



ALLEGIANCE STEAM ACADEMY

REGULAR MEETING OF THE BOARD OF DIRECTORS

November 2, 2020

7:30 pm

Meeting Location:

Online: <https://zoom.us/j/95554292409>

Passcode: 817630

Telephone: (669) 900-6833; Meeting ID: 95554292409#

AGENDA

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

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

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

I. Preliminary

A. Call to Order

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

B. Roll Call

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

C. Public Comments- Items not on the Agenda

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

D. Approval of Agenda for the Regular Board Meeting for November 2, 2020

It is recommended that the Board of Directors approve the Agenda for Regular Board Meeting for November 2, 2020.

Motion: _____ Second: _____ Roll Call: _____

II. Open Session:

A. PLEDGE OF ALLEGIANCE

B. ITEMS SCHEDULED FOR INFORMATION:

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

C. ITEMS SCHEDULED FOR CONSENT:

- 1. Check Register for September, 2020**

Motion: _____ Second: _____ Roll Call: _____

D. ITEMS SCHEDULED FOR DISCUSSION/ACTION:

- 1. Financial Update for September, 2020**

(see attached)

It is recommended the Board of Directors:

Approve the Financial Update for September, 2020

Motion: _____ Second: _____ Roll Call: _____

2. Revised FY21 Budget

(see attached)

It is recommended the Board of Directors:

Adopt and approve the Revised FY21 Budget

Motion: _____ Second: _____ Roll Call: _____

3. Quote for ViewSonic ViewBoards

(See attached)

It is recommended the Board of Directors:

Approve the Quote for ViewSonic ViewBoards in the amount of \$126,524.94

Motion: _____ Second: _____ Roll Call: _____

4. CDPH Waiver Application

(see attached)

It is recommended the Board of Directors:

Adopt and approve the Staff CDPH Waiver Application

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 November 2, 2020

Motion: _____ Second: _____ Roll Call: _____

Allegiance STEAM Academy - Thrive

Check Register

For the period ended September 30, 2020

Check Number	Vendor Name	Transaction Description	Check Date	Check Amount
20802	Amplified IT LLC	License - FY20/21	9/2/2020	\$ 950.00
20803	Cintas Corporation #150	Janitorial Supplies	9/2/2020	329.91
20804	Codesters	License - FY20/21	9/2/2020	3,060.00
20805	ESGI Software	License 1 year	9/2/2020	852.00
20806	San Bernardino County	STRS 08/2020	9/4/2020	57,204.19
20807	Blue Shield of California	Health Insurance - 08/20 & 09/20	9/10/2020	17,505.51
20808	CalPERS	PERS Pmt - Reports	9/10/2020	350.00
20809	Charter Impact	Payroll Processing Fee - 08/20	9/10/2020	696.25
20810	Tate Cox	Reimb - 08/03/20	9/10/2020	561.00
20811	Heinemann	Books	9/10/2020	2,720.00
20812	Kaiser Foundation Health Plan	Health Ins - 08/20 & 09/20	9/10/2020	17,244.66
20813	M & M Sports	Apparel	9/10/2020	373.62
20814	McGraw-Hill School Education Holdings	Textbook & License 07/20/20-09/01/21	9/10/2020	13,629.36
20815	Optiva IT	IT svcs - 09/20	9/10/2020	5,830.00
20816	Sparkletts	Office Supplies	9/10/2020	3.99
20817	Studies Weekly	Books	9/10/2020	4,309.12
20818	Yaremi Oberlander	Consulting Svcs	9/11/2020	45.00
20819	Joshua C. Brannen	SpEd svcs - 08/20	9/17/2020	910.00
20820	Sylvia Gomez	SpEd svcs - 08/20	9/17/2020	525.00
20821	San Bernardino County Superintendent of Schools	Consulting Svcs - 04/20-06/20	9/17/2020	300.00
20822	Sunny Kids Therapy Inc	SpEd svcs - 08/20	9/17/2020	2,777.50
20823	Gayle Hinazumi	SpEd svcs - 08/20	9/17/2020	2,500.00
20824	San Bernardino County	STRS P&I	9/18/2020	2.27
20825	San Bernardino County	STRS P&I	9/18/2020	2.06
20826	Charter Impact	Shipping - 08/20	9/25/2020	41.01
20827	Franchise Tax Board	Confidential	9/25/2020	150.00
20828	Confidential	Confidential	9/25/2020	51.03
ACH	Mid Atlantic Trust Company	Employee 403B Contributions 08/20	9/1/2020	4,575.00
ACH	American Express	CC Payment - AMEX	9/1/2020	12,127.54
ACH	CharterSafe	Package Premium & Workers Comp Ins - 09/20	9/1/2020	11,105.00
ACH	Internal Revenue Services	Federal Tax Pmt PPE091020	9/11/2020	8,185.66
ACH	Employment Development Department	State Tax Pmt SDI & CA PIT PPE091020	9/11/2020	1,081.18
ACH	Employment Development Department	State Tax Pmt SUI PPE091020	9/11/2020	729.98
ACH	CalPERS	PERS Pepra Pmt 08/20	9/25/2020	18,375.51
ACH	CalPERS	PERS Classic Pmt 08/20	9/25/2020	5,216.23
ACH	Internal Revenue Services	Federal Tax Pmt PPE092520	9/28/2020	35,248.69
ACH	Employment Development Department	State Tax Pmt SDI & CA PIT PPE092520	9/28/2020	10,753.37
ACH	Mid Atlantic Trust Company	Employee 403B Contributions 09/20	9/28/2020	4,550.00
ACH	Employment Development Department	State Tax Pmt SUI PPE092520	9/28/2020	973.59
ACH	Health Equity	FSA - Health 09/20	9/28/2020	1,168.60

Total Disbursements Issued in September \$ 247,013.83

Allegiance STEAM Academy - Thrive

Check Register - greater than \$2,000

For the period ended September 30, 2020

Check Number	Vendor Name	Transaction Description	Check Date	Check Amount
Employee Benefits				
ACH	Mid Atlantic Trust Company	9515 - 403(b) Plan	9/1/2020	4,575.00
20806	San Bernardino County	3101/9513 - STRS	9/4/2020	57,204.19
20807	Blue Shield of California	3401 - Health insurance	9/10/2020	17,505.51
20812	Kaiser Foundation Health Plan	3401 - Health insurance	9/10/2020	17,244.66
ACH	Internal Revenue Services	3301/3311/9512 - Payroll taxes	9/11/2020	8,185.66
ACH	CalPERS	3202/9514 - PERS	9/25/2020	18,375.51
ACH	CalPERS	3202/9514 - PERS	9/25/2020	5,216.23
ACH	Employment Development Department	3501/9512 - Payroll taxes (SDI & PIT)	9/28/2020	10,753.37
ACH	Internal Revenue Services	3301/3311/9512 - Payroll taxes	9/28/2020	35,248.69
ACH	Mid Atlantic Trust Company	9515 - 403(b) Plan	9/28/2020	4,550.00
				<u>178,858.82</u>
Subagreement Services				
20822	Sunny Kids Therapy Inc	5102 - Special Education	9/17/2020	2,777.50
20823	Gayle Hinazumi	5102 - Special Education	9/17/2020	2,500.00
				<u>5,277.50</u>
Facility Rent and Housekeeping				
ACH	CharterSafe	5400/3601 - Insurance	9/1/2020	11,105.00
				<u>11,105.00</u>
Professional/Consulting Services				
20815	Optiva IT	5801 - IT	9/10/2020	5,830.00
				<u>5,830.00</u>
Books and Supplies				
ACH	American Express	4302 - Supplies (credit card statement)	9/1/2020	12,127.54
20804	Codesters	4305 - Software	9/2/2020	3,060.00
20814	McGraw-Hill School Education Holdings	4100 - Curriculum	9/10/2020	13,629.36
20811	Heinemann	4200 - Books	9/10/2020	2,720.00
20817	Studies Weekly	4200 - Books	9/10/2020	4,309.12
				<u>35,846</u>
Total Disbursement over \$2,000				\$ <u>236,917.34</u>



Allegiance STEAM Academy Thrive

Monthly Financial Presentation – September 2020

September Highlights

Highlights

- Forecast surplus **\$1.6M**, change from prior month (**\$62k**).
- Revenue in line with budget at **\$7.9M**.
- Expenses forecast slightly above budget by **\$62K**. Due to salary freeze lifted.
- Cash ended the month **\$2.3 million**, including **\$639K** PPP Loan, 36% of expenses.
- State payment deferrals and ongoing economic uncertainty influence planning for 2020/21 and beyond.

Compliance and Reporting

- Federal Cash Management for (Q-2) report due October
- Senate Bill (SB) 820 Growth Funding reporting completed in October
- 1st Interim Financial Reporting will be included in the October financials

Enrollment and Revenues

- 2020/21 funding now reporting enrollment growth with current ADA at 94% of enrollment
- 2020/21 CALPADS data will update rolling 3-yr UPP for 2020/21.

