopt and approve the Academic Integrity Policy

Motion: _____ Second: _____ Roll Call: _____

5. ASA Student/Family Handbook 2021-2022

(see attached)

It is recommended the Board of Directors:

Approve and adopt the ASA Student/Family Handbook 2021-2022:

Motion: _____ Second: _____ Roll Call: _____

6. **Reimbursement Agreement for Installation Costs of 3 Portable Classrooms: CVUSD and ASA Thrive**
(see attached)

It is recommended the Board of Directors:

Approve and adopt the Reimbursement Agreement for Installation Costs of 3 Portable Classrooms not to exceed \$340,000

Motion: _____ Second: _____ Roll Call: _____

- _____ 7. **Paycor Platform Proposal**
(see attached)

It is recommended the Board of Directors:

Approve and adopt the Paycor Platform Proposal for \$15,227

Motion: _____ Second: _____ Roll Call: _____

8. **Speech Language Pathologist Waiver**
(see attached)

It is recommended the Board of Directors:

Approve and adopt the Speech Language Pathologist Waiver

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 July 12, 2021

Motion: _____ Second: _____ Roll Call: _____



ALLEGIANCE STEAM ACADEMY

Meeting of the Board of Directors

June 6, 2021

Minutes

I. PRELIMINARY

A. Call to Order

The meeting was called to order by Board Chair at 6:04pm

B. Roll Call

	Present	Absent
Samantha Odo, Board Chair	<u> x </u>	<u> </u>
Jason Liso, Treasurer	<u> x </u>	<u> </u>
Marcilyn Jones, Secretary	<u> x </u>	<u> </u>
Troy Stevens, Member	<u> x </u>	<u> </u>
Claudia Reynolds, Member	<u> x </u>	<u> </u>

C. Public Comments, Items not on the agenda

No public comments.

D. Approval of Agenda for Regular Board Meeting on June 7, 2021

Motion (Marcy Jones), second (Sam Odo), motion carried by a vote 5-0 to approve the agenda for the Regular Board Meeting on June 7, 2021.

II. PUBLIC ANNOUNCEMENT FOR REASON FOR CLOSED SESSION:

A. Public Comments on Closed Session Items

No public comments.

B. Closed Session- For Discussion/Possible Action

Board went into closed session at 6:08pm and returned to Open Session at 7:49pm.

II. OPEN SESSION

A. Pledge of Allegiance

B. Items Scheduled for Information:

1. Update from Parents and Community for Kids

- Tammy Lohoff spoke on behalf of the PACK.
- Welcomed 9 new members to the PACK and they are very excited to get the new school year started.

2. Staff Report

- Tammy Lohoff- shared that ASA ended the year very strong. ESY/Summer School started today with 19 teachers and over 200 students. Looking forward to an amazing summer with the students and staff.

3. CEO's Report

- Wants to propose a special board mtg to adopt the facilities update.
- CVUSD supports our growth.
- Sam Odo's term is not up until 2022. There is no need to recruit a new Board Member until then.
- ESY started today for the 3rd year at ASA. Summer school started as well.
- ASA has added new employees to staff the upcoming school year of 900 students.
- Cyndi Valenta has accepted the position of Assistant Principal for the 2021-2022 school year at ASA. Cyndi expressed that she is very excited about the position and the growth at ASA. She is looking forward to a great year.
- Dr. Cognetta shared that he is anticipating the 2021-2022 school year being 5 days a week and full time.
- Not sure how home-based learning will look and will depend on the obligation. ASA does not offer independent study. Parent survey will be sent out to see the need and or want for home based.
- Dr. Cognetta shared that he wants to bring back the in-person Board Meetings and change the meeting times to earlier in the evening.

4. NWES MAP Results Spring 2021

- Dr Cognetta shared that ASA waived the CAASPP assessment and adopted the MAP testing. ASA MAP scores were above the national average even after the school closure due to COVID.
- Sam Odo asked if MAP was only given to in-person students. Dr. Cognetts shared that all students were given the opportunity to take the MAP assessments.

C. ITEMS SCHEDULED FOR CONSENT:

- 1. Minutes for the Regular Board Meeting of the Board of Directors May 3, 2021**
- 2. Check Register for April, 2021**

Motion (Marcy Jones), second (Jason Liso), motion carried by a vote 5-0 to approve the Minutes for the Regular Board Meeting of the Board of Directors May 3, 2021 and Check Register for April, 2021.

D. ITEMS SCHEDULED FOR DISCUSSION/ACTION:

- 1. Financial Update for April, 2021**

Motion (Troy Stevens), second (Jason Liso), motion carried by a vote 5-0 to approve the Financial Update for April, 2021

- 2. Revised FY21 Budget**

Motion (Claudia Reynolds), second (Troy Stevens), motion carried by a vote 5-0 to approve the Revised FY21 Budget.

- 3. Public Hearing regarding the Local Control Accountability Plan**

It is recommended that Board of Directors:

Hold a public hearing regarding the Local Control Accountability Plan.

The public hearing was opened by the Board Chair at 8:07pm and closed at 8:09pm.

- 4. Public Hearing regarding the Proposal Allegiance STEAM Academy - Thrive FY2021-2022 Budget**

It is recommended that Board of Directors:

Hold a public hearing regarding the Allegiance STEAM Academy - Thrive FY2021-22 Budget.

The public hearing was opened by the Board Chair at 8:12pm and closed at 8:13pm.

5. Board Consideration of CEO Compensation

It is recommended the Board of Directors:

Approve and adopt the compensation for the position of CEO for the 2021-22 school year of 160K :

Motion (Troy Stevens), second (Jason Liso), motion carried by a vote 5-0 to approve the CEO Compensation of \$160,000.

6. Eureka Math Quote

It is recommended the Board of Directors:

Approve and adopt the Eureka Math Quote not to exceed \$80,000

Motion (SAm Odo), second (Marcy Jones), motion carried by a vote 5-0 to approve the Eureka Math Quote not to exceed \$80,000.

7. Studies Weekly History / Social Science Grades k-5 Quote

It is recommended the Board of Directors:

Approve and adopt the Studies Weekly History/Social Science Grades K-5 Quote for \$22,093.22

Motion (Sam Odo), second (Marcy Jones), motion carried by a vote 5-0 to approve the Studies Weekly History/Social Science Grades K-5 Quote for \$22,093.22.

8. CA Wonders English/Language Arts Grades 3-5 Curriculum and Quote

It is recommended the Board of Directors:

Approve and adopt the CA Wonders English/Language Arts Curriculum for Grades 3-5 and 3 Year Quote of \$56,065.73

Motion (Claudia Reynolds), second (Jason Liso), motion carried by a vote 5-0 to approve the CA Wonders English/Language Arts Grades 3-5 Quote for \$56,065.73.

9. Proposals for STEAM Professional Development

It is recommended the Board of Directors:

Approve and adopt the Regular Development Group, Inc. Proposal not to exceed \$30,000

Motion (Troy Stevens), second (Marcy Jones), motion carried by a vote 5-0 to approve the Proposal for STEAM Professional Development not to exceed \$30,000.

10. Organizational Chart

It is recommended the Board of Directors:

Approve and adopt the Organizational Chart 2021-2022.

Motion (Claudia Reynolds), second (Sam Odo), motion carried by a vote 5-0 to approve the Organizational Chart 2021-2022.

11. Proposals for Additional Modular Classrooms

It is recommended the Board of Directors:

Approve and adopt the CVUSD/WLC Architects Proposal.

Troy Stevens motioned to move forward with the proposal.

Motion (Troy Stevens), second (Sam Odo), motion carried by a vote 4-0 to approve the Proposals for the CVUSD/WLC Architects Approval. Jason Liso voted against the approval.

E.COMMUNICATIONS:

1. Comments from Board of Directors:

- Claudia Reynolds - Congratulations to our 8th graders on their promotion.
- Troy Stevens - 8th grade promotion was awesome. Thanked the staff for the invitation to the ceremony. Excited for the Summer and the thought of coming back to full-time school in the fall. Hopes that all staff and students have a great summer.
- Marcy Jones - Enjoyed all the collaboration and conversations tonight. She wants to wish everyone a great summer and is looking forward to the fall for a new school year.
- Jason Liso - Echoed Claudia and Troy about the 8th Grade Promotion and wants everyone to enjoy their summer.
- Sam Odo - Got very emotional at the 8th grade promotion and was thankful to be there. Wants to thank the teachers who are teaching summer school. Enjoy your summer.

D. Adjournment

Motion to adjourn the June 7, 2021 Regular Meeting of the Board of Directors at 8:48pm. Motion (Claudia Reynolds), Second (Marcy Jones), Motion carries by a vote of 5-0.

Samantha Odo, Board Chair

Marcilyn Jones, Board Secretary



ALLEGIANCE STEAM ACADEMY

Special Meeting of the Board of Directors

June 24, 2021

Minutes

I. PRELIMINARY

A. Call to Order

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

B. Roll Call

	Present	Absent
Samantha Odo, Board Chair	<u> x </u>	<u> </u>
Jason Liso, Treasurer	<u> x </u>	<u> </u>
Marcilyn Jones, Secretary	<u> x </u>	<u> </u>
Troy Stevens, Member	<u> x </u>	<u> </u>
Claudia Reynolds, Member	<u> x </u>	<u> </u>

C. Public Comments, Items not on the agenda

No public comments.

D. Approval of Agenda for Regular Board Meeting on June 24, 2021

Motion (Jason Liso), second (Troy Stevens), motion carried by a vote 5-0 to approve the agenda for the Regular Board Meeting on June 24, 2021

II. OPEN SESSION

A. Pledge of Allegiance

B. ITEMS SCHEDULED FOR INFORMATION:

1. 2021-2022 Board Meetings

- Sebastian stated that all Board Meetings will be back in person as of July 12, 2021.

2. Auditor Governance Communication

C. ITEMS SCHEDULED FOR DISCUSSION/ACTION:

1. 2021-2022 Local Control Accountability Plan

Motion (Troy Stevens), second (Marcy Jones), motion carried by a vote 5-0 to approve the 2021-2022 Local Control Accountability Plan.

2. Allegiance STEAM Academy Thrive FY 2021-2022 Budget

Motion (Marcy Jones), second (Claudia Reynolds), motion carried by a vote 5-0 to approve the Allegiance STEAM Academy Thrive FY 2021-2022 Budget.

3. Education Protection Account Plan

Motion (Jason Liso), second (Troy Stevens), motion carried by a vote 5-0 to approve the Education Protection Account Plan.

4. CEO Contract 2021-2022

Motion (Troy Stevens), second (Sam Odo), motion carried by a vote 5-0 to approve the CEO Contract 2021-2022.

5. Revised 2021-2022 School Calendar

Motion (Claudia Reynolds), second (Marcy Jones), motion carried by a vote 5-0 to approve the Revised 2021-2022 School Calendar.

6. Parental Involvement Policy

Motion (Jason Liso), second (Troy Stevens), motion carried by a vote 5-0 to approve the Parental Involvement Policy.

D. COMMUNICATIONS:

1. Comments from Board of Directors:

- Claudia Reynolds - Wished everyone an amazing summer and encouraged everyone to go out and do the things you couldn't last year.
- Troy Stevens - Enjoy your summer and see you back in July. Congratulations to Sebastain on the Contract.
- Marcy Jones - Enjoy your summer and she is very excited for the Summer.

- Jason Liso - Echoed everyone and thanked ASA for the yearbook. He stated that it looked amazing and thanked Mr. Shipes.
- Sam Odo - Agreed with Jason about how amazing the yearbooks look. So impressed with the content for being a year distant learning. Encouraged everyone to get out and enjoy their families.

E. Adjournment

Motion to adjourn the June 24, 2021 Regular Meeting of the Board of Directors at 5:26pm. Motion (Caludia Reynolds), Second (Troy Stevens), Motion carries by a vote of 5-0.

Samantha Odo, Board Chair

Marcilyn Jones, Board Secretary

Allegiance STEAM Academy - Thrive

Check Register

For the period ended May 31, 2021

Check Number	Vendor Name	Transaction Description	Check Date	Check Amount
21054	San Bernardino County	STRS 04/2021	5/6/2021	\$ 63,893.60
21055	Charter Impact	Business Mgmt svcs - 05/21, Payroll Processing Fee - 04/21	5/6/2021	21,142.25
21056	Cintas Corporation #150	Janitorial Supplies	5/6/2021	70.75
21057	CliftonLarsonAllen LLP	Federal and State Returns - 06/30/20 - Final Billing	5/6/2021	997.50
21058	Jamie Kaufman	SpEd svcs - 04/21	5/6/2021	4,800.00
21059	SchoolMint Inc	Software - Renewal & Enrollment - Qtr2-2021	5/6/2021	11,812.80
21060	Alex Trujillo	Sub svcs - 09/18, 10/18 & 11/18	5/6/2021	300.00
21061	California State Disbursement Unit	Confidential	5/7/2021	450.62
21062	First Loan	Confidential	5/7/2021	104.84
21063	Associated Health Professionals Inc	Nursing Svcs - 04/21	5/13/2021	1,035.00
21064	Cintas Corporation #150	Janitorial Supplies	5/13/2021	70.75
21065	Optiva IT	IT Svcs - 05/31	5/13/2021	5,830.00
21066	Carlos Eusebio Rodriguez	Consulting Svcs - 01/21-03/21	5/13/2021	450.00
21067	Sunny Kids Therapy Inc	SpEd svcs - 04/21	5/13/2021	5,362.50
21068	The Yearbook Solution	School Supplies	5/13/2021	2,704.02
21069	Joshua C. Brannen	SpEd svcs - 02/21 & 03/21	5/14/2021	1,960.00
21070	Associated Health Professionals Inc	Nursing Svcs - 04/21	5/20/2021	1,125.00
21071	Joshua C. Brannen	SpEd svcs - 04/21	5/20/2021	717.50
21072	Charter Impact	Student Data svcs - 03/21-04/21	5/20/2021	6,727.50
21073	Cintas Corporation #150	Janitorial Supplies	5/20/2021	70.75
21074	Gayle Hinazumi	SpEd svcs - 04/21	5/20/2021	2,500.00
21075	PowerSchool Group, LLC	Subscription - 06/03/21-06/02/22	5/20/2021	16,632.10
21076	California State Disbursement Unit	Confidential	5/24/2021	450.62
21077	First Loan	Confidential	5/24/2021	71.68
21078	Franchise Tax Board	Confidential	5/24/2021	150.00
21079	Blue Shield of California	Health Ins - 06/21	5/27/2021	17,644.07
21080	Cintas Corporation #150	Janitorial Supplies	5/27/2021	70.75
21081	Tate Cox	Reimb - 05/16/21	5/27/2021	47.39
21082	Kaiser Foundation Health Plan	Health Ins - 06/21	5/27/2021	10,819.42
21083	Jamie Kaufman	SpEd svcs - 05/21	5/27/2021	3,600.00
21084	MetLife Small Business Center	Health Ins - 06/21	5/27/2021	2,101.98
21085	Procopio, Cory, Hargreaves & Savitch LLP	Legal Svcs - 04/30/21	5/27/2021	112.50
ACH	American Express	CC Payment - AMEX	5/11/2021	18,130.85
ACH	Internal Revenue Services	Federal Tax Payment PPE051021	5/11/2021	8,268.88
ACH	Employment Development Department	State Tax Pmt SDI & CA PIT PPE051021	5/11/2021	1,163.69
ACH	Employment Development Department	State Tax Pmt SUI PPE051021	5/11/2021	755.64
ACH	CalPERS	PERS Classic Pmt 04/21	5/24/2021	18,210.45
ACH	CalPERS	PERS Pepra Pmt 04/21	5/24/2021	5,808.39
ACH	Mid Atlantic Trust Company	Employee 403B Contribution 05/21	5/25/2021	4,675.00
ACH	Health Equity	FSA - Health 05/21	5/25/2021	783.10
ACH	Internal Revenue Services	Federal Tax Payment PPE052521	5/26/2021	38,400.28
ACH	Employment Development Department	State Tax Pmt SDI & CA PIT PPE052521	5/26/2021	12,459.71
ACH	Employment Development Department	State Tax Pmt SUI PPE052521	5/26/2021	<u>280.27</u>