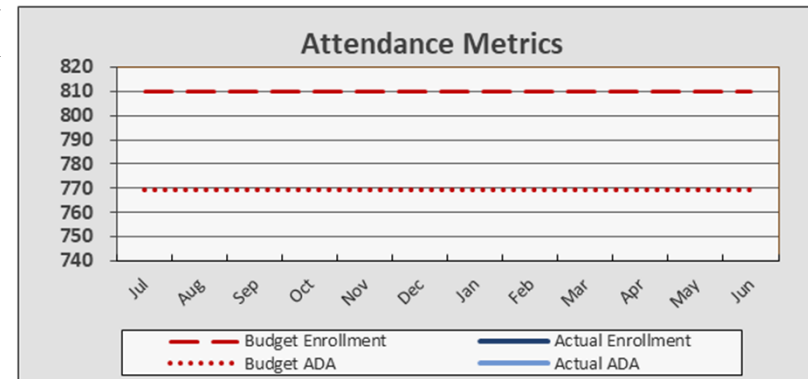


Attendance Data and Metrics

Enrollment and Per Pupil Data

Enrollment & Per Pupil Data			
	<i>Actual</i>	<i>Forecast</i>	<i>Budget</i>
Average Enrollment	n/a	810	810
ADA	n/a	761	761
Attendance Rate	n/a	94.0%	94.0%
Unduplicated %	34.8%	34.8%	34.8%
Revenue per ADA		\$10,462	\$10,462
Expenses per ADA		\$8,309	\$8,229

Attendance Metrics



2020/21 funding forecast ADA (761.40)

(forecast final funding 810 students, state ADA rate 94%, \$10.4K/ADA.)

Changes to report current ADA of 94% restore funding of \$1.2M

Revenue

- **September Updates**
 - **Revenues update** – Variance in Year-to-Date due to the timing of receivable funds
 - **Forecast** – In line with budget

Revenue	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 678,200	\$ 646,443	\$ 31,757	\$ 6,704,214	\$ 6,704,214	\$ -
Federal Revenue	14,266	283,798	(269,533)	613,097	613,097	(0)
Other State Revenue	1,024	65,974	(64,949)	641,639	641,639	0
Other Local Revenue	6,770	6,770	-	6,770	6,770	-
Total Revenue	\$ 700,261	\$ 1,002,985	\$ (302,725)	\$ 7,965,722	\$ 7,965,721	\$ 0



Expenses

- **September Updates**
 - **Expense update** – Positive variance in Year-to-Date due to timing of expenses.
 - **Expenses forecast above budget** –
 - **Salaries/Benefits-** Salary Freeze lifted \$62k net of expenses

Expenses	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Certificated Salaries	\$ 507,826	\$ 527,429	\$ 19,603	\$ 2,864,060	\$ 2,824,186	\$ (39,874)
Classified Salaries	192,202	190,068	(2,134)	919,165	898,477	(20,688)
Benefits	204,351	225,773	21,422	1,087,827	1,086,817	(1,011)
Books and Supplies	60,651	74,032	13,381	449,755	449,755	(0)
Subagreement Services	6,713	17,410	10,698	174,100	174,100	-
Operations	45,617	46,022	405	210,874	210,874	(0)
Facilities	-	2,660	2,660	26,600	26,600	-
Professional Services	58,503	72,812	14,309	595,095	594,465	(630)
Interest	1,614	1,614	-	-	-	-
Total Expenses	\$ 1,077,476	\$ 1,157,819	\$ 80,343	\$ 6,327,476	\$ 6,265,274	\$ (62,203)

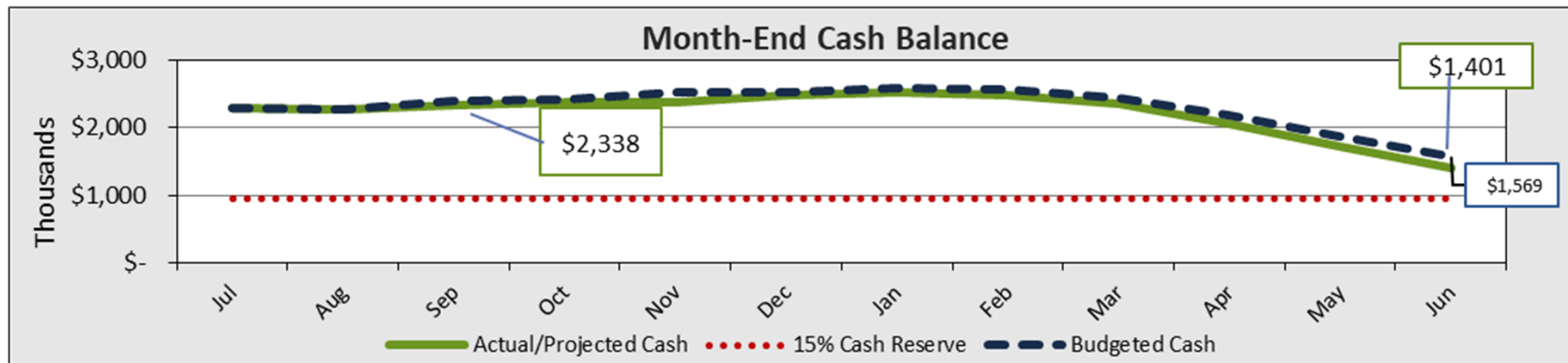
Surplus / (Deficit) & Fund Balance

- Forecast surplus of **\$1.6M.** (26%)
- Fund balance forecast **\$3.6 million**, 57%, 210 days expenses.
- Salary Freeze lifted reduces surplus by \$62k

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (377,216)	\$ (154,833)	\$ (222,382)	\$ 1,638,246	\$ 1,700,448	\$ (62,203)
Beginning Fund Balance	<u>2,001,295</u>	<u>2,001,295</u>		<u>2,001,295</u>	<u>2,001,295</u>	
Ending Fund Balance	<u>\$ 1,624,080</u>	<u>\$ 1,846,462</u>		<u>\$ 3,639,541</u>	<u>\$ 3,701,743</u>	
<i>As a % of Annual Expenses</i>	25.7%	29.5%		57.5%	59.1%	

Cash Balance

- Current cash **\$2.3 million**, including \$639K PPP Loan.
- State payment deferrals and ongoing economic uncertainty influence 2020/21 planning.
- Management and Charter Impact are monitoring activities to ensure adequate cash availability.



Compliance Deadlines (next 60 days)



Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
FINANCE	Oct-31	Public Charter School Grant Program and Dissemination Grant Program - Qtr 1 - The PCSGP Quarterly Expenditure Report (QER) is the accountability document that reflects the dollar amount spent towards work plan activities. A QER is due to the CDE's Charter Schools Division within 30 days of each respective quarter.	Charter Impact	No	Yes	https://www.cde.ca.gov/sp/cs/re/pcsgp.asp
FINANCE	Oct-31	Federal Cash Management - Period 2 - Charter schools that are awarded a grant under any of these programs: Title I, Part A; Title I, Part D, Subpart 2; Title II, Part A; Title III LEP; and Title III Immigrant 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	http://www.cde.ca.gov/fg/aa/cm/
FINANCE	Oct-31	Collect National School Lunch Program (NSLP) applications - Schools must collect or receive National School Lunch Program (NSLP) applications by October 31. Schools may process those applications after October 31, and if students are found to be eligible for free or reduced-price meals (FRPMs), those schools may update FRPM program records for eligible students with a start date before Census Day.	ASA	No	No	https://www.cde.ca.gov/fg/aa/nt/index.asp?tabsection=1
DATA TEAM	Oct-31	CBEDS-ORA - Collection of FTE of classified staff, estimated teacher hires, Kindergarten program types, H-1B work visa application, education calendar, multilingual instructional programs, languages of instruction and district of choice transfer requests and transportation data.	ASA	No	No	https://www.cde.ca.gov/ds/dc/cb/
DATA TEAM	Nov-01	Kindergarten Immunization Assessment - To review and submit required vaccine doses and report on permanent medical exemptions.	ASA	No	No	https://www.shotsforschool.org/reporting/kindergarten/#
DATA TEAM	Nov-15	Complete Nutrition Verification process (requirement of School Nutrition Program) - Verification is the annual, mandatory process that confirms the eligibility of a sample of completed household meal eligibility applications in the National School Lunch and School Breakfast Programs. Each LEA must select and verify a sample of applications approved for free and reduced-price meal benefits. The required sample size of applications to be verified is based on the number of approved applications on file on October 1.	ASA	No	Yes	https://www.cde.ca.gov/ls/nu/sn/verificationreport.asp
FINANCE	Nov-15	Review and/or Update Non-Profit IRS Form 990 Policies - The IRS Form 990 is the annual information return filed by most non-profit charter schools. The IRS Form 990 includes a Governance, Management and Disclosure section. Charter Schools are required to disclose the following policies: Conflict of Interest Policy, Whistleblower Policy, Document Retention and Destruction Policy, Expense Reimbursement Policy, Gift Receiving Policy, and Compensation Approval Policy. A Form 990 must be filed by the 15th day of the 5th month after the close of the NPO's fiscal year. Most schools extend this deadline to the following May 15th.	ASA	Yes	No	http://www.publiccounsel.org/useful_materials?id=0025
FINANCE	Set by Authorizer (by Dec 15)	1st Interim Financial Report - Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report for the period ending October 31 is due by the date set by the charter authorizer (no later than December 15th).	Charter Impact	Yes	Yes	https://www.cde.ca.gov/fg/fi/lir/interimstatus.asp
FINANCE	Set by Authorizer (by Dec 15)	LCFF Budget Overview for Parents - Senate Bill (SB) 98 added ECSection 43509, which changed the adoption date for the Budget Overview for Parents for the 2020–21 school year. For 2020–21, local governing boards or governing bodies are required to adopt and submit the Budget Overview for Parents on or before December 15, 2020, in conjunction with the LEA's first interim budget report.	Charter Impact	Yes	No	https://www.cde.ca.gov/re/lc/

Appendices

As of September 30, 2020

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

Allegiance STEAM Academy - Thrive

Financial Package
September 30, 2020

Presented by:



Allegiance STEAM Academy - Thrive

Monthly Cash Flow/Forecast FY20-21

Revised 10/28/20

ADA = 761.40



	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	7,083	7,083	7,083	7,083	7,083	7,083	7,083	7,083	7,083	-	75,000	75,000	-
4200 Books and Reference Materials	-	-	7,029	230	230	230	230	230	230	230	230	230	-	9,100	9,100	-
4302 School Supplies	3,314	-	374	4,057	4,057	4,057	4,057	4,057	4,057	4,057	4,057	4,057	-	40,200	40,200	-
4305 Software	6,186	9,522	3,898	1,744	1,744	1,744	1,744	1,744	1,744	1,744	1,744	1,744	-	35,300	35,300	-
4310 Office Expense	5,526	607	4	5,685	5,685	5,685	5,685	5,685	5,685	5,685	5,685	5,685	-	57,300	57,300	-
4311 Business Meals	-	-	-	667	667	667	667	667	667	667	667	667	-	6,000	6,000	-
4400 Noncapitalized Equipment	-	-	561	15,571	15,571	15,571	15,571	15,571	15,571	15,571	15,571	15,571	-	140,700	140,700	-
4700 Food Services	-	4,432	7,948	8,197	8,197	8,197	8,197	8,197	8,197	8,197	8,197	8,197	-	86,155	86,155	(0)
	17,125	15,160	28,366	43,234	43,234	43,234	43,234	43,234	43,234	43,234	43,234	43,234	-	449,755	449,755	(0)
Subagreement Services																
5101 Nursing	-	-	-	5,956	5,956	5,956	5,956	5,956	5,956	5,956	5,956	5,956	-	53,600	53,600	-
5102 Special Education	-	-	6,713	12,643	12,643	12,643	12,643	12,643	12,643	12,643	12,643	12,643	-	120,500	120,500	-
	-	-	6,713	18,599	18,599	18,599	18,599	18,599	18,599	18,599	18,599	18,599	-	174,100	174,100	-
Operations and Housekeeping																
5201 Auto and Travel	-	-	-	178	178	178	178	178	178	178	178	178	-	1,600	1,600	-
5300 Dues & Memberships	396	396	396	913	913	913	913	913	913	913	913	913	-	9,400	9,400	-
5400 Insurance	8,044	8,044	8,044	8,044	8,044	8,044	8,044	8,044	8,044	8,044	8,044	8,044	-	96,527	96,527	-
5501 Utilities	4,670	4,670	8,545	7,346	7,346	7,346	7,346	7,346	7,346	7,346	7,346	7,346	-	84,000	84,000	-
5502 Janitorial Services	415	415	431	498	498	498	498	498	498	498	498	498	-	5,747	5,747	(0)
5900 Communications	308	308	456	1,237	1,237	1,237	1,237	1,237	1,237	1,237	1,237	1,237	-	12,200	12,200	-
5901 Postage and Shipping	-	41	41	146	146	146	146	146	146	146	146	146	-	1,400	1,400	-
	13,832	13,873	17,912	18,362	18,362	18,362	18,362	18,362	18,362	18,362	18,362	18,362	-	210,874	210,874	(0)
Facilities, Repairs and Other Leases																
5603 Equipment Leases	-	-	-	1,611	1,611	1,611	1,611	1,611	1,611	1,611	1,611	1,611	-	14,500	14,500	-
5610 Repairs and Maintenance	-	-	-	1,344	1,344	1,344	1,344	1,344	1,344	1,344	1,344	1,344	-	12,100	12,100	-
	-	-	-	2,956	2,956	2,956	2,956	2,956	2,956	2,956	2,956	2,956	-	26,600	26,600	-
Professional/Consulting Services																
5801 IT	6,000	5,000	5,830	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	-	61,830	61,200	(630)
5802 Audit & Taxes	-	-	-	8,925	-	-	-	-	4,463	-	4,463	-	-	17,850	17,850	-
5803 Legal	-	-	-	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	-	30,000	30,000	-
5804 Professional Development	-	-	-	1,344	1,344	1,344	1,344	1,344	1,344	1,344	1,344	1,344	-	12,100	12,100	-
5805 General Consulting	-	-	300	1,744	1,744	1,744	1,744	1,744	1,744	1,744	1,744	1,744	-	16,000	16,000	-
5806 Special Activities/Field Trips	-	-	-	2,778	2,778	2,778	2,778	2,778	2,778	2,778	2,778	2,778	-	25,000	25,000	-
5807 Bank Charges	-	-	-	267	267	267	267	267	267	267	267	267	-	2,400	2,400	-
5808 Printing	-	-	-	311	311	311	311	311	311	311	311	311	-	2,800	2,800	-
5809 Other taxes and fees	2	(1,612)	354	540	540	540	540	540	540	540	540	540	-	3,600	3,600	-
5810 Payroll Service Fee	-	538	696	974	974	974	974	974	974	974	974	974	-	10,000	10,000	-
5811 Management Fee	13,932	15,706	11,757	16,549	16,549	16,549	16,549	18,200	18,200	18,200	18,200	18,200	-	198,589	198,589	(0)
5812 District Oversight Fee	-	-	-	20,346	-	-	43,101	-	-	40,821	-	-	96,858	201,126	201,126	-
5815 Public Relations/Recruitment	-	-	-	1,533	1,533	1,533	1,533	1,533	1,533	1,533	1,533	1,533	-	13,800	13,800	-
	19,934	19,631	18,938	63,645	34,374	34,374	77,475	36,024	40,487	76,845	40,487	36,024	96,858	595,095	594,465	(630)
Interest																
7438 Interest Expense	543	544	527	545	535	506	-	-	-	-	-	(3,200)	-	-	-	-
	543	544	527	545	535	506	-	-	-	-	-	(3,200)	-	-	-	-
Total Expenses	149,965	465,642	461,870	585,821	557,650	557,621	605,946	563,063	564,660	599,587	563,228	555,565	96,858	6,327,476	6,265,274	(62,203)
Monthly Surplus (Deficit)	(149,955)	(181,836)	(45,426)	(30,024)	(38,547)	224,404	(3,623)	(43,960)	(132,009)	(289,352)	(336,214)	(255,196)	2,919,981	1,638,245	1,700,448	(62,203)

Allegiance STEAM Academy - Thrive

Monthly Cash Flow/Forecast FY20-21

Revised 10/28/20

ADA = 761.40



	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)	(181,836)	(45,426)	(30,024)	(38,547)	224,404	(3,623)	(43,960)	(132,009)	(289,352)	(336,214)	(255,196)	2,919,981	1,638,245	1,700,448	
Cash flows from operating activities																
Public Funding Receivables	1,085,164	47,489	(171,167)	361,874	33,914	122,025	30,789	-	-	-	-	-	(3,016,839)	(1,506,751)	(1,458,284)	
Grants and Contributions Rec.	10,128	3,833	-	-	-	-	-	-	-	-	-	-	-	13,961	13,961	
Prepaid Expenses	(28,144)	(1,846)	(783)	4,175	4,175	4,175	3,779	3,198	3,198	3,198	3,198	3,198	-	1,522	6,479	
Accounts Payable	(148,751)	5,192	(5,192)	-	-	-	-	-	-	-	-	-	96,858	(51,893)	(46,701)	
Accrued Expenses	(1,449)	112,448	(23,965)	(292,362)	-	-	-	-	-	-	-	-	-	(205,328)	(168,341)	
Deferred Revenue	-	-	309,937	-	-	(252,213)	-	-	-	-	-	(57,724)	-	-	-	
Cash flows from financing activities																
Proceeds(Payments) on Debt	543	544	527	545	535	506	-	-	-	-	-	(3,200)	-	-	-	
Total Change in Cash	767,536	(14,175)	63,932	44,209	77	98,897	30,946	(40,762)	(128,811)	(286,154)	(333,016)	(312,922)				
Cash, Beginning of Month	1,521,677	2,289,213	2,275,038	2,338,970	2,383,179	2,383,256	2,482,153	2,513,099	2,472,337	2,343,525	2,057,371	1,724,356				
Cash, End of Month	2,289,213	2,275,038	2,338,970	2,383,179	2,383,256	2,482,153	2,513,099	2,472,337	2,343,525	2,057,371	1,724,356	1,411,433				