Total Disbursements Issued in May \$ 292,762.15

Allegiance STEAM Academy - Thrive

Check Register - greater than \$2,000

For the period ended May 31, 2021

Check Number	Vendor Name	Transaction Description	Check Date	Check Amount
Employee Benefits				
21054	San Bernardino County	3101/9513 - STRS	5/6/2021	\$ 63,893.60
ACH	Internal Revenue Services	3301/3311/9512 - Payroll taxes	5/11/2021	8,268.88
ACH	CalPERS	3202/9514 - PERS	5/24/2021	18,210.45
ACH	CalPERS	3202/9514 - PERS	5/24/2021	5,808.39
ACH	Mid Atlantic Trust Company	9515 - 403(b) Plan	5/25/2021	4,675.00
ACH	Internal Revenue Services	3301/3311/9512 - Payroll taxes	5/26/2021	38,400.28
ACH	Employment Development Department	3301/3311/9512 - Payroll taxes	5/26/2021	12,459.71
21082	Kaiser Foundation Health Plan	3401 - Health insurance	5/27/2021	10,819.42
21079	Blue Shield of California	3401 - Health insurance	5/27/2021	17,644.07
21084	MetLife Small Business Center	3401 - Health insurance	5/27/2021	2,101.98
				182,281.78
Books and Supplies				
21059	SchoolMint Inc	4305 - Software	5/6/2021	11,812.80
ACH	American Express	4302/4310 Supplies	5/11/2021	18,130.85
21068	The Yearbook Solution	4302 - Supplies	5/13/2021	2,704.02
21075	PowerSchool Group, LLC	4305 - Software	5/20/2021	16,632.10
				49,279.77
Subagreement Services				
21058	Jamie Kaufman	5102 - Special Education	5/6/2021	4,800.00
21067	Sunny Kids Therapy Inc	5102 - Special Education	5/13/2021	5,362.50
21074	Gayle Hinazumi	5102 - Special Education	5/20/2021	2,500.00
21083	Jamie Kaufman	5102 - Special Education	5/27/2021	3,600.00
				16,262.50
Professional/Consulting Services				
21055	Charter Impact	5811 - Management Fee	5/6/2021	21,142.25
21065	Optiva IT	5801 - IT	5/13/2021	5,830.00
21072	Charter Impact	5811 - Management Fee	5/20/2021	6,727.50
				33,699.75
Total Disbursement over \$2,000				\$ 281,523.80



Allegiance STEAM Academy Thrive

Monthly Financial Presentation – May 2021

May Highlights

Highlights

- Forecast surplus **\$2.4M**, change from prior month **\$7k**.
- Revenue increase **\$34k** from the prior month to **\$8.9M** compared to budget. Due to Child Nutrition
- Expenses forecasted above budget by **\$184K**. Due to increase in books and supplies.
- Cash ended the month **\$2.5 million**, including **\$639K** PPP Loan, 39% of expenses.

Compliance and Reporting

- Cares Act 4th Quarter Expenditure report completed in early July
- ConApp Spring report due in late July
- Federal Cash Management Title funding report due in late July

Enrollment and Revenues

- 2020/21 funding now reporting enrollment growth with current ADA at 95.5% of 810 enrollment - 773.6 ADA
- 2020/21 CALPADS data will update rolling 3-yr UPP 34.6%.

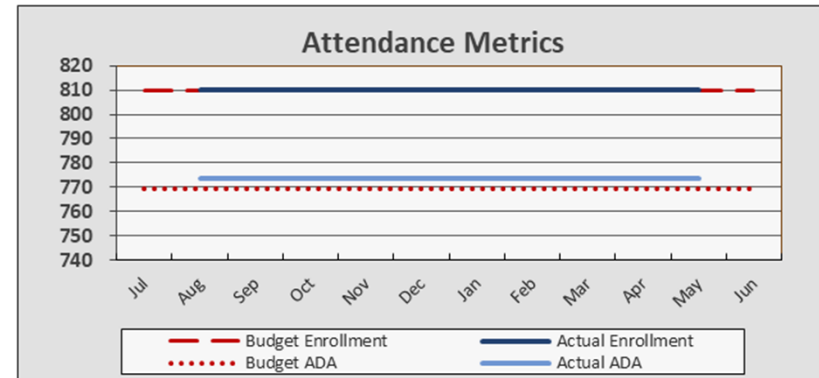


Attendance Data and Metrics

Enrollment and Per Pupil Data

Enrollment & Per Pupil Data			
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
Average Enrollment	810	810	810
ADA	774	774	761
Attendance Rate	95.5%	95.5%	94.0%
Unduplicated %	34.6%	34.6%	34.6%
Revenue per ADA		\$11,507	\$10,462
Expenses per ADA		\$8,337	\$8,229

Attendance Metrics



2020/21 funding forecast ADA (773.60)

(forecast final funding 810 students, state ADA rate 95.5%, \$11.4K/ADA.)

Changes to report current ADA of 95.5% restore funding of \$52K

Revenue

- **May Updates**

- **Revenue update** – Variance in Year-to-Date due to the timing of receivable funds
- **Forecast** – Increase due to State Aid growth funding, PPP loan forgiveness and revenue recognition, and prior year State Special Education funding.

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Revenue						
State Aid-Rev Limit	\$ 4,401,195	\$ 3,838,391	\$ 562,804	\$ 6,810,250	\$ 6,704,214	\$ 106,035
Federal Revenue	1,194,231	453,208	741,023	1,313,112	613,097	700,015
Other State Revenue	374,029	452,874	(78,845)	768,618	641,639	126,979
Other Local Revenue	9,730	6,770	2,960	9,730	6,770	2,960
Total Revenue	<u>\$ 5,979,186</u>	<u>\$ 4,751,244</u>	<u>\$ 1,227,942</u>	<u>\$ 8,901,710</u>	<u>\$ 7,965,721</u>	<u>\$ 935,989</u>



Expenses

- **May Updates**
 - **Expense update** – Negative variance in Year-to-Date due to approved equipment purchases.
 - **Expenses forecast above budget** –
 - **Salaries** – Due to Stipend payments.
 - **Books and Supplies** – Computer and Chromebook purchases due to in person learning.
 - **Professional Services** - Due to Management fees.

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Expenses						
Certificated Salaries	\$ 2,533,203	\$ 2,568,991	\$ 35,788	\$ 2,787,292	\$ 2,824,186	\$ 36,894
Classified Salaries	852,995	819,765	(33,231)	931,540	898,477	(33,063)
Benefits	934,580	992,418	57,838	1,030,645	1,086,817	56,172
Books and Supplies	673,710	408,008	(265,702)	724,845	449,755	(275,090)
Subagreement Services	103,373	156,690	53,317	132,026	174,100	42,074
Operations	190,890	192,557	1,666	218,887	210,874	(8,013)
Facilities	7,672	23,940	16,268	13,136	26,600	13,464
Professional Services	368,126	463,669	95,542	610,908	594,465	(16,443)
Interest	769	3,200	2,431	-	-	-
Total Expenses	\$ 5,665,319	\$ 5,629,238	\$ (36,081)	\$ 6,449,279	\$ 6,265,274	\$ (184,005)

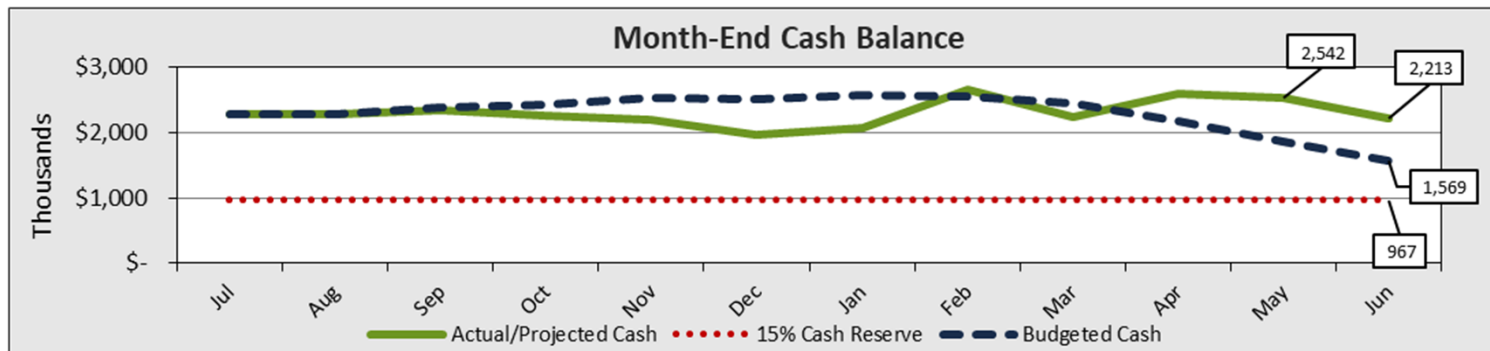
Surplus / (Deficit) & Fund Balance

- Forecast surplus of **\$2.4M.** (38%)
- Fund balance forecast **\$4.4 million**, 69%, 253 days expenses.
- State Aid growth funding, PPP loan forgiveness and revenue recognition, and child nutrition funds, increase surplus by \$751k.

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ 313,867	\$ (877,994)	\$ 1,191,861	\$ 2,452,431	\$ 1,700,448	\$ 751,983
Beginning Fund Balance	<u>1,993,843</u>	<u>1,993,843</u>		<u>1,993,843</u>	<u>1,993,843</u>	
Ending Fund Balance	<u>\$ 2,307,711</u>	<u>\$ 1,115,849</u>		<u>\$ 4,446,274</u>	<u>\$ 3,694,291</u>	
<i>As a % of Annual Expenses</i>	35.8%	17.8%		68.9%	59.0%	

Cash Balance

- Current cash **\$2.5 million**, including \$639K PPP Loan.
- 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	Jul-07	CARES Act - 4th Quarter Expenditure Report - Reporting activity April 1, 2021 - June 30, 2021. The CARES Act includes multiple pots of federal funding to limit or defray the impact of COVID-19. The CARES Act Reporting application was created by the California Department of Education to gather required data for purposes of state and federal report on CARES Act and other COVID-19 related funds.	Charter Impact	No	No	https://www.cde.ca.gov/fg/cr/#reporting
FINANCE	Jul-22	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 May, 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.	Charter Impact with ASA support	Yes	No	https://www.cde.ca.gov/fg/aa/co/index.asp
DATA TEAM	Jul-30	CALPADS EOY 1, 2, 3, and 4 - Course Completion, Program Eligibility/Participation, Homeless Students, Student discipline, Cumulative Enrollment, Student Absence Summary and SpED	Charter Impact submits with data provided by ASA	No	Yes	https://www.cde.ca.gov/ds/sp/cl/
FINANCE	Jul-31	Federal Cash Management - Period 1 - The Title I, Part A; Title I, Part D, Subpart 2; Title II, Part A; Title III LEP; Title III Immigrant; and Title IV programs under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the ESSA, will utilize the Federal Cash Management program. Charter schools that are awarded a grant under any of these programs must submit the CMDC report for a particular quarter in order to receive an apportionment for that quarter; CDE will apportion funds to LEAs whose cash balance is below a certain threshold.	Charter Impact	No	No	https://www.cde.ca.gov/fg/aa/cm/
GOVERNANCE	Jul-31	Annual review of organization's Fiscal Policies - Board approved fiscal policies define the organization's financial operations and internal controls to ensure compliance with industry and government regulations. An annual review is recommended to ensure compliance with current procedures and annually updated regulations. If updates are necessary, revised policies may be documented and presented for Board approval.	Charter Impact with ASA support	No	No	
DATA TEAM	Aug-01	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	Aug-27	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-27	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 8/27/2021.	ASA	No	No	https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp
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/csalternative.asp

Appendices

As of May 31, 2021

- 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

May 31, 2021

Presented by:



Allegiance STEAM Academy - Thrive

Monthly Cash Flow/Forecast FY20-21

Revised 07/09/21

ADA = 773.60



	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 Forecast	Revised Budget Total	Favorable / (Unfav.)
Revenues															ADA = 761.40	
State Aid - Revenue Limit																
8011 LCFF State Aid	-	202,662	202,662	364,791	364,791	364,791	364,791	364,791	274,504	134,420	129,430	128,500	1,983,179	4,879,312	4,831,124	48,188
8012 Education Protection Account	-	-	31,757	-	-	-	31,757	-	-	52,505	-	-	38,701	154,720	152,280	2,440
8019 State Aid - Prior Year	-	(15,631)	-	-	-	-	-	-	1,614	790	761	15,631	-	3,165	-	3,165
8096 In Lieu of Property Taxes	-	85,583	171,167	114,111	114,111	114,111	114,111	288,515	257,114	128,557	142,628	128,557	114,486	1,773,053	1,720,810	52,242
	-	272,614	405,586	478,902	478,902	478,902	510,659	653,306	533,232	316,272	272,819	272,688	2,136,366	6,810,250	6,704,214	106,035
Federal Revenue																
8181 Special Education - Entitlement	-	-	-	-	-	-	-	-	-	-	-	-	98,203	98,203	98,203	-
8220 Federal Child Nutrition	-	4,065	7,290	9,214	23,739	13,172	7,927	13,028	13,056	20,387	31,816	651	651	144,994	81,892	63,102
8290 Title I, Part A - Basic Low Income	-	-	-	14,220	-	11,135	-	-	-	17,366	-	-	14,158	56,879	56,879	-
8291 Title II, Part A - Teacher Quality	-	-	-	3,138	-	-	3,251	-	-	3,251	-	-	2,941	12,581	12,581	-
8294 Title V, Part B - PCSG	-	-	-	22,522	-	-	0	-	-	-	-	-	-	22,522	24,609	(2,088)
8296 Other Federal Revenue	-	-	2,911	6,266	-	248,447	2,500	-	74,031	2,500	639,000	2,278	-	977,933	338,933	639,000
	-	4,065	10,201	55,360	23,739	272,754	13,678	13,028	87,087	43,504	670,816	2,929	115,953	1,313,112	613,097	700,015
Other State Revenue																
8311 State Special Education	-	-	-	33,524	30,173	30,173	30,173	-	60,346	-	34,918	62,349	154,132	435,788	427,367	8,421
8520 Child Nutrition	-	367	658	831	2,005	1,112	669	1,100	1,103	1,722	2,687	-	-	12,254	4,263	7,991
8550 Mandated Cost	-	-	-	-	-	10,708	-	-	-	-	-	-	-	10,708	10,708	(0)
8560 State Lottery	-	-	-	-	-	-	35,621	-	-	34,738	-	-	83,587	153,946	151,519	2,428
8598 Prior Year Revenue	-	-	-	941	-	9,146	204	-	-	1,487	-	-	-	11,778	-	11,778
8599 Other State Revenue	-	-	-	1,840	-	-	-	-	47,782	-	-	94,520	-	144,142	47,782	96,360
	-	367	658	37,136	32,178	51,139	66,668	1,100	109,231	37,947	37,605	156,869	237,719	768,618	641,639	126,979
Other Local Revenue																
8689 Other Fees and Contracts	-	515	-	285	607	-	612	50	563	237	413	-	-	3,282	515	2,767
8699 School Fundraising	10	6,245	-	-	43	120	-	30	(40)	-	40	-	-	6,448	6,255	193
	10	6,760	-	285	650	120	612	80	523	237	453	-	-	9,730	6,770	2,960
Total Revenue	10	283,806	416,445	571,684	535,469	802,916	591,617	667,513	730,073	397,960	981,694	432,486	2,490,038	8,901,710	7,965,721	935,989
Expenses																
Certificated Salaries																
1100 Teachers' Salaries	-	187,690	186,442	191,253	197,027	198,593	198,707	198,707	199,245	196,091	201,552	198,777	-	2,154,084	2,161,522	7,438
1170 Teachers' Substitute Hours	-	5,990	4,350	3,300	2,250	1,950	4,173	4,775	4,658	8,490	7,690	4,152	-	51,777	65,205	13,428
1175 Teachers' Extra Duty/Stipends	1,500	-	-	2,100	-	1,965	-	-	27,100	68	800	2,727	-	36,260	28,773	(7,487)
1200 Pupil Support Salaries	-	12,545	12,545	12,853	12,853	12,853	13,000	13,000	14,600	13,000	13,000	14,853	-	145,104	181,636	36,532
1300 Administrators' Salaries	29,588	29,588	29,588	29,921	29,921	30,833	30,833	30,833	32,433	30,833	30,833	30,833	-	366,038	355,050	(10,988)
1900 Other Certificated Salaries	2,667	2,667	2,667	2,747	2,747	2,747	2,747	2,747	3,717	2,917	2,917	2,747	-	34,030	32,000	(2,030)
	33,754	238,480	235,592	242,173	244,798	248,941	249,459	250,061	281,752	251,399	256,792	254,090	-	2,787,292	2,824,186	36,894
Classified Salaries																
2100 Instructional Salaries	-	36,987	34,851	37,847	28,685	25,504	31,236	35,086	54,048	39,553	42,471	32,716	-	398,984	412,236	13,252
2200 Support Salaries	9,542	25,704	22,505	22,693	22,588	22,258	22,911	22,915	28,686	23,226	23,631	22,918	-	269,576	215,426	(54,151)
2300 Classified Administrators'	6,083	6,083	6,083	6,208	6,208	6,208	6,208	6,208	7,008	6,208	6,208	6,208	-	74,925	73,000	(1,925)
2400 Clerical and Office Staff Salaries	9,883	14,807	14,816	14,872	14,339	14,027	12,133	12,225	16,138	15,007	14,134	14,823	-	167,205	167,754	549
2900 Other Classified Salaries	3,167	(902)	2,590	2,120	1,830	1,050	1,725	2,565	1,735	1,800	1,290	1,880	-	20,850	30,061	9,212
	28,675	82,680	80,846	83,741	73,650	69,047	74,214	78,999	107,615	85,794	87,734	78,544	-	931,540	898,477	(33,063)
Benefits																
3101 STRS	5,330	36,439	37,143	39,354	35,776	39,233	39,593	39,489	40,627	39,390	40,385	43,473	-	436,232	456,130	19,898
3202 PERS	5,729	17,637	17,713	16,261	15,552	14,939	15,819	16,620	17,567	17,949	18,448	15,652	-	189,887	184,484	(5,404)
3301 OASDI	1,220	5,830	5,247	5,438	4,517	4,099	4,837	5,139	4,518	5,711	5,795	4,688	-	57,039	55,307	(1,732)
3311 Medicare	875	4,580	4,458	4,595	4,488	4,482	4,565	4,640	5,514	4,745	4,851	4,993	-	52,787	53,939	1,152
3401 Health and Welfare	19,731	16,680	4,103	7,174	26,049	20,512	20,602	20,338	20,867	21,122	20,344	22,400	-	219,923	260,411	40,488
3501 State Unemployment	155	3,445	1,252	303	156	1,029	12,102	4,918	2,686	1,907	692	1,415	-	30,060	29,386	(675)
3601 Workers' Compensation	3,061	10,662	3,061	3,061	3,061	3,061	3,061	3,061	3,061	3,061	3,061	3,443	-	44,716	47,161	2,445
	36,101	95,274	72,976	76,187	89,600	87,357	100,579	94,205	94,841	93,885	93,576	96,065	-	1,030,645	1,086,817	56,172

Allegiance STEAM Academy - Thrive

Monthly Cash Flow/Forecast FY20-21

Revised 07/09/21

ADA = 773.60



	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 Forecast	Revised Budget Total	Favorable / (Unfav.)
Books and Supplies																
4100 Textbooks and Core Materials	2,098	599	8,553	6,179	2,797	1,406	1,117	2,392	1,117	1,163	1,117	16,464	-	45,000	75,000	30,000
4200 Books and Reference Materials	-	-	7,029	94	1,051	-	82	276	-	613	664	660	-	10,468	9,100	(1,368)
4302 School Supplies	3,314	-	374	1,157	3,844	970	(3,314)	2,399	3,957	17,770	5,374	2,975	-	38,820	40,200	1,380
4305 Software	6,186	9,522	3,898	5,662	4,707	6,955	3,069	4,091	4,727	4,913	8,830	5,060	-	67,620	35,300	(32,320)
4310 Office Expense	5,526	607	4	7,420	11,238	(3,392)	2,059	3,728	9,908	14,322	3,425	3,903	-	58,747	57,300	(1,447)
4311 Business Meals	-	-	-	200	464	-	1,697	-	-	1,793	90	428	-	4,671	6,000	1,329
4400 Noncapitalized Equipment	-	13,125	561	1,648	81,557	8,869	12,918	4,065	173,372	18,913	6,899	4,405	-	326,331	140,700	(185,631)
4700 Food Services	-	4,432	7,948	10,045	25,744	14,285	8,596	14,128	14,159	22,108	34,503	17,240	-	173,188	86,155	(87,033)
	17,125	28,284	28,366	32,405	131,401	29,092	26,223	31,079	207,239	81,595	60,902	51,135	-	724,845	449,755	(275,090)
Subagreement Services																
5101 Nursing	-	-	-	1,959	-	192	-	-	720	1,488	2,160	4,287	-	10,806	53,600	42,794
5102 Special Education	-	-	6,713	8,905	12,477	7,285	8,190	7,238	20,517	7,830	16,980	24,366	-	120,500	120,500	-
5105 Security	-	-	-	-	-	-	-	-	720	-	-	-	-	720	-	(720)
	-	-	6,713	10,864	12,477	7,477	8,190	7,238	21,957	9,318	19,140	28,653	-	132,026	174,100	42,074
Operations and Housekeeping																
5201 Auto and Travel	-	-	-	-	-	-	-	-	-	112	-	133	-	245	1,600	1,355
5300 Dues & Memberships	396	396	396	1,060	598	598	203	1,299	751	1,016	751	598	-	8,061	9,400	1,339
5400 Insurance	8,044	8,044	8,044	8,044	8,044	8,044	8,044	8,044	8,044	8,043	8,043	8,045	-	96,527	96,527	-
5501 Utilities	4,670	4,670	8,545	8,546	12,551	8,577	8,577	8,577	2,721	6,807	6,807	17,975	-	99,022	84,000	(15,022)
5502 Janitorial Services	415	415	431	280	431	431	431	431	(118)	339	339	431	-	4,257	5,747	1,490
5900 Communications	308	308	456	1,384	719	456	1,035	879	569	771	681	456	-	8,020	12,200	4,180
5901 Postage and Shipping	-	41	41	426	94	-	1,554	118	-	104	18	359	-	2,755	1,400	(1,355)
	13,832	13,873	17,912	19,741	22,437	18,106	19,845	19,349	11,966	17,191	16,639	27,997	-	218,887	210,874	(8,013)
Facilities, Repairs and Other Leases																
5603 Equipment Leases	-	-	-	1,216	-	-	-	363	3,153	2,941	-	422	-	8,094	14,500	6,406
5610 Repairs and Maintenance	-	-	-	-	-	-	-	-	-	-	-	5,042	-	5,042	12,100	7,058
	-	-	-	1,216	-	-	-	363	3,153	2,941	-	5,464	-	13,136	26,600	13,464
Professional/Consulting Services																
5801 IT	6,000	5,000	5,830	5,870	6,024	5,830	5,885	5,850	5,830	6,284	5,850	5,401	-	69,654	61,200	(8,454)
5802 Audit & Taxes	-	-	-	4,069	-	3,255	1,995	-	-	998	998	-	-	11,314	17,850	6,536
5803 Legal	-	-	-	2,475	338	450	1,313	263	263	2,288	113	2,795	-	10,295	30,000	19,705
5804 Professional Development	-	-	-	336	4,216	-	3,255	130	40	1,737	498	1,888	-	12,100	12,100	-
5805 General Consulting	-	-	300	-	450	-	-	250	300	-	450	6,250	-	8,000	16,000	8,000
5806 Special Activities/Field Trips	-	-	-	(193)	-	-	-	-	96	-	700	9,814	-	10,417	25,000	14,583
5807 Bank Charges	-	-	-	-	-	-	-	-	-	-	-	1,000	-	1,000	2,400	1,400
5808 Printing	-	-	-	-	-	-	-	-	-	-	-	4,433	-	4,433	2,800	(1,633)
5809 Other taxes and fees	2	(1,612)	354	147	-	-	280	100	-	372	39	1,817	-	1,500	3,600	2,100
5810 Payroll Service Fee	-	538	696	713	567	727	885	1,122	575	768	603	1,140	-	8,333	10,000	1,667
5811 Management Fee	13,932	15,706	11,757	17,900	18,691	20,554	19,146	19,170	22,095	19,170	27,247	14,283	-	219,648	198,589	(21,060)
5812 District Oversight Fee	-	-	-	20,346	-	35,644	-	-	-	-	-	-	184,423	240,413	201,126	(39,287)
5814 SPED Encroachment	-	-	-	-	-	1,694	-	-	-	-	-	-	(1,694)	-	-	-
5815 Public Relations/Recruitment	-	-	-	520	2,048	-	-	-	-	-	-	11,232	-	13,800	13,800	-
	19,934	19,631	18,938	52,183	32,333	68,154	32,758	26,885	29,199	31,616	36,497	60,053	182,729	610,908	594,465	(16,443)
Interest																
7438 Interest Expense	543	544	527	545	528	546	546	582	547	1,512	(5,651)	(769)	-	-	-	-
	543	544	527	545	528	546	546	582	547	1,512	(5,651)	(769)	-	-	-	-
Total Expenses	149,965	478,766	461,870	519,054	607,225	528,719	511,814	508,760	758,269	575,250	565,628	601,231	182,729	6,449,279	6,265,274	(184,005)
Monthly Surplus (Deficit)	(149,955)	(194,960)	(45,426)	52,630	(71,755)	274,197	79,804	158,753	(28,196)	(177,290)	416,065	(168,745)	2,307,309	2,452,431	1,700,448	751,983

Allegiance STEAM Academy - Thrive

Monthly Cash Flow/Forecast FY20-21

Revised 07/09/21

ADA = 773.60



	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 Forecast	Revised Budget Total	Favorable / (Unfav.)
Cash Flow Adjustments																
Monthly Surplus (Deficit)	(149,955)	(194,960)	(45,426)	52,630	(71,755)	274,197	79,804	158,753	(28,196)	(177,290)	416,065	(168,745)	2,307,309	2,452,431	1,700,448	
Cash flows from operating activities																
Public Funding Receivables	1,085,164	47,489	(171,167)	3,667	813	(123,257)	(54,961)	457,240	(312,637)	523,890	(139,377)	184,080	(2,490,038)	(989,096)	(1,458,284)	
Grants and Contributions Rec.	10,128	3,833	-	-	-	115	-	-	-	-	-	-	-	14,076	13,961	
Prepaid Expenses	(28,144)	(1,846)	(783)	(15,665)	(8,875)	14,509	18,922	(31,548)	(3,330)	2,977	(5,046)	3,198	-	(55,630)	6,479	
Accounts Payable	(148,751)	5,192	(5,192)	-	3,418	(3,418)	-	-	67,434	(67,414)	(20)	-	182,729	33,978	(46,701)	
Accrued Expenses	(1,449)	125,573	(23,965)	(121,509)	26,195	(156,230)	49,295	2,687	(63,521)	32,385	5,932	-	-	(124,609)	(168,341)	
Deferred Revenue	-	-	309,937	(3,766)	-	(248,447)	8,566	-	(66,290)	38,134	309,870	(348,004)	-	-	-	
Cash flows from financing activities																
Proceeds(Payments) on Debt	543	544	527	545	528	546	546	494	547	530	(645,260)	-	-	(639,911)	-	
Total Change in Cash	767,536	(14,175)	63,932	(84,098)	(49,677)	(241,985)	102,171	587,625	(405,994)	353,212	(57,836)	(329,471)				
Cash, Beginning of Month	1,521,677	2,289,213	2,275,038	2,338,970	2,254,872	2,205,195	1,963,210	2,065,381	2,653,006	2,247,013	2,600,225	2,542,389				
Cash, End of Month	2,289,213	2,275,038	2,338,970	2,254,872	2,205,195	1,963,210	2,065,381	2,653,006	2,247,013	2,600,225	2,542,389	2,212,918				