Allegiance STEAM Academy - Thrive

Statement of Financial Position

September 30, 2020

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	\$ 2,338,970	\$ 1,521,677	\$ 817,293	54%
Accounts Receivable	115	14,076	(13,961)	-99%
Public Funding Receivables	548,603	1,510,088	(961,486)	-64%
Prepaid Expenses	94,674	63,901	30,773	48%
Total Current Assets	2,982,362	3,109,743	(127,381)	-4%
Total Assets	\$ 2,982,362	\$ 3,109,743	\$ (127,381)	-4%
Liabilities				
Current Liabilities				
Accounts Payable	\$ -	\$ 148,751	\$ (148,751)	-100%
Accrued Liabilities	406,820	319,786	87,034	27%
Deferred Revenue	309,937	-	309,937	0%
Notes Payable, Current Portion	284,246	284,246	-	0%
Total Current Liabilities	1,001,003	752,783	248,220	33%
Long-Term Liabilities				
Notes Payable, Net of Current Portion	357,279	355,664	1,614	0%
Total Long-Term Liabilities	357,279	355,664	1,614	0%
Total Liabilities	1,358,282	1,108,448	249,834	23%
Total Net Assets	1,624,080	2,001,295	(377,216)	-19%
Total Liabilities and Net Assets	\$ 2,982,362	\$ 3,109,743	\$ (127,381)	-4%

Allegiance STEAM Academy - Thrive

Statement of Cash Flows

For the period ended September 30, 2020

	Month Ended 09/30/20	YTD Ended 09/30/20
Cash Flows from Operating Activities		
Change in Net Assets	\$ (45,426)	\$ (377,216)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	(171,167)	961,486
Grants, Contributions & Pledges Receivable	-	13,961
Prepaid Expenses	(783)	(30,773)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	(5,192)	(148,751)
Accrued Expenses	(23,965)	87,034
Deferred Revenue	309,937	309,937
Total Cash Flows from Operating Activities	63,405	815,678
Cash Flows from Financing Activities		
Proceeds from (payments on) Long-Term Debt	527	1,614
Total Cash Flows from Financing Activities	527	1,614
Change in Cash & Cash Equivalents	63,932	817,293
Cash & Cash Equivalents, Beginning of Period	2,275,038	1,521,677
Cash and Cash Equivalents, End of Period	\$ 2,338,970	\$ 2,338,970

Allegiance STEAM Academy - Thrive

Budget vs Actual

For the period ended September 30, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	\$ 202,662	\$ 202,662	\$ -	\$ 405,324	\$ 405,324	\$ -	\$ 4,831,124
Education Protection Account	31,757	-	31,757	31,757	-	31,757	152,280
State Aid - Prior Year	-	-	-	(15,631)	(15,631)	-	-
In Lieu of Property Taxes	171,167	171,167	0	256,750	256,750	0	1,720,810
Total State Aid - Revenue Limit	405,586	373,829	31,757	678,200	646,443	31,757	6,704,214
Federal Revenue							
Special Education - Entitlement	-	-	-	-	-	-	98,203
Federal Child Nutrition	7,290	-	7,290	11,355	4,065	7,290	81,892
Title I, Part A - Basic Low Income	-	-	-	-	-	-	56,879
Title II, Part A - Teacher Quality	-	-	-	-	-	-	12,581
Title V, Part B - PCSGP	-	24,609	(24,609)	-	24,609	(24,609)	24,609
Other Federal Revenue	2,911	255,124	(252,213)	2,911	255,124	(252,213)	338,933
Total Federal Revenue	10,201	279,733	(269,533)	14,266	283,798	(269,533)	613,098
Other State Revenue							
State Special Education	-	17,825	(17,825)	-	17,825	(17,825)	427,367
State Child Nutrition	658	-	658	1,024	367	658	4,263
Mandated Cost	-	-	-	-	-	-	10,708
State Lottery	-	-	-	-	-	-	151,519
Other State Revenue	-	47,782	(47,782)	-	47,782	(47,782)	47,782
Total Other State Revenue	658	65,607	(64,949)	1,024	65,974	(64,949)	641,639
Other Local Revenue							
Other Fees and Contracts	-	-	-	515	515	-	515
School Fundraising	-	-	-	6,255	6,255	-	6,255
Total Other Local Revenue	-	-	-	6,770	6,770	-	6,770
Total Revenues	416,445	719,169	(302,725)	700,261	1,002,985	(302,725)	7,965,721
Expenses							
Certificated Salaries							
Teachers' Salaries	186,442	197,383	10,941	374,133	385,074	10,941	2,161,522
Teachers' Substitute Hours	4,350	5,922	1,572	10,340	11,912	1,572	65,205
Teachers' Extra Duty/Stipends	-	2,727	2,727	1,500	4,227	2,727	28,773
Pupil Support Salaries	12,545	16,909	4,364	25,091	29,455	4,364	181,636
Administrators' Salaries	29,588	29,588	-	88,763	88,763	-	355,050
Other Certificated Salaries	2,667	2,667	0	8,000	8,000	0	32,000
Total Certificated Salaries	235,592	255,195	19,603	507,826	527,429	19,603	2,824,186
Classified Salaries							
Instructional Salaries	34,851	37,525	2,673	71,839	74,512	2,673	412,236
Support Salaries	22,505	18,018	(4,487)	57,751	53,264	(4,487)	215,426
Supervisors' and Administrators' Salaries	6,083	6,083	-	18,250	18,250	-	73,000
Clerical and Office Staff Salaries	14,816	14,306	(510)	39,507	38,997	(510)	167,754
Other Classified Salaries	2,590	2,780	189	4,855	5,045	189	30,061
Total Classified Salaries	80,846	78,712	(2,134)	192,202	190,068	(2,134)	898,477
Benefits							
State Teachers' Retirement System, certificated positions	37,143	41,436	4,293	78,912	83,205	4,293	456,130
Public Employees' Retirement System, classified positions	17,713	16,112	(1,601)	41,079	39,478	(1,601)	184,484
OASDI/Medicare/Alternative, certificated positions	5,247	4,826	(421)	12,297	11,875	(421)	55,307
Medicare/Alternative, certificated positions	4,458	4,848	391	9,912	10,303	391	53,939
Health and Welfare Benefits, certificated positions	4,103	22,400	18,297	40,514	58,811	18,297	260,411
State Unemployment Insurance, certificated positions	1,252	1,433	180	4,853	5,033	180	29,386
Workers' Compensation Insurance, certificated positions	3,061	3,344	283	16,785	17,067	283	47,161
Total Benefits	72,976	94,398	21,422	204,351	225,773	21,422	1,086,817
Books & Supplies							
Textbooks and Core Materials	8,553	7,230	(1,323)	11,250	9,927	(1,323)	75,000
Books and Reference Materials	7,029	910	(6,119)	7,029	910	(6,119)	9,100
School Supplies	374	3,689	3,315	3,688	7,003	3,315	40,200
Software	3,898	1,959	(1,939)	19,606	17,667	(1,939)	35,300
Office Expense	4	5,117	5,113	6,137	11,250	5,113	57,300
Business Meals	-	600	600	-	600	600	6,000
Noncapitalized Equipment	561	14,070	13,509	561	14,070	13,509	140,700

Allegiance STEAM Academy - Thrive

Budget vs Actual

For the period ended September 30, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Food Services	7,948	8,172	225	12,379	12,604	225	86,155
Total Books & Supplies	28,366	41,747	13,381	60,651	74,032	13,381	449,755
Subagreement Services							
Nursing	-	5,360	5,360	-	5,360	5,360	53,600
Special Education	6,713	12,050	5,338	6,713	12,050	5,338	120,500
Total Subagreement Services	6,713	17,410	10,698	6,713	17,410	10,698	174,100
Operations & Housekeeping							
Auto and Travel	-	160	160	-	160	160	1,600
Dues & Memberships	396	861	465	1,187	1,652	465	9,400
Insurance	8,044	8,044	(0)	24,132	24,132	(0)	96,527
Utilities	8,545	7,466	(1,079)	17,884	16,805	(1,079)	84,000
Janitorial Services	431	492	61	1,261	1,322	61	5,747
Communications	456	1,158	703	1,071	1,774	703	12,200
Postage and Shipping	41	136	95	82	177	95	1,400
Total Operations & Housekeeping	17,912	18,317	405	45,617	46,022	405	210,874
Facilities, Repairs & Other Leases							
Equipment Leases	-	1,450	1,450	-	1,450	1,450	14,500
Repairs and Maintenance	-	1,210	1,210	-	1,210	1,210	12,100
Total Facilities, Repairs & Other Leases	-	2,660	2,660	-	2,660	2,660	26,600
Professional/Consulting Services							
IT	5,830	5,020	(810)	16,830	16,020	(810)	61,200
Audit & Taxes	-	-	-	-	-	-	17,850
Legal	-	3,000	3,000	-	3,000	3,000	30,000
Professional Development	-	1,210	1,210	-	1,210	1,210	12,100
General Consulting	300	1,600	1,300	300	1,600	1,300	16,000
Special Activities/Field Trips	-	2,500	2,500	-	2,500	2,500	25,000
Bank Charges	-	240	240	-	240	240	2,400
Printing	-	280	280	-	280	280	2,800
Other Taxes and Fees	354	521	167	(1,256)	(1,089)	167	3,600
Payroll Service Fee	696	946	250	1,234	1,484	250	10,000
Management Fee	11,757	16,549	4,792	41,395	46,187	4,792	198,589
District Oversight Fee	-	-	-	-	-	-	201,126
Public Relations/Recruitment	-	1,380	1,380	-	1,380	1,380	13,800
Total Professional/Consulting Services	18,938	33,246	14,309	58,503	72,812	14,309	594,465
Interest							
Interest Expense	527	527	-	1,614	1,614	-	-
Total Interest	527	527	-	1,614	1,614	-	-
Total Expenses	461,870	542,213	80,343	1,077,476	1,157,819	80,343	6,265,274
Change in Net Assets	(45,426)	176,957	(222,382)	(377,216)	(154,833)	(222,382)	1,700,448
Net Assets, Beginning of Period	1,669,505			2,001,295			
Net Assets, End of Period	\$ 1,624,080			\$ 1,624,080			

Allegiance STEAM Academy - Thrive

Accounts Payable Aging

September 30, 2020

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

\$ _____ - \$ _____ - \$ _____ - \$ _____ - \$ _____ - \$ _____ -

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

Intelli-Tech

1652 Yeager Ave.
 La Verne, CA 91750
 (909) 394-5188
 fax (909) 394-5190

SALES QUOTE

DATE	QUOTATION NO.
10/30/20	SC103020A

CONTACT	BILLING	ACCOUNT REP	
Sebastian Cognetta	Allegiance STEAM Academy, Thrive 5862 C St Chino, CA 91710 ATTN : Sarah Lopez sara.lopez@asathrive.org 909-465-5405 x3379	Brad Wendel 909-394-5188 TeamBrad@intelli-tech.com	Sandy Nguyen
	SHIP	PURCHASE ORDER NO	TERMS
Work Order	Allegiance STEAM Academy, Thrive 5862 C St Chino, CA 91710 ATTN: Sebastian Cognetta		NET 30
		DEPARTMENT	FOB
			Freight

#	Qty	Part No.		ETA	Price	Extended
1	34	IFP7550-E1	Viewsonic IFP7550-E1 - 75" ViewBoard 4K Ultra HD Interactive Flat Panel Bundle - 75" LCD - ARM Cortex A53 1.20 GHz - 2 GB - Infrared (IrDA) - Touchscreen - 16:9 Aspect Ratio - 3840 x 2160 - LED - 350 Nit - 1,200:1 Contrast Ratio - 2160p - USB - HDMI - VGA - Android 5.1 Lollipop AC ADAP & WMK-047-2 WALL MNT	10 Days	\$ 2,096.00	\$ 71,264.00
2	34	VPC15-WP-4	Viewsonic VPC15-WP-4 Single Board Computer - Intel - Core i5 - i5-8400 - 2.80 GHz - GHz - 8 GB - DDR4 SDRAM - 256 GB Solid State Drive - Intel - UHD Graphics 630 - Wireless LAN - Bluetooth - HDMI - 7 x Number of USB Ports - 2 x Number of USB 2.0 Ports - 4 x Number of USB 3.0 Ports - Network (RJ-45) - VGA - DisplayPort - Windows 10 Pro - LCD Display - Slot-in PC 8GEN I5 8GB DDR4 256GB SSD W10P WL	10 Days	\$ 961.00	\$ 32,674.00
3	34	IFP-EW-70-02	Viewsonic Warranty/Support - 2 Year Extended Warranty - Warranty - On-site - Technical REPAIR FOR 70-79IN INTERACTIVE DISP	10 Days	\$ 1.00	\$ 34.00
4	34	VB-STND-005	VIEWSONIC VB-STND-005 - CART	10 Days	\$ 386.00	\$ 13,124.00

Sub-total	\$ 117,096.00
Sales Tax 7.75%	\$ 9,074.94
Ewaste	\$ 204.00
Estimated Shipping	\$ 150.00
Grand Total	\$ 126,524.94

NOTE: QUOTE GOOD FOR 30 DAYS



WAIVER APPLICATION COVER FORM

For use by a Local Education Agency or equivalent

I. BACKGROUND INFORMATION	
Name of Applicant (Local Educational Agency or Equivalent): Allegiance STEAM Academy	
School Type: Traditional Public School Charter School Private, Independent, or Faith-Based School	
School District:	
Number of Schools:	Enrollment:
Superintendent (or equivalent) Name:	
Street Address of School:	
City:	Zip Code:
Grades to be Reopened: <input type="checkbox"/> TK <input type="checkbox"/> K <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th <input type="checkbox"/> 6 th	
Total Number of Students by Grade: TK: K: 1 st : 2 nd : 3 rd : 4 th : 5 th : 6 th :	
Date of Proposed Reopening:	
Name and Title of Person Completing Application: Name: Title:	
Phone Number:	Email:
Signature:	Date:

II. CONSULTATION

Please confirm consultation with the following groups:

LABOR ORGANIZATION

Name of Organization(s) and Date(s) Consulted:

PARENT and COMMUNITY ORGANIZATIONS

Name of Organization(s) and Date(s) Consulted:

If no labor organization represents staff at the school, please describe the process for consultation with school staff:



Allegiance STEAM Academy

2020-2021 School Year Reopening Guidebook & Safety Plan



This document represents the overall ASA program guide.
This document is subject to change when state and county regulations require new additions and amendments.

August 2020
Revised 10-29-2020

Allegiance STEAM Academy

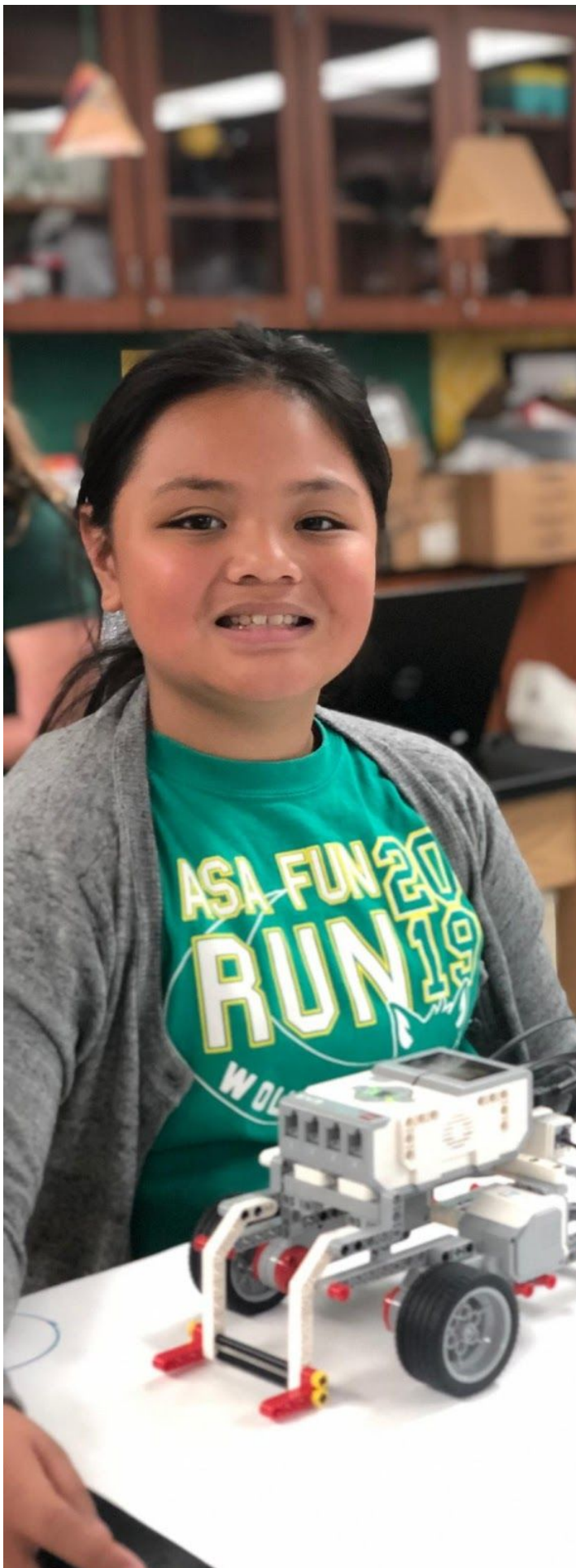
Board of Directors

Samantha Odo, Board Chair
Jason Liso, Treasurer
Marcilyn Jones, Secretary
Troy Stevens, Member
Claudia Reynolds, Member

5862 C St., Chino, CA 91710

Sebastian Cogna, CEO
Tammy Lohoff, Principal
Callie Moreno, Director of Education Programs
Sara Lopez, Director of Business Services

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A MESSAGE FROM DR. COGNETTA

Dear ASA Families and Staff,

The responsibility of Allegiance STEAM Academy (ASA) is to provide a high-quality learning environment for our students. To meet this responsibility, ASA must also provide for the health and safety of students and staff. Developing a reopening plan requires a balancing of educational needs against health and safety concerns, all within the context of ongoing health and economic uncertainty. Providing live and on-site instruction is our preference and priority and will be done in a way that mitigates risk to students, staff, and the community. This guide is designed to create and communicate a system for ensuring the best health and safety standards are met to keep students on campus as much as possible as well as to prepare for the possibility of future school closures.