Allegiance STEAM Academy - Thrive

Statement of Financial Position

May 31, 2021

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	\$ 2,542,389	\$ 1,521,677	\$ 1,020,712	67%
Accounts Receivable	-	14,076	(14,076)	-100%
Public Funding Receivables	184,080	1,500,942	(1,316,862)	-88%
Prepaid Expenses	122,729	63,901	58,827	92%
Total Current Assets	2,849,197	3,100,597	(251,399)	-8%
Total Assets	\$ 2,849,197	\$ 3,100,597	\$ (251,399)	-8%
Liabilities				
Current Liabilities				
Accounts Payable	\$ -	\$ 148,751	\$ (148,751)	-100%
Accrued Liabilities	193,483	318,092	(124,609)	-39%
Deferred Revenue	348,004	-	348,004	0%
Total Current Liabilities	541,487	466,843	74,644	16%
Long-Term Liabilities				
Notes Payable, Net of Current Portion	-	639,911	(639,911)	-100%
Total Long-Term Liabilities	-	639,911	(639,911)	-100%
Total Liabilities	541,487	1,106,754	(565,267)	-51%
Total Net Assets	2,307,711	1,993,843	313,867	16%
Total Liabilities and Net Assets	\$ 2,849,197	\$ 3,100,597	\$ (251,399)	-8%

Allegiance STEAM Academy - Thrive

Statement of Cash Flows

For the period ended May 31, 2021

	Month Ended 05/31/21	YTD Ended 05/31/21
Cash Flows from Operating Activities		
Change in Net Assets	\$ 416,065	\$ 313,867
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	(139,377)	1,316,862
Grants, Contributions & Pledges Receivable	-	14,076
Prepaid Expenses	(5,046)	(58,827)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	(20)	(148,751)
Accrued Expenses	5,932	(124,609)
Deferred Revenue	309,870	348,004
Total Cash Flows from Operating Activities	587,424	1,660,622
Cash Flows from Financing Activities		
Proceeds from (payments on) Long-Term Debt	(645,260)	(639,911)
Total Cash Flows from Financing Activities	(645,260)	(639,911)
Change in Cash & Cash Equivalents	(57,836)	1,020,712
Cash & Cash Equivalents, Beginning of Period	2,600,225	1,521,677
Cash and Cash Equivalents, End of Period	\$ 2,542,389	\$ 2,542,389

Allegiance STEAM Academy - Thrive

Budget vs Actual

For the period ended May 31, 2021

	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	\$ 129,430	\$ 65,662	\$ 63,768	\$ 2,767,633	\$ 2,532,055	\$ 235,578	\$ 4,831,124
Education Protection Account	-	-	-	116,019	95,271	20,748	152,280
State Aid - Prior Year	761	-	761	(12,466)	(15,631)	3,165	-
In Lieu of Property Taxes	142,628	99,847	42,781	1,530,009	1,226,696	303,313	1,720,810
Total State Aid - Revenue Limit	272,819	165,510	107,309	4,401,195	3,838,391	562,804	6,704,214
Federal Revenue							
Special Education - Entitlement	-	-	-	-	-	-	98,203
Federal Child Nutrition	31,816	7,780	24,036	143,693	58,523	85,170	81,892
Title I, Part A - Basic Low Income	-	-	-	42,721	42,659	62	56,879
Title II, Part A - Teacher Quality	-	-	-	9,640	9,436	204	12,581
Title V, Part B - PCSGP	-	-	-	22,522	24,609	(2,088)	24,609
Other Federal Revenue	639,000	-	639,000	975,655	317,981	657,674	338,933
Total Federal Revenue	670,816	7,780	663,036	1,194,231	453,208	741,023	613,098
Other State Revenue							
State Special Education	34,918	49,824	(14,906)	219,307	327,720	(108,413)	427,367
State Child Nutrition	2,687	388	2,300	12,254	3,467	8,787	4,263
Mandated Cost	-	-	-	10,708	10,708	(0)	10,708
State Lottery	-	-	-	70,359	63,196	7,163	151,519
Prior Year Revenue	-	-	-	11,778	-	11,778	-
Other State Revenue	-	-	-	49,622	47,782	1,840	47,782
Total Other State Revenue	37,605	50,211	(12,606)	374,029	452,874	(78,845)	641,639
Other Local Revenue							
Other Fees and Contracts	413	-	413	3,282	515	2,767	515
School Fundraising	40	-	40	6,448	6,255	193	6,255
Total Other Local Revenue	453	-	453	9,730	6,770	2,960	6,770
Total Revenues	981,694	223,501	758,193	5,979,186	4,751,244	1,227,942	7,965,721
Expenses							
Certificated Salaries							
Teachers' Salaries	201,552	197,383	(4,169)	1,955,307	1,964,139	8,832	2,161,522
Teachers' Substitute Hours	7,690	5,922	(1,769)	47,625	59,284	11,659	65,205
Teachers' Extra Duty/Stipends	800	2,727	1,927	33,533	26,045	(7,487)	28,773
Pupil Support Salaries	13,000	16,909	3,909	130,251	164,727	34,476	181,636
Administrators' Salaries	30,833	29,588	(1,246)	335,204	325,463	(9,742)	355,050
Other Certificated Salaries	2,917	2,667	(250)	31,283	29,333	(1,950)	32,000
Total Certificated Salaries	256,792	255,195	(1,597)	2,533,203	2,568,991	35,788	2,824,186
Classified Salaries							
Instructional Salaries	42,471	37,525	(4,946)	366,268	374,711	8,443	412,236
Support Salaries	23,631	18,018	(5,613)	246,658	197,408	(49,251)	215,426
Supervisors' and Administrators' Salaries	6,208	6,083	(125)	68,717	66,917	(1,800)	73,000
Clerical and Office Staff Salaries	14,134	14,306	172	152,382	153,447	1,065	167,754
Other Classified Salaries	1,290	2,780	1,490	18,970	27,282	8,312	30,061
Total Classified Salaries	87,734	78,712	(9,022)	852,995	819,765	(33,231)	898,477
Benefits							
State Teachers' Retirement System, certificated positions	40,385	41,436	1,051	392,759	414,694	21,935	456,130
Public Employees' Retirement System, classified positions	18,448	16,112	(2,336)	174,235	168,372	(5,863)	184,484
OASDI/Medicare/Alternative, certificated positions	5,795	4,826	(970)	52,351	50,481	(1,870)	55,307
Medicare/Alternative, certificated positions	4,851	4,848	(3)	47,794	49,090	1,296	53,939
Health and Welfare Benefits, certificated positions	20,344	22,400	2,056	197,523	238,011	40,488	260,411
State Unemployment Insurance, certificated positions	692	1,433	741	28,645	27,953	(692)	29,386
Workers' Compensation Insurance, certificated positions	3,061	3,344	283	41,273	43,817	2,545	47,161
Total Benefits	93,576	94,398	822	934,580	992,418	57,838	1,086,817
Books & Supplies							
Textbooks and Core Materials	1,117	7,230	6,114	28,536	67,770	39,234	75,000
Books and Reference Materials	664	910	246	9,808	8,190	(1,618)	9,100
School Supplies	5,374	3,689	(1,685)	35,845	36,511	667	40,200
Software	8,830	1,959	(6,871)	62,560	33,341	(29,219)	35,300
Office Expense	3,425	5,117	1,692	54,845	52,183	(2,661)	57,300
Business Meals	90	600	510	4,243	5,400	1,157	6,000
Noncapitalized Equipment	6,899	14,070	7,171	321,927	126,630	(195,297)	140,700
Food Services	34,503	8,172	(26,331)	155,948	77,983	(77,965)	86,155
Total Books & Supplies	60,902	41,747	(19,155)	673,710	408,008	(265,702)	449,755

Allegiance STEAM Academy - Thrive

Budget vs Actual

For the period ended May 31, 2021

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Subagreement Services							
Nursing	2,160	5,360	3,200	6,519	48,240	41,721	53,600
Special Education	16,980	12,050	(4,930)	96,134	108,450	12,316	120,500
Security	-	-	-	720	-	(720)	-
Total Subagreement Services	19,140	17,410	(1,730)	103,373	156,690	53,317	174,100
Operations & Housekeeping							
Auto and Travel	-	160	160	112	1,440	1,328	1,600
Dues & Memberships	751	861	110	7,464	8,539	1,075	9,400
Insurance	8,043	8,044	1	88,482	88,483	1	96,527
Utilities	6,807	7,466	659	81,048	76,534	(4,514)	84,000
Janitorial Services	339	492	152	3,826	5,255	1,430	5,747
Communications	681	1,158	478	7,564	11,042	3,478	12,200
Postage and Shipping	18	136	118	2,396	1,264	(1,132)	1,400
Total Operations & Housekeeping	16,639	18,317	1,678	190,890	192,557	1,666	210,874
Facilities, Repairs & Other Leases							
Equipment Leases	-	1,450	1,450	7,672	13,050	5,378	14,500
Repairs and Maintenance	-	1,210	1,210	-	10,890	10,890	12,100
Total Facilities, Repairs & Other Leases	-	2,660	2,660	7,672	23,940	16,268	26,600
Professional/Consulting Services							
IT	5,850	5,020	(830)	64,253	56,180	(8,073)	61,200
Audit & Taxes	998	4,463	3,465	11,314	17,850	6,536	17,850
Legal	113	3,000	2,888	7,500	27,000	19,500	30,000
Professional Development	498	1,210	712	10,212	10,890	678	12,100
General Consulting	450	1,600	1,150	1,750	14,400	12,650	16,000
Special Activities/Field Trips	700	2,500	1,800	603	22,500	21,897	25,000
Bank Charges	-	240	240	-	2,160	2,160	2,400
Printing	-	280	280	-	2,520	2,520	2,800
Other Taxes and Fees	39	521	482	(317)	3,079	3,396	3,600
Payroll Service Fee	603	946	343	7,194	9,054	1,860	10,000
Management Fee	27,247	17,241	(10,005)	205,366	181,348	(24,018)	198,589
District Oversight Fee	-	-	-	55,990	104,268	48,279	201,126
SPED Encroachment	-	-	-	1,694	-	(1,694)	-
Public Relations/Recruitment	-	1,380	1,380	2,568	12,420	9,852	13,800
Total Professional/Consulting Services	36,497	38,401	1,904	368,126	463,669	95,543	594,465
Interest							
Interest Expense	(5,651)	-	5,651	769	3,200	2,431	-
Total Interest	(5,651)	-	5,651	769	3,200	2,431	-
Total Expenses	565,628	546,840	(18,788)	5,665,319	5,629,238	(36,081)	6,265,274
Change in Net Assets	416,065	(323,340)	739,405	313,867	(877,994)	1,191,861	1,700,448
Net Assets, Beginning of Period	1,891,645			1,993,843			
Net Assets, End of Period	\$2,307,711			\$2,307,711			

Allegiance STEAM Academy - Thrive

Accounts Payable Aging

May 31, 2021

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

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



STUDENT SERVICES CLERK

Allegiance STEAM Academy Thrive, a Harbor of Innovation and Accountability

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

- Trust Your Instincts: *Assume positive intent of one another*
 - Keep Your Den Clean: *Attract and retain highly effective people*
 - Stay on Track: *Encourage alignment of independent decision-making with school-wide goals*
 - Howl with Your Friends: *Share information openly, broadly, and deliberately*
 - Be a Leader: *Remain extraordinarily candid with each other*
-

Under supervision of the Director of Educational Programs and Coordinator of Special Programs, the Student Services Clerk is responsible for supporting the General and Special Education programs; communicates with Administration, students, and parents concerning program needs, and assists with the activities of the school.

Primary responsibilities include, but are not limited to:

- Maintain a growth mindset, engaging people and tasks with a willingness to learn, listen, reflect, share, and change;
- Perform a variety of clerical work including typing of letters, memoranda, and lists, as well as filing, sorting, and general organization;
- Assist the Director of Educational Programs and Coordinator of Special Programs in the maintenance of student files and record keeping;
- Communicate with staff and families to coordinate and schedule IEP and other parent meetings;
- Develop familiarity with Special Education compliance timelines;
- Communicate with Special Education Case Managers to maintain student records;
- Coordinate ordering of materials for student programs;
- Help coordinate the scheduling of English Language Proficiency exams;
- Perform general clerical duties that are related, but not limited to, the reception desk;
- Work with the Office Manager to support clerical needs of front office, including covering for the Receptionist and Health Technician as needed;
- Develop familiarity with and adhere to the ASA Student/Education records keeping policy;
- May assist with tracking and compiling data for reporting; and
- Performs other related duties as assigned.

Additional Qualifications:

- Must have a high school diploma or equivalent;
- Must have a good working knowledge of filing systems, telephone techniques, and basic computer applications;
- Two years general clerical work desirable;
- Correct English usage, spelling, grammar, punctuation and mathematics;

- Work effectively with a wide variety of personalities and situations, with both staff and families, requiring diplomacy, courtesy, tact, and professionalism;
- Adaptable to quick-paced environment with potential for interruptions in daily workflow

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

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



Academic Integrity Policy

Allegiance STEAM Academy Thrive (ASA) believes that academic honesty and personal integrity are fundamental components of a student's education and character development. ASA commits to building the foundational skills of academic integrity in grades TK-6 so that students may independently apply them upon entering middle school. The Board expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty.

Students, parents/guardians, and staff shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to school-site discipline rules. ASA's Level of Response Plan is attached to this policy. The CEO or designee may establish a committee of stakeholders to revise or update the Level of Response Plan.

PERSONAL RESPONSIBILITIES

- Students: To follow the academic honesty policies. A student who is aware of another student's academic dishonesty is to report the incident to the instructor of the class or administrator.
- Staff: The instructors will fully support the philosophy of academic honesty.
- Administration: To address cases of academic dishonesty. Each case referred to the administration will be reviewed and appropriate action taken. The administration has the responsibility to ensure that the school-wide guidelines regarding student discipline are met to ensure academic honesty at ASA Thrive, including contacting parents/guardians when determining the level of consequence as aligned with our Level of Response Plan.
- Parents: Parents are to reinforce the guidelines of academic honesty with their son/daughter. They will support the efforts of the faculty and staff to ensure their students practice academic honesty.