Within this document we provide you not only our safety precautions and reopening plans, but also an outline of our possible learning models, including traditional instruction, hybrid, distance learning, as well as the home-based learning option. It is our hope the information provided will give you information needed to make the best selection for your children. ASA will reopen and, throughout the 2020-2021 school year, offer the learning model that corresponds to the Governor's [Blueprint for a Safer Economy](#). Any of the school-based protocols, procedures, or precautions included in this guidebook apply to all of the learning models described herein.

In developing our reopening plans, we are relying on the most current information and guidance from the Center for Disease Control (CDC), the California Department of Public Health (CDPH), the California Department of Education (CDE), the San Bernardino County Department of Public Health (SBCDPH), and the Chino Valley Unified School District (CVUSD). Additionally, this guidebook and our reopening plans are in compliance with Senate Bill 98 which was signed into law by Governor Newsom on June 29, 2020. The safety procedures within this guidebook are aimed to mitigate, not eliminate risk. No set of actions will completely eliminate the risk of COVID-19 transmission, but implementation of several coordinated and common-sense efforts can greatly reduce risk.

COVID-19 is still an evolving situation, and changes in public policy as a response to increases or decreases in cases, responsiveness, or fatalities are to be expected. ASA has a responsibility to follow all protocols and guidelines released by state and county agencies. *As updates in guidelines reach ASA, we will continue to update you as earliest as possible.*

With Gratitude,

Dr. Cagnetta

What to Expect when School Returns

The health and safety of our students, staff, and families is of utmost importance. In the 2020-2021 school year, our school will look different than previous years due to new health and safety measures. This plan to reopen schools is based on current guidance from public health officials and state agencies along with our families’ input. These guidelines will be updated as needed. ASA has determined that the best way to prevent the spread of illness is to “self-contain” our students so that they only interact with their own class throughout the school day, including middle school students. ASA believes that we need to be ready to re-open as soon as is safely possible and that careful planning will get us back to school sooner. The CEO along with the Board of Directors is responsible for assuring that safety plans and protocols are followed.

It is important to note that our plans must focus on academic instruction to ensure student academic gains and address learning loss. We will continue to monitor and determine whether extra-curricular activities such as clubs and sports are safe enough to implement based on guidance from the California Department of Public Health (CDPH).

As students return, it will look different.

Screening at Home	Arriving at School
<ul style="list-style-type: none"> Families are recommended to take temperatures daily before going to school. Anyone with a fever of 100.4 F or higher should not go to a school site. Personal illness, quarantine, and COVID-19 illness or symptom related absences will be excused. Students and adults are recommended to self-screen for respiratory symptoms such as cough and shortness of breath prior to coming to school each day. Students and adults experiencing those symptoms should not attend school. Staff members are required to self-screen and complete a daily temperature check prior to coming to work. If staff members are experiencing symptoms, they should stay home and contact the Administration. 	<ul style="list-style-type: none"> Face coverings are required for all students in grades 3rd through 8th grade and staff members Parents and visitors will have limited access to the school campus. Students will take part in recess/breaks in their “cohort”. ASA will designate routes for entry and exit in order to limit direct contact with others. Student temperatures will be taken upon entry to the school at the entrance gates. Students with temps at 100.4 or above will be sent to a designated health station for further screening and sent home if symptoms exist. ASA will have signage throughout campus to remind students and staff about social distancing, hand washing, and proper hygiene. Thorough cleaning, sanitation and disinfecting throughout the schools

Health & Safety Protocols Summary

Minimizing Infection/ Sanitation/ Disinfecting

- ✓ Common touch surfaces will be cleaned regularly (e.g. countertops, door handles, restrooms, student desks, student chairs, etc.).
- ✓ Staff and students will be expected to wash/sanitize their hands regularly.
- ✓ Every classroom will be provided with hand sanitizer stations.
- ✓ New hand washing stations installed for use
- ✓ A plan in place to minimize lines of students and how often students will wash hands (upon entry and after each class break)
- ✓ ASA will limit sharing of supplies between students by assigning individual equipment and materials.
- ✓ Waxie 764 Disinfectant and Virucide, a disinfecting and sanitizing tool/sprayer designed to kill viruses, used in rooms once a day.
- ✓ Signage will promote healthy hygiene practices and reminders to stay home when ill.
- ✓ Students will be encouraged to bring refillable water bottles from home.
- ✓ Playground equipment will be regularly inspected and cleaned for student use.
- ✓ Shared devices and resources will be sanitized after every use.
- ✓ All students' temperatures are checked upon entry to the school site.
- ✓ Students remain with the same cohort of students all day including during unstructured recess/break times.

Training Guidelines

- ✓ SafeSchools training for staff regarding COVID-19 before returning to campus.
- ✓ Health Technician to provide COVID-19 training to staff on identifying signs and symptoms and response protocol.
- ✓ Students trained in hand hygiene, face coverings, social distancing and respiratory etiquette during the first day on campus.
- ✓ Video for parents on the new "reopening" plan prior to the first day on campus.
- ✓ Harassment/Bullying awareness for students in regard to COVID related issues.
- ✓ Increased awareness of hygiene and illness through campus posters.
- ✓ Campuses will follow guidelines developed by CDPH for cleaning, disinfection, and ventilation of school campuses.
- ✓ Staff COVID-19 guidelines to describe procedures in regard to preventing and responding to illness on campus.

Programs/Gatherings

- ✓ Students organized into class cohorts that do not mix with other cohorts.
- ✓ Assemblies will be limited and/or virtual.
- ✓ Delay of Field Trips until further notice.
- ✓ Clubs - cancelled until further notice.
- ✓ Athletics - cancelled until further notice.
- ✓ Staggered entry and exit of classes so cohorts have minimal contact.

Movement Within the School



Movement of students, staff, and parents is minimized by clearly marked entrance and exit signs. Floor decals are prominently displayed throughout campus reminding students to physical distance.



Six foot spacing intervals are clearly marked in high traffic areas such as hallways.

The campus is sectioned off into 5 zones. Restrooms, play area, and eating areas are clearly labeled and marked off by zone. Cohorts are restricted to their zones to avoid close contact and mixing of cohorts.



Face Covering and Personal Protective Equipment (PPE)

In accordance with the California Department of Public Health's (CDPH) Guidance for Face Coverings and the Governor's June 29, 2020 Executive Order, students in grades 3 through 8 and staff must utilize face coverings while on campus (except when eating or drinking or during PE while maintaining a physical distance of 6 feet from others). Students in grades TK through 2nd are encouraged but not required to wear face coverings.

Students must utilize face coverings while:

- waiting to enter campus
- on school grounds (except when eating or drinking)
- leaving school

The following individuals are exempt from wearing a face covering:

- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
- Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service.

- Personal Protective Equipment (PPE) will be provided to staff and students.
 - Students and staff will be provided face masks and are expected to wear them daily.
 - Teachers and identified staff members will receive a reusable face shield. Gloves are not recommended for use by students or staff, with the exception of those conducting cleaning, first aid, or food service.

**Supply chain issues may prevent the use of certain products and equipment*

On Campus and in the Classroom



Social distancing will limit the spread of the virus. ASA will do our best to:

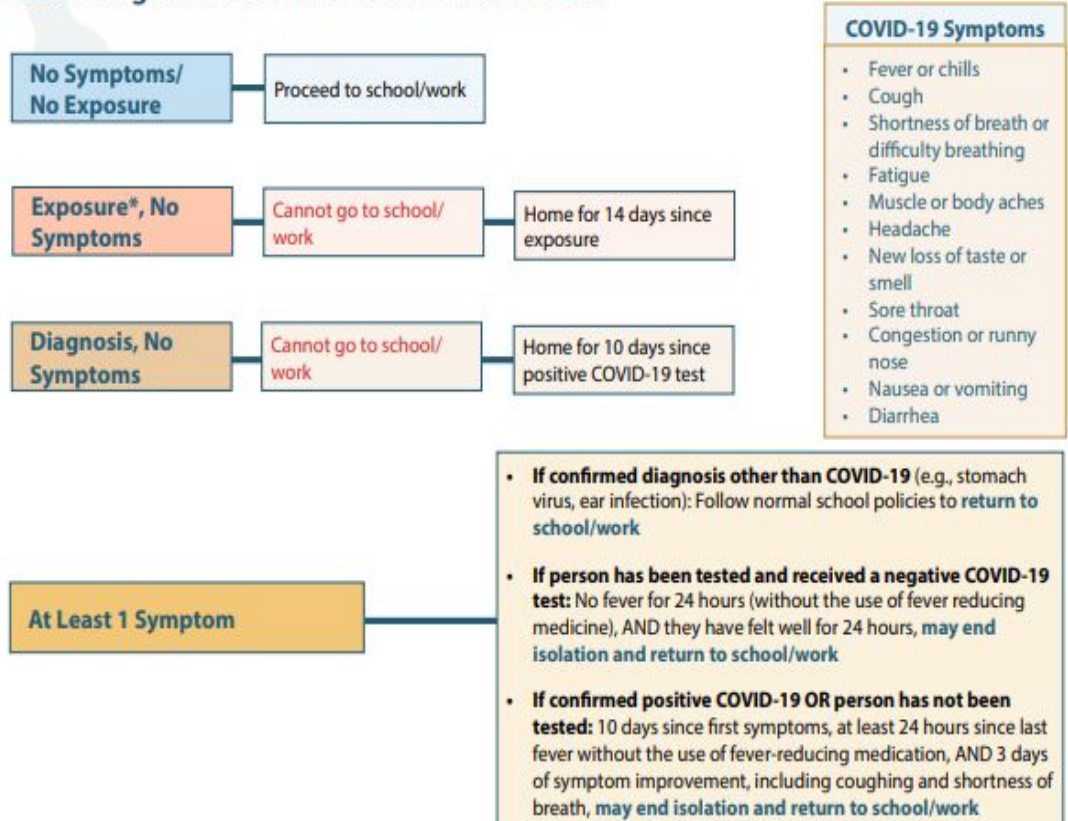
- Restrict non-essential visitors, volunteers, and activities involving other groups.
- Limit group activities wherever practicable.
- Arrange classroom space to remove non-essential furniture, allowing maximum space for students and staff.
- Arrange student desks to face the same direction (rather than facing each other) and maintain physical distancing.
- Designate routes for entry and exit during transition times, as feasible.