ACADEMIC DISHONESTY INCLUDES

- Plagiarism: Plagiarism is defined as intentionally or knowingly presenting words, ideas, or work of others as one's own work. This includes copying homework; using work or a portion of work written or created by another but not crediting the source; using one's own work completed in a previous class for credit in another class without permission; paraphrasing other's work without giving credit. A student who provides their own work or test information to another student may also be disciplined for "sharing" work and/or test information.
- Cheating: Cheating is defined as unauthorized use of information, materials, devices, sources or practices in completing academic activities. This includes using unauthorized "cheat sheets;" copying from another student's work or exam; copying answers from prohibited materials, including teacher-provided texts and online sources; having others perform one's share of lab or group work; and/or using any materials prohibited by the teacher unless otherwise authorized.
- Falsifying Documents: Falsifying Documents is defined, but not limited to providing false or misleading information to a teacher or other ASA staff members. This includes signatures on forms, letters, attendance excuses, and documents that represent ASA Thrive.

Accepted:

Level 1 - Classroom level response (reflection sheet optional)

Level 2 - Parent notification (reflection sheet sent home)

Level 3 - Parent involvement (phone call or meeting)

Level 4 - Administration level response

Level 5 - Suspension*

Level 6 - Expulsion*



Levels of Response Plan

Undesired Behavior	Minor Incidents			Major Incidents		
	1	2	3	4	5	6
Trust Your Instincts						
Cheating						
Computer misuse						
Plagiarism						
Defiance						
Stealing						
Stay on Track						
Talking out of turn (repeated after warning)						
Eloping						
Refusal to work (repeated after warning)						
Out of bounds						
Keep Your Den Clean						
Destruction of property						
Littering						
Misuse of materials						
Be a Leader						
Inappropriate Language						
Threatening						
Disrespect towards staff						
Disruption to class						
Unsafe behavior						
Dishonesty						
Howl With Your Friends						
Keeping self to self						
Biting						
Shoving						
Throwing objects at people						
Disrespect towards peers						
Bullying						
Bias Behavior (racism, sexism, body shaming)						
Fighting						
*ASA Grounds for Suspension and Expulsion						

DRAFT



Allegiance STEAM Academy - Thrive

Student - Family Handbook

2021-2022

Policies in this handbook are subject to change due to emergency situations, such as the ongoing COVID-19-related school closures. ASA will continue to update you regarding changes in policies and practices.

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Mission and Vision

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

The vision of ASA 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. ASA 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, ASA Thrive will be a change agent in the community.

Core Values

ASA Thrive will fulfill this mission and vision by utilizing our core values:

1. Personalized Learning Environment – Students learn best in small learning communities where their education is personalized so that students know their teachers and are well known as individuals by all adults in the school.
2. College and Career Readiness for All Students – All students, including students from 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 must support the goals of the school through their voice and through volunteering. ASA 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). In order for our students to be prepared for success, ASA 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 communities. Our intent is to foster students’ civic responsibility through community service projects and the connection of curricular concepts with service-centered activities.
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 ASA 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.

Wolves Ways

The school wide behavior policy emphasizes positive campus behaviors and eliminates those behaviors that are disruptive. To achieve these goals, the following “Wolves Ways” will be taught and reinforced with students and staff:

- **Howl with your friends:** *I collaborate well with others by listening and cooperating to get the work done.*
- **Keep your den clean:** *I plan ahead so I am ready to learn, keep my materials organized, and clean up as I go.*
- **Trust your instincts:** *I think about how others might feel and always do the right thing.*
- **Stay on track:** *I am always aiming to learn and improve, staying focused and doing my best.*
- **Be a leader:** *I consider the consequences of my actions before making a choice, and I reflect on the impact of my choices.*

Homework

ASA Thrive recognizes that homework contributes toward building self-motivated, competent, and lifelong learners. Homework completion directly influences student mastery of standards as well as reinforcement of learning objectives and study skills.

ASA Thrive stakeholders will view homework as a routine and important part of students’ daily lives. Homework is a teacher-planned assignment that will reinforce classroom learning, develop skills, expand on students’ school experience, and encourage family participation.

We believe that independent reading significantly influences reading performance. A study examining the relationship between children's out-of-school activities and their reading achievement found that the number of minutes spent in out-of-school reading, even if it was a small amount, correlated positively with reading achievement. The more students read outside of school, the higher they scored on reading achievement tests. The researchers conclude that, “Among all the ways children spent their time, reading books was the best predictor of measures of reading achievement, reading comprehension, vocabulary, and reading speed, including gains in reading comprehension between second and fifth grade.”

Therefore, it is highly suggested that kindergarten through third grade students read at least 15 minutes every day, students in grades four through six read 20 minutes, and students in grades seven and eight grade read at least 30 minutes, in addition to the regularly assigned homework.

Grading and Report Cards

ASA Thrive will employ Standards-Based Grading, a tenet of Mastery Learning theory, to make sure our students are correctly scored on content and skill proficiency. Our students will earn grades based on their demonstrated mastery of essential skills rather than on completion of tasks. In a mastery-based grading structure, students are not graded on their ability to master a standard at a certain time; rather, they can work at their own pace and demonstrate mastery when they are ready. This grading structure is aligned with ASA Thrive's mission and values in that it:

- gives students and parents specific, actionable feedback about what skills students have learned or still need to learn;
- shifts the focus to student growth over time; and
- aligns with the school's personalized learning model in which students learn at their own pace and in their own style.

By using a standards-based grade book system, teachers will track student proficiency progress and learning. Teachers will assess student learning and progress in the classroom through formative and summative assessments. Students will also be instructed by teachers to assess their own learning through self-monitoring strategies in classes. ASA administrators will work with teachers to ensure their understanding of mastery learning theory during professional development and provide education to parents on standards-based grading and mastery learning.

ASA Thrive will issue student progress reports every 6 weeks based on proficiency of grade level standards. **Hard copies of report cards will be sent home by hand with students at the end of each trimester. To receive your child's report card by mail, please contact the front office.** The student progress report will be based on multiple measures including teacher assessments, portfolio/exhibits, and specific assessments to quantify student performance. Student progress reports reflect their progress towards exceeding, meeting, nearly meeting, or not meeting state standards. Formative and summative tests, projects, presentations, and portfolios will be used to determine student performance. Parents of students performing at the *not yet meeting state standards* level will be invited to participate in a scheduled parent conference to discuss the parents' and the teachers' role in the improvement plan. Teachers and parents will collaborate to discuss progress and to make a commitment to provide support and ensure that students take responsibility for their learning.

Students in all grade levels will receive letter grades to track their performance:

- A Student exceeds grade level standards, demonstrating broad and in-depth understanding of complex concepts and skills embedded in the standards
- B Student meets grade level standards, demonstrating thorough understanding of concepts and skills embedded in the standards

- C Student nearly meets grade level standards, demonstrating basic understanding of concepts and skills embedded in the standards
- D Student has not yet met grade level standards, demonstrating minimal understanding of concepts and skills embedded in the standards
- F Student has not yet met grade level standards, demonstrating no understanding of concepts and skills embedded in the standards

Attendance Policy

Allegiance STEAM Academy (ASA)-Thrive recognizes regular school attendance is essential for academic success. ASA Thrive is required to maintain and report daily attendance for all students. These reports, or the school's Average Daily Attendance (ADA) form the basis for the majority of our public funding. As used in Education Code Section 47612, "attendance" means the attendance of charter school pupils while engaged in educational activities required of them by their charter schools, on days when school is taught.

ASA Thrive has set a goal for 98% average daily attendance. ASA Thrive staff asks that you please make every effort to have your student on time and in school each day. Please schedule vacations and doctor visits on minimum days, school breaks, and after school as much as possible. Obviously we understand things happen that are out of your control, for example an unexpected illness or family emergency, etc. Please notify the office staff as soon as possible in such cases.

Absences

If your student is going to be absent for any reason from school, please notify the office by 9:00 AM through email at attendance@asathrive.org or call (909) 465-5405. Office staff would prefer an email regarding the absence, to help with call volume in the morning. You may choose to include your child's teachers in your email, but it is not necessary.

California Education Code Sections 46010 and 48205 identify the acceptable reasons for "excused" absences as follows:

- Illness
- Medical or dental appointments
- Funerals in the family (1 day if in California, 3 days if outside California)
- Religious holidays
- The quarantine of the family by health officials, and
- Necessary court appearances

As a matter of law, all other absences are considered "unexcused".

If you do not report your child's absence on the day(s) he/she is absent, the school will make an attempt to contact the Parent/Guardian, once a day for three days. After the third day, if we have not heard from you the absence will be marked as "unexcused."

Tardies

Please plan to give yourself plenty of time to drop off before gates close promptly at **7:58 a.m.** Classes start promptly at **8:00 a.m.** Students who arrive after school starts **MUST** check in at the front office. A parent or an adult must sign them in and students will need to take a tardy slip to their classroom.

Truancy

California Education Code §48260 states: A pupil subject to compulsory full-time education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof shall be classified as a truant and shall report to the CEO/Principal or designee.

Early Release

Please do not call the office if you will be signing your student out early. We will not call your student out of class until you arrive at the office and sign your student out. Please give yourself plenty of time in order to allow the office to locate your student and give your student time to gather their belongings. Any adult picking up a child who is not the child's parent or guardian must be listed on the child's Emergency Card. We will require ID to be presented to Office Staff prior to your child being released.

Independent Study

If your student is going to be absent for one or more days, for any reason, please let the office know as soon as possible and we can place your student on Short-Term Independent Study (IS). Short-Term IS agreements are agreed upon by the student, parent, and teacher. The teacher will create a detailed list of the assignments the student will complete in a timely manner and submit to the teacher for school attendance. A student may use an IS agreement for a duration of more than five and up to 20 days once in an academic school year.

Bell Schedule

Monday - Thursday

Grades 1st - 8th

Warning Bell

7:55 am

End of School

1st-6th Grades: 2:50 pm

7th-8th Grades: 3:05 pm

AM Kindergarten

Start of School

8:00 am

End of School

11:25 am

PM Kindergarten

Start of School

11:35 am

End of School

3:00 pm

Friday & Minimum Days

Grades 1st - 8th

Warning Bell

7:55 am

End of School

1st-6th Grades: 12:20 pm

7th-8th Grades: 12:30 pm

AM Kindergarten

Start of School

8:00 am

Release

11:25 am

PM Kindergarten

Start of School

9:00 am

Release

12:25 am

Drop off and Pick Up

Your patience and understanding as drop off and pick up get refined for efficiency and, most importantly, safety are greatly appreciated.

Transitional Kindergarten and Kindergarten

AM

Drop off: Students must be walked to the kindergarten gate by the front office and the person walking him/her must stay at the gate until a teacher is present.

Pick up: Students are to be picked up at the drop off/pick up area off of Oaks Ave.

PM

Drop off: Students must be walked to the kindergarten gate by the front office and the person walking him/her must stay at the gate until a teacher is present.

Pick up: Parent/Guardian must walk to the kindergarten gate by the front office and pick students up there.

Grades 1 to 4

Students are to be dropped off and picked up at the drop off/pick up area off of Oaks Ave. If you have students in other grade levels they may be dropped off at the same location. Walking pick-up is from C Street. Please communicate with your student's teacher if you will be walking up.

Grades 5 to 8

Students are to be dropped off and picked up from C Street.

Student Cell Phone / Electronics

ASA provides web-enabled devices to all students for instructional purposes. Therefore, no cell phones are required. All cell phones and other electronic devices that are brought to school are at the sole discretion of the student and family and are to be turned off and placed in backpacks or designated classroom storage once students arrive on campus. Cell phones are not to be taken out of backpacks or designated storage until school is dismissed.

No student shall use an electronic device with camera, video or voice recording function in a way or under circumstances which infringe the privacy rights of other students. Confiscated electronic devices shall be stored by school employees in a secure manner. Students are responsible for personal electronic devices they bring to school. The school shall not be responsible for loss, theft or destruction of any such device brought onto school property.

If a student is caught using a cell phone or other electronic device during school hours, the following procedures will follow:

- **First Offense:** Student is reminded of school policy and warned of consequences.
- **Second Offense:** Item is confiscated, parent notified, and item given to Administration. Students may pick the item up at the end of the school day.
- **Third Offense:** Item confiscated and parent notified. Parents must pick up the item.
- **More than Three Offenses:** Item confiscated and parent notified. Parent conference will be held to determine other means of correction.

ASA is not responsible for lost, damaged, or stolen cell phones and/or electronic devices that are brought to school, nor are we responsible for the inappropriate use of these devices outside school hours.

Technology Acceptable Use Policy for ASA Thrive Students

Introduction and Purpose

The Allegiance STEAM Academy (ASA) community is encouraged to make innovative and creative use of information technologies in support of education and research. Use of the ASA network is a privilege and is intended only for purposes consistent with ASA educational business and curricular objectives. The purpose of this policy is to ensure appropriate, responsible, ethical and legal use of technology within the ASA community. This policy is designed to guide faculty, staff, students and guests in the acceptable use of the ASA network and technology systems. This policy is an extension of ASA Student Handbook Policies and Personnel Policies.

Students and employees are responsible for appropriate use of the ASA network. Inappropriate use may result in the cancellation of user privileges, disciplinary and/or legal action. Activities that violate state, local or federal law may be subject to prosecution. All users are bound by future updates.

Definitions

Technology is defined as “the body of tools, machines, materials, techniques, and processes used to produce goods and services and satisfy human needs.” (World Book Online Dictionary) ASA network includes the computers, terminals, printers, networks, and related equipment, as well as data files or documents residing on disk, tape, or other media, which are owned, managed, or maintained by Technology Services and/or staff. Privately owned equipment, such as laptops, PDA and home computers are considered ASA networks if attached directly or remotely to the ASA network and/or are used to access the network.

A User is any person, whether authorized or not, who makes any use of any ASA network from any location.

ASA Network Use

Use of ASA network is restricted to authorized ASA faculty, staff, students and guests. ASA network may be used only for their intended authorized purposes. All use of ASA network must be consistent with all contractual obligations of the school, including limitations defined in software and other licensing agreements.

- Users must not permit or assist any unauthorized person to access ASA network.
- Users must not defeat or attempt to defeat any ASA security.
- Users must not access or attempt to access data on the ASA network that they are not authorized to access.
- Users must not make any deliberate, unauthorized changes on the ASA network.
- Users must not intercept or attempt to intercept data communications not intended for that user's access.
- Users must not conceal their identity when using the ASA network and must show identification upon request by an ASA staff member.
- Users must not deny or interfere with or attempt to deny or interfere with service to other ASA network users.
- Users must use their specific login ID and password and are responsible for the security of said accounts and passwords.
- Users must observe intellectual property rights and copyright laws.
- Without specific authorization, users of ASA network must not cause, permit or attempt any destruction or modification of data or equipment.
- Users must allow access to, and are responsible for the backup of their own data.
- Users must not conceal or attempt to conceal violations by another user. Users are expected to report violations of this policy.

No Privacy

The ASA Network is not a private means of communication. All data stored, transmitted, processed, or otherwise accessed on the network may be monitored, filtered or recorded without notice to the user. All ASA network technology is subject to these rules, even if it is privately owned. When using the ASA network, users do not have an expectation of privacy in anything they create, store, delete, send or receive on the ASA network. The use of the ASA network shall constitute express consent to being monitored. This consent shall authorize ASA representatives to monitor, without prior notification or consent, all technology resource use including, but not limited to, Internet use, emails, audios or visual material, computer transmissions, stored information and deleted information or files. Any use in support of illegal activities must be reported to the authorities. Illegal Acts State and federal laws make it illegal to intentionally access any computer system or network for the purpose of:

- Devising or executing any scheme or method to defraud or extort;

- Obtaining money, property, or services with false or fraudulent intent, representations, or promises;
- Damaging or intentionally disrupting the network by altering or deleting files, or introducing any programs or data designed to cause damage by spreading to other networks;
- Threatening, bullying, or sexually harassing another individual;
- Promoting a forum for any illegal activity;
- Making terrorist threats;
- Sharing and/or distributing pornography;
- Plagiarism;
- Copyright infringement

Users committing any of these acts may be subject to prosecution.

User Rights

Access to all ASA network resources is to be shared equitably among users. ASA attempts to provide, at all times, a secure environment conducive to learning and free of illegal or malicious acts. The school has taken precautions, which are limited, to restrict access to inappropriate, unethical and/or immoral materials. However, on a global network it is impossible to control all access. A user may accidentally or on purpose discover inappropriate information.

Acceptable Use

General Use: ASA network can be used in the support of teaching, research, public service, work related and administrative functions that support the missions of the school.

Incidental Use: Incidental use of computing resources at the school must not interfere with assigned job responsibilities and may result in only a nominal cost to the school. Incidental use should not be considered private and personal.

Prohibited Uses: ASA declares unethical and unacceptable behavior as just cause for taking disciplinary action, revoking network privileges, and initiating legal action. The following are examples of unethical and unacceptable behavior. The following list of prohibited behaviors is not exhaustive, and is offered for illustration only.

- Using the ASA network for distributing copyrighted materials, illegal, inappropriate, threatening or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the ASA network and/or purposes and goals. Obscene activities shall be defined as a violation of the generally accepted social standards for use of a publicly owned and operated communication vehicle.
- Using an account other than your own and any attempt to gain unauthorized access to accounts on the network.
- Attempting to obtain access to restricted sites, servers, files, databases, etc. and/or attempting to gain unauthorized access to other systems (e.g. "hacking").
- Using personal computer equipment to access the ASA network without prior permission.
- Installing personal software or uninstalling software without prior permission.

- Using Internet games and/or IRC (Internet Related Chat) not related to core curriculum and without direct teacher instruction.
- Using the Internet for commercial purposes, financial gain, personal business, product advertisement, or use of religious or political lobbying.
- Attempting vandalism. Vandalism is defined as willful or malicious destruction and any intent to harm or destroy data of another user, another agency or network that is connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses. It also includes attempts to gain access to a network that is connected to the Internet.
- Degrading or disrupting network equipment, software, or system performance.
- Wasting finite network resources.
- Invading the privacy of individuals or disclosing confidential information about other individuals unless directly related to your work assignment.
- Posting personal communications without the original author's consent.
- Posting anonymous messages.
- Accessing, downloading, storing or printing files that are profane, obscene or that use language that offends or tends to degrade others.
- Harassing others and using abusive or obscene language on the ASA network. You may not use the ASA network to harass, annoy or otherwise offend other people.
- Using material which may be deemed in violation of school policy or the law.
- Downloading music, video or any other files not directly related to the curriculum.
- Communicating threats of violence.
- Using ASA network for plagiarism. Plagiarism is taking ideas or writing from another person and offering them as your word. Credit must always be given to the person who created the information or idea.
- Using ASA network for piracy (unauthorized use or reproduction of copyrighted or patented material).
- The capture, display or sharing of images of persons without their expressed consent.

Ensuring Access to Instructional Materials

California Education Code (EC) Section 60119 Section 60119(c)(1) states that sufficient textbooks or instructional materials means, "each pupil has a standards-aligned textbook or instructional materials, or both, to use in class and to take home." In order for digital instructional materials to meet the definition of sufficient instructional materials, students need to have access to the materials both at school and at home.

To provide students access both at school and home, Allegiance STEAM Academy ensures that:

- Adequate digital and/or hard-copy instructional materials are purchased annually;
- Internet-enabled devices are available to all students for daily use;
- Internet access is made available for home use, as needed.

No student will be required to provide a personal device in order to access instructional materials at school or at home. If a student requires a device or internet connectivity in order to access digital instructional materials at home, Allegiance STEAM Academy will provide a school-issued device and/or internet access device to be used by the student for the school year. Devices remain the property of Allegiance STEAM Academy and are to be returned to the school at the end of the school year or, if a student withdraws, upon withdrawal from the school.

Any family requesting a device or internet access may be issued either by contacting the CEO or Principal.

English Language Learners

We believe that English Language learners deserve an educational environment that is inclusive and affirming of their home language and culture, viewing home language as a gift and strength to build upon. We believe that to meet our high expectations for student access to college, we must closely monitor student progress toward English language proficiency with multiple data sources, using this information to guide instruction and professional development.

At ASA Thrive, all classes will be conducted in English. For students not proficient in English, the basic form of English language acquisition is through immersion. From the first day of school, EL students will be immersed in English with the language support they need to learn the language. Additionally, this support enables them to develop the grammatical framework and vocabulary needed to become proficient readers and writers. Teachers will be informed on the language level of their students and will work collaboratively to develop standards-aligned lessons that support English language development. English learners shall be provided English language development instruction targeted to their English proficiency level and aligned with state content standards and curriculum framework. ASA Thrive's program shall be based on sound instructional theory, use standards-aligned instructional materials, and assist students in accessing the full educational program. ASA Thrive will provide identified students the same instructional activities in literacy as their non-identified peers, along with additional differentiated support based on English proficiency levels.

Health Services

The Health Office is open to students who are injured at school or become too sick to continue class. Our Health Technician is available during the school day to assess and tend to ill or injured students.

Medication

All medications required by students must be given to the health technician who will dispense the medication from its original container **as prescribed by the student's doctor**. The appropriate

forms may be obtained from the school office and must be signed by the parent and the doctor at the beginning of each school year.

Office Telephone

The school office is a place of business and is often very busy. For this reason, students are only allowed to use the phone in case of an emergency or if he/she has a note from the teacher. Personal messages will not be delivered to students except in the case of emergency or extenuating circumstances.

School to Home Communication

ASA email use policy is designed to make communication between school and home efficient, productive and personal.

Communication that pertains to the whole school (i.e., The Weekly Wolf Update, timely reminders and notices) will continue to be communicated from administration or the office. This schoolwide communication will be through email, One Call Now and text messaging. The Weekly Wolf Update is emailed to parents and guardians every week while school is in session and contains important updates and information about school operations, current and upcoming events, and governance meetings.

Teachers will use email or Seesaw to “push out” mass communication including newsletters and updates that pertain to an entire class. At Allegiance, we value a culture of direct and open communication. To foster clear communication, questions or concerns regarding an individual student will be addressed by phone or in face to face meetings with teachers. Office staff, including administrators and the CEO, when possible, will also limit email use when communicating with individual families.

Positive Behavior Support

The behavior policy of ASA Thrive is designed to ensure that each student has the opportunity to learn in a safe and secure environment. ASA Thrive’s goal is to develop responsible, respectful citizens. Each teacher will have standards for classroom behavior and an appropriate reinforcement system. These standards will be communicated to parents at the beginning of the year with reminders throughout the school year.

The school wide behavior policy emphasizes positive campus behaviors and eliminates those behaviors that are disruptive. To achieve these goals, the Wolves’ Ways will be discussed and modeled at grade level assemblies at the beginning of the school year. Wolves’ Ways will be reinforced by all staff throughout the year.

Dress Code

Allegiance STEAM Academy – Thrive’s student dress code policy is designed to promote safety and inclusivity. It is the intent of ASA Thrive that students be dressed and groomed in an appropriate manner that will not interfere with, or detract from, the school environment or disrupt the educational process. Dress should be suitable, modest, comfortable, and safe for normal school activities and reflect pride and attention to personal cleanliness. At ASA Thrive, We strongly believe we all come to school ready to learn. School dress codes support a safe and effective learning environment. Students who are safe and secure are better able to learn and exemplify the essentials of good citizenship. Therefore, in an effort to attain uniformity and school spirit, students are to follow this dress code policy at all times.

ASA Thrive’s dress code has been adopted by the Allegiance STEAM Academy Board of Directors in compliance with the provisions of Article IX, section 5 of the California Constitution, and Assembly Bill 1575 (Education Code section 49010 et seq.), which prohibit the charging of any student fees for participation in an educational activity at the public school. Given that ASA Thrive aims to serve the educational needs of a diverse community, the policy is designed to support access to all. No student will be sent home from school or denied attendance to school, or penalized academically or otherwise discriminated against, for noncompliance with this dress code policy. However, any student who arrives at school in nonconforming clothes will be provided with conforming clothing by the school office for the day.

Any student who needs assistance with identifying conforming clothing should contact the school office directly. In any and all cases concerning interpretation of this policy, the school administration reserves the absolute right to determine what constitutes proper compliance. The CEO or Principal will exempt a student from all/part of the dress code policy if an accommodation is requested concerning a particular religion, religious customs or medical necessity. In the case where compliance to the dress code policy poses a financial hardship for an ASA family, ASA’s Board will ensure that suitable and compliant clothing is supplied free of charge. Requests for financial assistance can be made to the CEO/Principal. All requests will remain confidential.

ASA Thrive Student Dress Code consists of:

- Tops: white or forest green polos or ASA spirit wear shirts
- Bottoms: khaki or black colored: shorts, skorts, skirts (knee length), pants, jumpers.
- Footwear: closed toed shoes that allow full participation in PE

On Friday’s students may wear an ASA spirit wear shirt and bottoms of their choice

At all times, including on alternate dress code days, students must comply with the following:

ACCEPTABLE STUDENT DRESS

1. Socks are required.
2. Flat heeled boots and flat-heeled shoes with closed toes and heels are required.
3. Appropriate jewelry.
4. Hats/visors/beanies are permitted on the playground only, but may not have professional sports team logos. College/University logos are acceptable.
5. Sunglasses for outdoor use only (back strap is recommended).
6. Leggings are permitted only when worn with a skirt or shorts.

UNACCEPTABLE STUDENT DRESS

1. Any disruptive clothing (e.g., emblems, lettering, colors, and pictures pertaining to drugs/alcohol, sex, gambling, profanity, gangs, or other offensive themes/messages).
2. Dress/blouse/top that does not cover back, midriff, cleavage or shoulders: muscle shirts and tank tops, tube tops, spaghetti straps, halters.
3. Bottoms with immodest length/slits. Long shorts/skorts, skirts, or mini-skirts.
4. Shirts, tops, or sweaters unbuttoned below the sternum.
5. Sweat pants, or any type of workout or warm-up suits (including nylon suits, shorts, long/baggy basketball style shorts).
6. Hairstyles must not materially and substantially interfere with school operations.
7. Tight, form-fitting pants and tops that inhibit movement or outline body parts.
8. Low slung, oversized, or wide legged baggy pants.
9. Sandals, flip-flops, open toe shoes or jellies.
10. Make-up or artificial nails.
11. Chains, spikes, headbands, bandanas, long dangling belts, or gang paraphernalia.
12. Clothing, hats/visors/beanies, etc. with professional team logos.
13. Tattered, torn clothes or clothing with holes. Pants must be hemmed (top of shoe).
14. Jewelry which creates a health/safety hazard, causes a distraction, or can readily/reasonably be used as a weapon. No hoop or dangly earrings. No nose rings.

DISCIPLINARY ACTION, LOGICAL CONSEQUENCES, EXCEPTIONS

Disciplinary action may be taken to ensure compliance with the dress code policy (except toward students exempted by the parents/guardians as provided for by this policy). Prior to initiating any disciplinary action against a student for not complying with the dress code policy, the student or the principal or designee shall conference with the student's parent/guardian to solicit parental cooperation and support. However, no student shall be suspended from school, or from class, or receive a lowered academic grade as a result of not complying with the dress code.

The CEO/Principal or designee shall establish criteria for determining student eligibility for

financial assistance when purchasing uniforms. The CEO/principal shall identify a source for any needed financial assistance.

No student shall be considered noncompliant with the policy when:

1. Noncompliance is due to financial hardship.
2. A student wears a button, armband or other accouterment to exercise the right to freedom of expression as provided for in Education Code 48907 (unless the symbol is related to gangs) or is in violation of student dress code.
3. A student wears the uniform of a nationally recognized youth organization (example: Scouts) on regular meeting days.
4. The adherence to the dress code violates a student's sincerely held religious beliefs.
5. A student has on file with the school a request for exemption from the student dress code requirement; signed by a parent/guardian in the presence of a school employee.

ASA will evaluate the dress code policy on an annual basis to determine the effectiveness of the policy and to consider appropriate modifications. Dress by a student which violates ASA guidelines but is not expressly delineated within ASA regulations shall be considered and reviewed by the CEO/Principal. The CEO/Principal shall make a determination if the dress matter at issue violates this policy and, if so, shall undertake appropriate action to immediately bring about the student's compliance with the dress code including, but not limited to, contacting the student's parents/guardians and seeking the cooperation and assistance of the parents/guardians.

1. Upon first violation of the dress code, the CEO/Principal or designee shall conference with the student and parent/guardians to solicit parental support and cooperation.
2. Upon the second violation, the student will be warned and parents/guardians will be notified. The CEO/Principal or designee will determine, if available, whether school issued temporary dress code compliant items will be provided to the student.
3. Upon a subsequent violation, parents/guardians will be contacted and asked to bring appropriate attire to the school. The student and parent/guardian will be notified if there is a third violation of the dress code. The CEO/Principal or designee, taking a student's disciplinary record into account, will determine the progressive disciplinary response consistent with the ASA Student Code of Conduct.

ASA will make every effort to work collaboratively with students and parent/guardians to ensure adherence to the dress code policy.

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.

**REIMBURSEMENT AGREEMENT
FOR ALL INSTALLATION COSTS OF THREE PORTABLE CLASSROOMS
BY AND BETWEEN THE
CHINO VALLEY UNIFIED SCHOOL DISTRICT AND
ALLEGIANCE STEAM ACADEMY-THRIVE CHARTER SCHOOL**

THIS REIMBURSEMENT AGREEMENT (“Agreement”) is made by and between the Chino Valley Unified School District (“CVUSD” or “District”), a public school district organized and existing under the laws of the State of California, and Allegiance STEAM Academy Inc., a California non-profit public benefit corporation (California Secretary of State number C4040794 and federal employer identification number 82-2556226), operating the Allegiance STEAM Academy-Thrive (“ASA”) charter school. The District and ASA may be referred to herein individually as a “Party” or collectively as the “Parties.”