COVID-19 Reporting

Staff and parents of students need to report exposures or confirmed positive COVID-19 test results to the San Bernardino County Department of Public Health (SBCDPH) by completing this survey. ASA administration will also direct school stakeholders to complete the form whenever they suspect COVID-19 related issues. SBCDPH will follow-up with contacts that are identified in the survey.

Staff members, students and families need to follow CDC guidance to help prevent the spread of COVID-19. ASA will utilize the San Bernardino County's Guidance for Employers and the Community Regarding COVID-19 Infection and Exposure, which helps determine the steps to take when an employee (or a student) has been diagnosed with COVID-19 or has been exposed to a person diagnosed with COVID-19.

Screening Flow Chart for Students and Staff



*Exposure refers to being within 6 feet of someone diagnosed with COVID-19 for 15 minutes or more.

CDC webpage on when you can return to school or work:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

CONTACT TRACING

SBCDPH guidelines will be utilized to implement contract tracing at ASA. Tracing will be performed by a team composed of the health technician and administration. School staff will notify the individual with a potential case, interview the person, locate and notify contacts potentially exposed, and monitor contacts under SBCDPH guidance and relevant statute.

COVID-19 FAQ

What do I do if my child is experiencing COVID-19 symptoms while at home?

If your child is experiencing COVID-19 symptoms, please keep them home and contact your child's health care provider. Please contact ASA to report the absence; a COVID-19 related absence is excused.

What if someone in our household tested positive for COVID-19?

If someone in your household tested positive for COVID-19 and is currently under quarantine or self-isolation, your child should follow the guidelines from the CDC on how long to remain at home and when to return to school.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

What happens if a student demonstrates COVID-19 symptoms while at school?

If a student becomes ill during the school day, the following steps will be taken: Student will

- be taken to an isolation area where temperature and symptoms will be evaluated; student will remain in the isolation area until they are picked up by a parent or guardian.
- ASA will coordinate with County Health regarding the suspected case and all confirmed cases on site.
- The health technician coordinates the response to all possible and confirmed COVID-19 cases with County Health, who will assist ASA in developing a course of action for a positive school or classroom dismissal for up to three days.

COVID-19 FAQ

What happens if a positive COVID-19 case occurs at a school site?

For any positive COVID-19 case the following protocol will be followed:

- ◆ In accordance with state and local laws and regulations, school administrators will record the following information:
 - Name of person confirmed
 - If known, date of potential exposure
 - Date of test
 - Last date on ASA campus
 - Names of individuals who had physical contact with an infected person or spent 15 minutes or more within a six feet distance
- ◆ The Administration will coordinate a response with County Health. After receiving direction from the County, administration will notify students, staff, and families who have been potentially exposed to COVID-19 and provide health recommendations and guidance from the County.
- ◆ A positive COVID-19 case may lead a classroom, multiple classrooms, or a school to return to distance learning for a period of time. Any closures will be determined by the administration after consultations with County Health.
- ◆ The classroom or impacted areas will receive an extensive cleaning and sanitation following CDC guidelines.

How are others notified they were in contact with an individual who tested positive for COVID-19?

- ◆ ASA works with County Health to determine close contacts and low risk contacts. Individuals identified by County Health are contacted via an email that outlines specifics regarding how long the individual must quarantine, steps to mitigate contracting the coronavirus, and list symptoms associated with the virus.
- ◆ All HIPPA/FERPA notifications guidelines for privacy will always be followed and, in accordance with [AB 685](#), all pertinent employees, students, and others will be notified.

COVID-19 FAQ

Employee Screenings

Employees must complete a self-monitoring health screening before work. Employees who exhibit symptoms should remain at home and contact their front office and the Director of Business Services.

Employees must monitor themselves for these symptoms and stay home if they exhibit any:

- ◆ Fever at or above 100.4
- ◆ Chills or unexplained fatigue
- ◆ Shortness of breath or difficulty breathing
- ◆ Sore throat
- ◆ Cough
- ◆ New loss of taste or smell
- ◆ Other flu-like symptoms

Employee Exposure or Confirmed Cases

ASA monitors possible COVID-19 exposure and coordinates responses with County Health. Administration will notify students, staff, and families, in accordance with AB 685, who have been potentially exposed to COVID-19 and provide health recommendations and guidance provided by the San Bernardino Department of Public Health. An employee who tests positive for COVID-19 or believes they have been exposed to a confirmed case of COVID-19 should contact their immediate supervisor. The health technician will be the designated person to contact the SBCDPH regarding the case.

School Closure/ Distance Learning Trigger

In the event that 5% or more of the school population is identified as positive with COVID-19, the CEO in collaboration with the ASA Board of Directors will close the school campus, initiate distance learning and communicate this change to all stakeholders. through the *OneCallNow* notification system.

SCHOOL DECISION TREE



<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

COVID-19 Protocols & Notification

- County Health may take responsibility for clearance of individuals infected with COVID-19, including students. After a positive diagnosis is made, students are expected to be in isolation for at least 14 days after the test, and potentially longer if they continue to remain symptomatic.
- Students may not return to school until they have been cleared by County Health. Administration and the health

Contact Tracing for COVID-19

ASA will conduct early contact tracing if a student or staff member becomes infected. The health technician and administration will perform contact tracing using the San Bernardino Department of Public Health procedure described here.

The 4 Steps of Contact Tracing For Coronavirus Disease 2019 (COVID-19)

1

Initial notification of the person with potential exposure/positive case

Contact tracing should be initiated as soon as possible after a person with potential exposure/positive case is identified.

2

Interview with person with potential exposure/positive case

Interviews should include a discussion about confidentiality and verification of demographics (e.g., age, sex, race). Walk through the entire infectious period hour-by-hour and ask the person to share who they were in contact with during that time. Provide the person with guidelines on isolation to prevent spreading COVID-19 to others. All information collected is confidential and protected by privacy laws. The name of the person with potential exposure/positive case will not be revealed to those the person may have exposed, even if they ask.

3

Locate and notify contacts who may have been exposed to COVID-19

Inform them of their contact status and what that means. Assess for the presence of symptoms and provide contacts with guidelines on quarantine to prevent potential spread of infection.

4

Monitor contacts

Follow up with contacts to make sure they are following the quarantine instructions, and to track the development of any potential COVID-19 symptoms. Please refer to the Screening Flow Chart on Page 3 for the criteria that must be met before discontinuing isolation and returning to school/work.

On campus and in the classroom

- During the regular school hours, ASA will restrict non-essential visitors, volunteers, and activities involving other groups.
- Outdoor use of space for instruction will be encouraged
- Nutrition services will provide lunches as part of the “Grab & Go” meal program. This may need to be amended based on federal nutrition guidelines.
- All community organizations and groups, if eventually allowed to access the school, must adhere to the protocols listed in this document.



While in the Classroom:

- Hand sanitizers in every classroom
- Students will clean their specific area with a safe FDA approved cleaner that can be used by children before leaving for breaks and before leaving to go home.
- Limit sharing of classroom supplies – technology, paper, writing utensils. Books that are shared will be sanitized.
- Classroom space will be arranged to remove non-essential furniture, allowing maximum space for students and staff.
- Implement multiple physical distancing strategies for gatherings, classrooms, and movement through the school site along with floor signage and tape that marks a safe distance.