RECITALS

WHEREAS, District owns certain real property and facilities held in trust for the State of California to benefit all public school students residing in District’s boundaries;

WHEREAS, ASA is a TK-8th grade charter school conditionally granted by the Chino Valley Unified School District on December 14, 2017 for a term from July 1, 2018 to June 30, 2020;

WHEREAS, on January 6, 2020, ASA submitted its charter renewal petition to the District for a new five-year term;

WHEREAS, on February 6, 2020, the Chino Valley Unified School District Board of Education renewed ASA’s charter for a term of five years beginning July 1, 2020 and expiring June 30, 2025;

WHEREAS, on October 31, 2020, ASA submitted to the District a request for school facilities under the provisions of Education Code § 47614 and its implementing regulations as set forth in Title 5 of the California Code of Regulations § 11969.9(a) *et seq.* (the “Proposition 39 Request”) for the 2020-2025 school years;

WHEREAS, on or before February 1, 2021, pursuant to the requirements of Education Code § 47614 and its implementing regulations, the District offered to provide ASA with reasonably equivalent facilities sufficient to house ASA’s in-District students (“Preliminary Proposal”);

WHEREAS, on or before April 1, 2021, pursuant to the requirements of Education Code § 47614 and its implementing regulations, the District sent ASA its Final Notification of Facilities Offered, which provides ASA with reasonably equivalent facilities sufficient to house ASA’s in-District students (“Final Notification”);

WHEREAS, on April 12, 2021, ASA’s Board of Directors approved and ratified the District’s Amended Facilities Memorandum of Understanding by a vote of 5-0;

WHEREAS, ASA has notified the District that ASA desires to proceed with the installation of three (3) additional 24’ x 40’ portable classrooms on the ASA campus;

WHEREAS, ASA acknowledges and agrees that by approving the District’s Amended Facilities Memorandum of Understanding on April 12, 2021, the ASA Board of Directors certified that the District has fully and completely satisfied the District’s obligation to provide facilities, including furnishings and equipment, to ASA under Education Code § 47614 and all Proposition 39 implementing regulations for each year of the five (5) year Term, and that the three (3) portable classrooms to be installed on the ASA campus are Additional Facilities and are not necessary to satisfy the District’s Proposition 39 obligations;

WHEREAS, the District’s Amended Facilities Memorandum of Understanding as approved by the ASA Board of Directors on April 12, 2021 provides at its third page:

*“**B. Use of Additional Facilities.** In addition to the facilities already provided by the District pursuant to Section 2(A) of this Agreement, ASA may desire to lease relocatable classrooms as additional facilities (‘Additional Facilities’). Should ASA lease relocatable classrooms, ASA shall be solely responsible for all costs and expenses associated with the installation, refurbishment, use, and removal of the relocatable classrooms. In the event that any Additional Facilities are unable to be used, for any reason, ASA agrees that it has no claim regarding any allegation that the District has taken action to impede ASA from expanding its enrollment to meet pupil demand for the term of this Agreement or any claim regarding the District’s perceived failure to offer facilities in accordance with applicable law.”*

WHEREAS, the three (3) portable classrooms are presently located at Canyon Hills Junior High School, 2500 Madrugada Drive, Chino Hills, CA 91709, and all costs of relocating the three (3) portable classrooms to the ASA campus at 5862 C Street, Chino, CA 91710 will be included in the District’s construction cost bid;

WHEREAS, as provided by Title 5, California Code of Regulations § 11969.4(a), ASA acknowledges and agrees that the three (3) 24’ x 40’ portable classrooms to be installed on the ASA campus are, and at all times, shall remain the property of the Chino Valley Unified School District and that, should ASA at any time ever cease the Agreed Use of the three (3) portable classrooms, the right to use and occupy the three (3) portable classrooms shall revert to the District and that ASA will be responsible for reimbursing the District for all costs of removing the three (3) portable classrooms from the ASA campus should the District so desire and so notify ASA;

WHEREAS, ASA and the District acknowledge and agree that the Agreed Use of the three (3) portable classrooms shall be that one (1) portable will be used as a science lab for ASA’s lower

grade students and the other two (2) portables will be used only as administrative support/office space for ASA and that the two (2) portables will not at any time ever be used as classroom space;

WHEREAS, WLC Architects have provided the District with an “*Architectural/ Engineering Services Proposal, Allegiance STEAM Academy Charter Portable Classrooms, Former El Rancho Elementary School*” dated June 2, 2021 and attached as **Exhibit A**;

WHEREAS, the WLC Architectural/ Engineering Services Proposal states:

“WLC understands that CVUSD is interested in installing up to three 24 x 40 ‘classrooms’ on the campus adjacent to the existing portable buildings. The new portable buildings will be relocated from Canyon Hills Junior High School and will be placed on raised wood foundations, and all will be accessed by a pre-manufactured ramp.

One of the three portables will be outfitted with casework and sinks to function as a Flex Lab space for the elementary school program. It will be placed adjacent to the existing Science Lab portable. The other two portables will serve as administrative support space and require no site outfitting as part of this contract. These two buildings will be placed in the southwest corner of the campus where the previous charter school’s Administration Building had been placed but was subsequently removed.

The site work involved with the project will most likely include:

- 1. Path of travel improvements from the parking lot to the school office and to the new buildings.*
- 2. Electrical connections to the buildings (including power, telephone, data, and fire alarm).*
- 3. Plumbing connections (sewer and water) to the Flex Lab Building.*
- 4. Interior outfitting of the Flex Lab Building.*
- 5. Site work surrounding the new buildings including sidewalk, ramp, and any fencing changes.*

Scope of the Work and Services:

WLC would provide CVUSD with architectural and engineering design services including but not limited to preparing plans and specifications.

We anticipate that this project will require the following design disciplines:

Architectural Design

*Plumbing Engineering
Electrical Engineering (power and low voltage)
Civil Engineering”*

WHEREAS, the WLC Architectural/ Engineering Services Proposal also states:

“Excluded Services:

The following services are specifically excluded from the services anticipated within this proposal.

*Plan check fees
Existing utility surveying
Topographic and boundary survey engineering
Fire hydrant flow testing
Geotechnical investigations
Hazardous material studies and reports
SWPPP and WQMP studies*

...

Fee Proposal:

WLC proposes to provide these services for a fee equal to \$2,500.00 per portable building plus 9.0% of the total construction cost of the site improvements.

Site improvement costs will of course vary but could be roughly estimated to be anywhere between \$50,000.00 and \$100,000.00 per building. Therefore, the total a/e fees for a single building may range between \$7,000.00 and \$11,000.00 per building.

...

Reimbursable/Additional Expenses:

Reimbursable expenses will be limited to bid set printing costs. Other additional services will be proposed by WLC and approved by CVUSD prior to commencing any additional design work.”

WHEREAS, ASA agrees with and has no objection to the District’s selection of WLC Architects and/or to the WLC Architects’ June 2, 2021 Architectural/Engineering Services Proposal and acknowledges that the WLC Architectural/Engineering Services Proposal represents a fair and reasonable estimate of the architectural/engineering costs associated with the installation of the three (3) portable classrooms on the ASA campus;

NOW, THEREFORE, in consideration of the District’s providing the three (3) portable classrooms without charge to ASA and of ASA’s payment of all costs of installing the three (3) portable classrooms, and in accordance with ASA’s agreement in the District’s Amended Facilities Memorandum of Understanding, the ASA Board of Directors hereby agrees to reimburse the District in full for “*all costs and expenses associated with the installation, refurbishment, and removal*” of the three (3) portable classrooms until completed, including:

- All architectural service fees
- All Department of State Architect approval costs
- All advertising and bidding costs
- All construction costs
- All Department of State Architect and special inspections costs
- All project closeout costs
- Any and all other costs paid by the District but excluded from the WLC Architectural Engineering Services Proposal;

WHEREAS, CVUSD Assistant Superintendent, Mr. Gregory J. Stachura, will forward all WLC and other invoices received by the District for all costs and expenses related to installation of the three (3) portables within ten (10) business days of receipt to ASA Chief Executive Officer Dr. Sebastian Cognetta, and ASA will pay all such invoices within twenty (20) calendar days of receipt by check sent to the attention of CVUSD Facilities & Planning Dept., Mr. Gregory Stachura, at 5130 Riverside Drive, Chino, CA 91710 unless ASA’s method of payment is otherwise agreed in writing by the District and ASA.

1. Indemnification. With the exception of any liability, claims, or damages caused by the negligence or willful misconduct of the District, Allegiance STEAM Academy, Inc. and Allegiance STEAM Academy (“Indemnifying Parties”) shall indemnify, hold harmless and defend, release and protect the District, its affiliates, successors and assigns, and its officers, board members, employees, and agents (“Indemnified Party” or “Indemnified Parties”) against and from any and all claims, demands, actions, causes of action, suits, losses, liabilities, expenses, penalties, obligations, errors, omissions and costs, including legal costs, attorneys’ fees and expert witness fees, whether or not suit is actually filed, and/or any judgment rendered against the Indemnified Party or Indemnified Parties that may be asserted or claimed by any person, firm, or entity in connection with this Reimbursement Agreement.

Allegiance STEAM Academy, Inc. and Allegiance STEAM Academy’s obligation to defend the District and the other indemnitees identified herein is not contingent upon there being an acknowledgement or determination of the merit of any claims, demands, actions, causes of action, suits, losses, liability, expenses, penalties, obligations, errors, omissions and/or costs.

2. Notice. Any notice required or permitted to be given under this Reimbursement Agreement shall be deemed to have been given, served and received if given via email or in writing and personally delivered or either deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service or

facsimile transmission, addressed as follows:

If to the District:

Chino Valley Unified School District
5130 Riverside Drive
Chino, CA 91710

Attn: Gregory J. Stachura
Assistant Superintendent, Facilities, Planning & Operations
greg_stachura@chino.k12.ca.us

If to ASA:

Allegiance STEAM Academy
5862 C Street
Chino, CA 91710

Attn: Dr. Sebastian Cогnetta
Chief Executive Officer
sebastian.cognetta@asathrive.org

Any notice emailed, personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the next business day following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

3. **Amendment.** This Reimbursement Agreement may be amended or modified only by a written instrument executed by all the Parties.
4. **Legal Interpretation.** This Reimbursement Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Reimbursement Agreement shall be filed in the Superior Court of San Bernardino County, California. Should either Party be compelled to institute legal or other proceedings against the other for or on account of the other Party's failure or refusal to perform or fulfill any of the covenants or conditions of this Reimbursement Agreement on its part to be performed or fulfilled, the Parties agree that the legal rules and principles applicable to contracts shall govern any such action or proceedings.
5. **Legal Representation.** Each party acknowledges that said party has had the opportunity to be represented by independent legal counsel or other representative of choice throughout all of the negotiations which preceded the execution of this Reimbursement Agreement, and that each party has duly executed this Reimbursement Agreement with the consent and approval of any such independent legal counsel and/or representative.

- 6. Entire Agreement.** This Reimbursement Agreement is binding upon and shall inure to the benefit of the parties hereto, their respective officers, employees, agents, representatives, predecessors, and successors, past, present, and future. This Reimbursement Agreement is intended by the Parties as a final expression of their agreement and is intended to be a complete and exclusive statement of the agreement and understanding of the Parties hereto with respect to the subject matter contained herein. There are no restrictions, promises, warranties or undertakings, other than those set forth or referred to herein. This Reimbursement Agreement supersedes all prior discussions, negotiations, and agreements and understandings between the Parties whether oral or written with respect to such subject matter.
- 7. Acknowledgement.** In signing this document, all parties acknowledge that they have read the whole Reimbursement Agreement, that they fully understand all of the provisions of the Reimbursement Agreement and the consequences of signing it, accept as adequate the consideration provided herein, and agree to all of the terms and conditions therein.
- 8. Legal Fees.** All parties shall bear their own legal fees and costs in connection with the negotiation and execution of this Reimbursement Agreement.
- 9. Attorneys' Fees.** In any litigation, arbitration, or other proceeding brought for the interpretation or enforcement of this Reimbursement Agreement, or because of an alleged dispute, default, misrepresentation, or breach in connection with any of the provisions of this Agreement, the prevailing Party or Parties shall be entitled to recover reasonable attorneys' fees, costs, and expenses actually incurred in connection therewith, in addition to any other relief to which he, she, it, or they may be entitled.
- 10. Survival of Terms.** If any term, provision, covenant or condition of this Reimbursement Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Reimbursement Agreement shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.
- 11. Waiver.** The waiver by any Party of any breach of any term, covenant, or condition herein contained in this Reimbursement Agreement shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
- 12. Subcontract and Assignment.** Allegiance STEAM Academy, Inc. and Allegiance STEAM Academy shall not assign or sublet this Reimbursement Agreement or any rights, benefits, liabilities and obligations hereunder, to any person or business entity without the District's express written consent, which consent shall be granted at the District's sole and absolute discretion and, if granted, may be conditioned or delayed.
- 13. Independent Status.** This Reimbursement Agreement is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association.

14. Captions. The captions contained in this Reimbursement Agreement are for convenience only and shall not in any way affect the meaning or interpretation hereof nor serve as evidence of the interpretation hereof, or of the intention of the Parties hereto.

15. Execution in Counterparts. This Reimbursement Agreement may be executed in one or more separate counterparts, including electronic and facsimile copies, each of which, when so executed, shall be deemed an original. Such counterparts shall together constitute and be one and the same instrument.

16. Scanned/Electronic Signatures. This Reimbursement Agreement may be executed and electronically transmitted to any other party by Portable Document Format (“PDF”), which PDF shall be deemed to be, and utilized in all respects as, an original, wet-inked document.

17. Board Approval. This Reimbursement Agreement shall become effective upon approval by ASA’s Board of Directors followed by approval by the District’s Board of Education.

Each person below warrants and guarantees that she/he is legally authorized to execute this Reimbursement Agreement on behalf of the designated entity and that such execution shall bind the designated entity to the terms of this Reimbursement Agreement. This Reimbursement Agreement may be signed in counterparts such that the signatures may appear on separate signature pages. Facsimile or photocopy signatures shall have the same force and effect as original signatures.

APPROVED & ACCEPTED: CHINO VALLEY UNIFIED SCHOOL DISTRICT

Norm Enfield, Ed.D.
Superintendent

Date

Approved and ratified on _____, 2021 by the Chino Valley Unified School District Board of Education by the following vote:

AYES: _____

NOES: _____

Abstentions: _____

Dr. Norm Enfield
Clerk of the Board of Education

Approved and ratified on _____, 2021 by the Allegiance STEAM Academy Inc. Board of Directors by the following vote:

AYES: _____

NOES: _____

Abstentions: _____

Samantha Odo
Chairperson of the Board of Directors of Allegiance STEAM Academy

Dr. Sebastian Cogna
Chief Executive Officer
Allegiance STEAM Academy



CLIENT FOCUSED. PASSION DRIVEN.

June 2, 2021

Mr. Greg Stachura
Assistant Superintendent of Facilities Planning and Operations
Chino Valley Unified School District
5130 Riverside Drive
Chino, CA 91710-4310

Re: Architectural/Engineering Services Proposal
Allegiance STEAM Academy Charter Portable Classrooms
Former El Rancho Elementary School

Dear Greg:

Per our recent discussions, I have prepared this proposal to provide architectural design services to the Chino Valley Unified School District (CVUSD) for the installation of multiple portable classrooms and related site improvements at your existing Allegiance STEAM Academy Charter School campus (formerly El Rancho Elementary School).

Project Description:

WLC understands that CVUSD is interested in installing up to three 24 x 40 'classrooms' on the campus adjacent to the existing portable buildings. The new portable buildings will be relocated from Canyon Hills Junior High School and will be placed on raised wood foundations, and all will be accessed by a pre-manufactured ramp.

One of the three portables will be outfitted with casework and sinks to function as a Flex Lab space for the elementary school program. It will be placed adjacent to the existing Science Lab portable. The other two portables will serve as administrative support space and require no site outfitting as part of this contract. These two buildings will be placed in the southwest corner of the campus where the previous charter school's Administration Building had been placed but was subsequently removed.

The site work involved with the project will most likely include:

1. Path of travel improvements from the parking lot to the school office and to the new buildings.
2. Electrical connections to the buildings (including power, telephone, data, and fire alarm).
3. Plumbing connections (sewer and water) to the Flex Lab Building.

4. Interior outfitting of the Flex Lab Building.
5. Site work surrounding the new buildings including sidewalk, ramp, and any fencing changes.

Scope of the Work and Services:

WLC would provide CVUSD with architectural and engineering design services including but not limited to preparing plans and specifications.

We anticipate that this project will require the following design disciplines:

Architectural Design
Plumbing Engineering
Electrical Engineering (power and low voltage)
Civil Engineering

Our work will be spread across the following phases and is summarized per phase below. The complete scope of work will be described in more detail in the CVUSD/WLC Owner-Architect Agreement.

Construction Documents: (through 60% of the total fee)

WLC shall meet with CVUSD to refine the complete scope of the project.

WLC shall prepare final construction drawings and specifications for the project.

DSA Approval: (through 70% of the total fee)

WLC will facilitate the plan check and approval through DSA and the local fire department (a virtual over-the-counter plan review is anticipated).

Bidding/Contracting: (through 80% of the total fee)

WLC shall assist CVUSD in advertising the project for bid/contracting.

WLC shall attend a pre-bid job walk if requested.

WLC shall answer bidders' questions and publish addenda prior to bid.

Construction Administration: (through 100% of the total fee)

WLC shall assist CVUSD in the administration of the construction contract.

WLC shall attend a total of three construction meetings.

WLC shall prepare clarifications and change-request drawings.

WLC shall review contractor submittals, payment applications, and requests for changes.

WLC shall prepare the necessary punch lists to ensure that the project meets the general intent, scope, and quality of the contract documents.

Excluded Services:

The following services are specifically excluded from the services anticipated within this proposal.

- Plan check fees
- Existing utility surveying
- Topographic and boundary survey engineering
- Fire hydrant flow testing
- Geotechnical investigations
- Hazardous material studies and reports
- SWPPP and WQMP studies

Project Schedule:

WLC understands that time is of the essence and we are prepared to commence design work on the project as soon as possible. We conceptually anticipate the project schedule to be roughly as outlined below:

Construction Documents	2 months
DSA Review	1 month (over the counter review)
Bidding/Award	2 months
Construction	2 months

The schedule outline above is based on WLC's experience with other similar projects. Much is yet unknown about the complete scope of work and existing conditions, existing campus calendar, etc.

Fee Proposal:

WLC proposes to provide these services for a fee equal to \$2,500.00 per portable building plus 9.0% of the total construction cost of the site improvements.

Site improvement costs will of course vary but could be roughly estimated to be anywhere between \$50,000.00 and \$100,000.00 per building. Therefore, the total a/e fees for a single building may range between \$7,000.00 and \$11,000.00 per building.

Mr. Greg Stachura
Architectural/Engineering Services Proposal
Allegiance STEAM Academy Charter Portable Classrooms
June 2, 2021
Page 4

These fees will be distributed across the various design and construction administration phases as outlined above and invoiced monthly to an agreed upon percentage of completion per phase per month.

Reimbursable/Additional Expenses:

Reimbursable expenses will be limited to bid set printing costs. Other additional services will be proposed by WLC and approved by CVUSD prior to commencing any additional design work.

Contract Format:

WLC assumes that this project will be administrated through the already in place master CVUSD/WLC Owner/Architect Agreement.

In conclusion, thank you for this opportunity to be of continued service to CVUSD.

Sincerely,



JAMES P. DiCAMILLO
Managing Partner
Architect, AIA
LEED™ AP

JPD:gs/21054-mkt

Payroll/HRIS System Transition

CURRENT SCOPE

PAYROLL PROCESSING

1. Maintain employee static pay information in a payroll database
2. Set up employee cost coding to ensure SACS code compliance
3. Process status updates, new hires, terminations, and/or informational changes in payroll system
4. Assist in the development of a regular payroll schedule that is compliant with State labor laws and consistent with employee contracts
5. Process supplemental payroll runs such as the following:
 - a. Involuntary termination - the check will be prepared ahead of time and provided to the school on the termination date
 - b. Voluntary termination without notice - the check will be prepared and delivered to the employee within the time frame required by the State
 - c. Scheduled bonuses/stipends
 - d. Additional unscheduled/emergency payroll runs
6. Process and pay all federal and state payroll tax payments according to required guidelines
7. Prepare the state payroll tax filing report annually, and quarterly for federal and state agencies
8. Prepare, review, and distribute W-2s to all employees

RETIREMENT REPORTING

1. Create reports and submit to the County by the due date assigned
2. Work directly with County and CALSTRS / CALPERS about questions and required supplemental reporting such as:
 - a. F496 files to SEW (if applicable)
 - b. CALPERS contributions directly in the CALPERS website
 - c. newly elected, or mandatory qualified members into the CALSRS website
 - d. New appointments for CALPERS members (newly elected or modifications)
 - e. Entries and corrections from payroll through the CalPERS (Public Employee's Retirement System) and CalSTRS (State Teacher's Retirement System)
3. Ensure all STRS and PERS payments are made before the due date, via ACH, EFT, or Check.
4. Provide ongoing updates to Client staff regarding:
 - a. Processes and procedures related to pension programs
 - b. Changes to eligibility and classification
 - c. Compensation Limits
 - d. Rate changes
5. Monitor and manage CALSTRS, CALPERS and CROWE audits
6. Manage internal audits, corrections, and reconciliations of pension plan input
7. Process 403(b) retirement plan deductions, if applicable, and in compliance with State and Federal laws submit payments to the third-party administrator

GENERAL SUPPORT

1. Provide support and assistance with creation of internal processes and procedures, forms and tracking systems
2. Provide assistance and project leadership with payroll audits
3. Provide training on internal payroll processing as necessary
4. Proactively provide notification on minimum wage changes, new leave benefits, Ed Code, retirement laws and other payroll regulations.

CURRENT PRICING STRUCTURE

Payroll Processing:

- Payroll processing and retirement reporting - \$100 base plus \$2.75 per employee per pay period
- Garnishment reporting - \$2.50 per occurrence
- New employee reporting - \$3.50 per occurrence
- Payroll delivery via FedEx - \$35.00 per occurrence, per 50 employees
- Quarterly/Annual Reporting - \$20.00 per occurrence
- Form W-2 - \$5.75 each
- AATRIX late processing fees – based on a reimbursement of fees charged by AATRIX for priority processing of tax payments.

NEW SCOPE WITH PAYCOR PARTNERSHIP

Added Services are in **GREEN**

EMPLOYEE ONBOARDING

1. Provide a system for schools to electronically manage the new hire onboarding process via mobile or online self-service portal, reducing manager/HR data entry
2. Complete required compliance documentation such as:
 - a. TB test instructions and assessment questionnaire
 - b. Request for LiveScan form and link to find nearest LiveScan location
 - c. CALPADS staff demographic information form
 - d. W-4 form and instructions
 - e. DE-4 form and instructions
 - f. I-9 form and instructions
 - g. Direct deposit form
 - h. Employment contract
3. Electronically store all required HR forms
4. Identify hiring tax credits, if applicable

HUMAN RESOURCES

1. Establish single database for all employee data
2. Establish employee & manager self-service online portal for easy access to edit W-4s, addresses, and other changes
3. Provide a system to:
 - a. Provide paperless documents & forms management
 - b. Provide employees with HR-related email notifications and reminders
 - c. Create customizable reporting and analytics

TIME & ATTENDANCE

1. Create customized time and attendance rules through a variety of options:
 - a. Time entry
 - b. Mobile or online time punches
 - c. Physical time clocks (*additional equipment charge applies*)
 - d. Electronic sick, vacation, and PTO requests
2. Accurately track and calculate CA meal break penalties
3. Pre-program holiday and vacation breaks
4. Directly integrate with HR system
5. Track and report sick, vacation, and PTO balances

PAYROLL PROCESSING

1. Maintain employee static pay information in a payroll database
2. Set up employee cost coding to ensure SACS code compliance
3. Process status updates, new hires, terminations, and/or informational changes in payroll system
4. Assist in the development of a regular payroll schedule that is compliant with State labor laws and consistent with employee contracts
5. Process regular scheduled payroll and provide direct deposits, paper checks, **or pay cards**
6. Process supplemental payroll runs including:
 - a. Involuntary terminations - checks will be prepared ahead of time and provided to the school on the termination date or **pay cards can be maintained at school site and funded when needed**
 - b. Voluntary terminations without notice - checks will be prepared and delivered to employee within the time frame required by the State **or pay cards can be used**
 - c. Scheduled bonuses/stipends
 - d. Additional unscheduled/emergency payroll runs
7. Process and pay all federal and state payroll tax payments according to required guidelines
8. Prepare the state payroll tax filing report annually, and quarterly for federal and state agencies
9. Prepare, review, and distribute W-2s to all employees

RETIREMENT REPORTING

1. Create reports and submit to the County by the due date assigned
2. Work directly with the County and CalSTRS / CalPERS about questions and required supplemental reporting such as:
 - a. F496 files to SEW (if applicable)
 - b. CalPERS contributions directly in the CalPERS website
 - c. Newly elected or mandatory qualified members into the CalSRS website
 - d. New appointments for CalPERS members (newly elected or modifications)
 - e. Entries and corrections from payroll through the CalPERS (Public Employees' Retirement System) and CalSTRS (State Teacher's Retirement System)
3. Ensure all STRS and PERS payments are made before the due date via ACH, EFT, or Check.
4. Provide ongoing updates to Client staff regarding:
 - a. Processes and procedures related to pension programs
 - b. Changes to eligibility and classification
 - c. Compensation Limits
 - d. Rate changes
5. Monitor and manage CalSTRS, CalPERS and CROWE audits
6. Manage internal audits, corrections, and reconciliations of pension plan input
7. Process 403(b) retirement plan deductions, if applicable, submit payments to the third-party administrator in compliance with State and Federal laws

GENERAL SUPPORT

1. Provide support and assistance with creation of internal processes and procedures, forms and tracking systems
2. Provide assistance and project leadership with payroll audits
3. Provide training on internal payroll processing as necessary
4. Proactively provide notification on minimum wage changes, new leave benefits, Ed Code, retirement laws and other payroll regulations.



BENEFITS (Optional)

Clients can add this module to assist them in benefits administration at an additional cost.

1. Create an employee self-service portal to reduce manager/HR time and paperwork
2. Establish automated workflows & notifications to electronically manage open enrollment and qualifying events
3. Establish direct link to health care providers to electronically submit changes
4. Provide access and enrollment both online and via mobile app

NEW PRICING STRUCTURE

- Payroll processing and retirement reporting - \$16.00 per employee per month
- Garnishment reporting - \$3.50 per occurrence
- Form W-2 - \$5.75 each
- Benefits Management (optional) - \$3.50 per employee per month

COST COMPARISON FOR ALLEGIANCE STEAM ACADEMY

	<u>Annual Total</u>
Current System	\$ 8,333
New Paycor Platform	\$ 15,227
Annual Change	\$ 6,893
<i>Optional Benefits Management</i>	<i>\$ 3,234</i>

Accepted and Agreed, as of the date below:

Allegiance STEAM Academy

Signed: _____

Name: _____

Title: _____

Date: _____



CTC Use Only

CTC Use Only
 W Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers only.

1. EMPLOYING AGENCY (include mailing address) NPS/NPA (list county code _____)	County/District CDS Code	Contact Person:
		Telephone #:
		E-Mail:

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: [REDACTED]

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name _____
First Middle Last

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

Phone# _____ Email _____

Waiver Title _____

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment _____

Indicate specific position and grade level (e.g. chemistry teacher, grades 11-12)

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? Yes No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) Yes No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: _____

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): _____/_____/_____ **to** _____/_____/_____

Ending date of school term, track, or year: _____/_____/_____

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- | | |
|-------------------------------------|-------------------------------|
| Special Education | Driver Education and Training |
| Clinical or Rehabilitative Services | 30-Day Substitute |
| Speech-Language Pathology Services | |

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- | | |
|---|---------------------------------|
| Advertised in local/national newspapers | Contacted IHE placement centers |
| Advertised in professional journals | Distributed job announcements |
| Attended job fairs in California | Internet |
| Attended recruitment out-of-state | |

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

Administrative Services

Single Subject Teaching (**all** subject areas)

Designated Subjects – except driver education and training

Teacher Librarian Services

Multiple Subject Teaching

Pupil Personnel Services: Counseling, Psychology, Social Work

Reading Specialist/Certificate

Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

Distributed job announcements

Contacted IHE placement centers

Internet (i.e. www.edjoin.org)

Optional recruitment methods:

Advertised in local/national newspaper

Attended job fairs in California

Attended recruitment out-of-state

Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? _____

How many individuals credentialed in the authorization of the waiver request were interviewed? _____

What were the results of those interviews? (Please indicate answers in numbers)

_____ Applicant(s) withdrew

_____ Candidate(s) declined job offer

_____ Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name _____ Position _____

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

Yes No Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required. **If you answer yes to any question, you must complete the corresponding [Professional Fitness Explanation Form](#).**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended



WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

Yes

No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place?

You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

Yes

No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

Yes

No

d. Are any criminal charges currently pending against you?

Yes

No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reprimanded, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes

No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes

No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars (\$1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

I agree

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

Public School District: Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency: Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

Signature of Applicant

(Sign full legal name as listed in #2)

Date

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____