Outside of Class:

- Hand sanitizing (or handwashing) expected before eating, starting class, and leaving for the school day.
- Hand washing required upon return from PE, recess, and/or lunch.
- Lunches – “Grab & Go” lunches will be served to eliminate students waiting in lunch lines.
- When lunch is allowed to be eaten on campus; multiple eating areas will be provided
- Student recess and PE times will be provided by “contained class” to prevent interactions of students in different classes.
- PE - PE coaches will keep physical distancing in mind when planning activities and will disinfect materials and equipment regularly.
- Entrance and exit locations will be separated by grade level range along our pick-up and drop off zones to promote more distance to the greatest extent possible.

Learning Models

High-quality instruction and a commitment to access for all students continues to be a focus for ASA. We know the needs of our students and families vary which is why we have provided instructional options for the 2020-2021 school year.

The following models are designed to provide in-person instruction to the greatest extent possible while adhering to local health and safety guidelines. For students who are medically fragile, at risk, or self-quarantining due to COVID-19 exposure, an at-home learning option will be available for the 2020-2021 school year.

Distance Learning 	Hybrid Model 	Traditional Instruction 
<p>Definition: Distance Learning is instruction in which the student and the teacher are in different locations. Students are under the general supervision of a certificated teacher in which they are assigned.</p>	<p>Definition: The Hybrid Learning model combines traditional classroom experiences and digital/virtual academic daily instruction through 2 cohorts (A & B). Each cohort attends in-class instruction 2 days weekly, thereby alternating with a virtual live class schedule also 2 days weekly. Fridays are reserved for intervention and small group instruction.</p>	<p>Definition: The Traditional Instructional model is 100% classroom based. All students attend class every school day.</p>
<p style="text-align: center;"><i>The following characteristics apply to each of the models</i></p> <p>Standards-based curriculum</p> <p>Connectivity and/or devices available</p> <p>Grading with accuracy and integrity.</p> <p>Academic and other supports for: students below grade level; special education; English Language Learners; foster care/homeless; and students requiring mental health support.</p> <p>Daily live lessons/interaction with certificated teachers.</p> <p>Participation and attendance will be documented; Assigned work is required</p> <p>Enrichment Offered</p>		

Home-Based Learning Option

Definition: The ASA Home-Based Learning Option provides virtual academic daily instruction to students who learn from home 5 days per week. This learning program is an option where students are enrolled by parent choice at each trimester. *At the trimester, students who are enrolled in this program have the option of transitioning to the Hybrid Learning model or the Traditional model, if available.* Students virtually attend live instruction with a certificated teacher. All ASA enrichment courses will be offered virtually.

Hybrid FAQ

Q: What does the new Hybrid program at ASA look like?

A: Students will come onto campus during the week for in-person instruction and will learn from home on the other days or times during the week. When at home hybrid students will watch live or recorded lessons from their teacher, utilize online resources for learning, interact with students in the site-based program via the internet, and complete their assignments. Students who need extra support will be invited to attend specific in-person or virtual sessions as well.

Q: If I choose the hybrid program for my child, will they be able to return to the traditional school day program in the future?

A: Yes, students who choose the hybrid program will have the opportunity to return to the traditional school day program (once approved by the state/county).

Q: If I choose the home-based option, can I switch my student to the hybrid program if I change my mind?

A: Parents can change their child's placement from home-based to hybrid at the end of a trimester. Parents can change their child's placement from hybrid to home-based at any time during the trimester.

Q: Will students be able to keep their current teachers if they are in the hybrid model?

A: ASA's hybrid model is designed to significantly lessen the likelihood that a student will have to be changed into another classroom allowing them to continue to learn in an environment where strong relationships have been established.

Q: What kind of technology will the school provide to support our students?

A: Each student in the hybrid class will be provided with a Chromebook or iPad. Students who do not have access to the internet at home will also be provided with a hot-spot device.

Q: Is this program for only one year, or will it end once the COVID-19 crisis has stopped?

A: The hybrid program is ASA's response to the COVID-19 crisis. The intention is to return to a traditional model as soon as it is possible.

Q: Can students receiving Special Education services enroll in the hybrid program?

A: Students receiving Special Education may enroll in either the Hybrid or Home-based option for the 2020-21 school year.

Q: What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?

	Student or Staff with:	Action	Communication
1	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see #3, if negative, see #4) • School/classroom remain open 	No action needed
2	Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> • Send home • Quarantine for 14 days from last exposure • Recommend testing (but will not shorten 14- day quarantine) • School/classroom remain open 	Consider school community notification of a known contact
3	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious • Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open 	School community notification of a known case
4	Tests negative after symptoms	<ul style="list-style-type: none"> • May return to school 3 days after symptoms resolve • School/classroom remain open 	Consider school community notification if prior awareness of testing

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Communication Plan

ASA will continue to provide timely updates using multiple media including robocalls, texts, emails, and social media. Existing routine communications will continue, including weekly robocalls and the Weekly Wolf Update.

The community can expect communications regarding:

- possible exposure to COVID-19, consistent with privacy requirements, including FERPA and HIPAA
 - the names of individuals suspected of or confirmed to be positive will not be included in correspondences to members of the community
- an outbreak of COVID-19 (4 or more positive cases within the community)
- school closure and immediate return to Distance Learning
- any revisions or updates to our plan

All communications will include an explanation of the appropriate protocol response. All communications regarding COVID-19 will be coordinated by the CEO.

Distance Learning Trigger

ASA will follow CDPH guidance and work with SB CDPH when determining if and when a partial or full school closure may be necessary. Recommendations for the scope (e.g., a classroom or building full school) and duration of closures will be made on a case-by-case basis using the most up-to-date information about COVID-19, any relevant state or local health officer orders, and the specific cases in the community.

School closure may be appropriate when there are multiple cases in multiple cohorts at ASA or when at least 5% of the total number of teachers/student/staff are cases within a 14-day period.

Social Emotional Support

ASA is committed to supporting the social and emotional well-being of all students. Support shall include daily or weekly lessons incorporating building relationships, community building, and increased access to mental health/wellness resources. Social Emotional Lessons are organized using ASA's Wolves' Ways.

Stay on Track	Keep your Den Clean	Trust your instincts	Howl with your friends	Be a leader
Self Awareness	Self management	Social Awareness	Relationship Skills	Responsible Decision Making
<ul style="list-style-type: none"> -Identifying emotions -Accurate self-perception -Recognizing strengths -Self-confidence -Self-efficacy 	<ul style="list-style-type: none"> -Impulse control -Stress Management -Self-discipline -Self-motivation -Goal setting -Organizational skills 	<ul style="list-style-type: none"> -Perspective-taking -Empathy -Appreciating diversity -Respect for others 	<ul style="list-style-type: none"> -Communication -Social engagement -Relationship building -Teamwork 	<ul style="list-style-type: none"> -Identifying problems -Analyzing situations -Solving problems -Evaluating -Reflecting -Ethical responsibility

Adapted from CASEL, 2017



ADDITIONAL RESOURCES



[Center for Disease Control \(CDC\) Guidance for Schools](#)

[California Department of Public Health Industry Guidance: Schools and School Based Programs](#)

[California Department of Education \(CDE\) Stronger together: A Guidebook for the reopening for California's Public Schools](#)

[San Bernardino County Public Health Department COVID-19 Response Guidance for K-12 Schools](#)

[California Interscholastic Federation \(CIF\) Statement Regarding 2020-21 Sports Calendar and Bylaw Modification](#)

[American Academy of Pediatrics COVID-19 Planning Considerations: Guidance for School Re-entry](#)

[How to Talk with Children about COVID-19: A Parent Resource](#)

San Bernardino County Department of Public Health on Social Media

- [Facebook](#)
- [Instagram](#)
- [Twitter](#)

San Bernardino County Updates

sbccovid19.com (information on COVID-19 and testing opportunities)

[San Bernardino County Incidence Rates by School Districts and Cities](#)

Mental Health Resources

SBCDBH: [24 Hour & Emergency Services Division](#)

CDC: [Coping with Stress](#)

CDC: [Helping Children Cope During COVID-19 Outbreak](#)

CDC: [Helping Children Cope with Emergencies](#)

CDC: [Coping After a Disaster \(Ages 3-10\)](#)

CDE: _____

[Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools Mental](#)

[Health and Well-Being of All \(Pages 34-36\)](#)

NIH: [Teen Depression](#)

Parent/Guardian Resources

CDC: [Checklist for Parents](#)

San Bernardino County Contacts

San Bernardino County Response Contacts	Phone Number
Public Health School Liaison (primary contact)	(909) 387-4578
Communicable Disease Section (CDS)	(800) 722-4794
Communicable Disease Section (CDS) After Hours	(909) 677-7168
General COVID-19 Hotline (Monday-Friday 9 a.m. – 5 p.m.)	(909) 387-3911

School Resources

CDC: [Checklist for Teachers](#)

CDC: [Reopening Guidance](#)

CDPH: [Guidance for Schools](#)

CDPH: [Schools and School Based Programs Guidance](#)

CDE: [Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)

DHS: [Guidance on the Essential Critical Infrastructure Workforce](#)

FDA: [Food Safety and the Coronavirus Disease](#)

OSHA: [Guidance on Preparing Workplaces for COVID-19](#)

Centers for Disease Control and Prevention

CDC: [Considerations for Schools](#)

Cleaning and Disinfecting Resources

CDC: [Cleaning and Disinfecting Your Facility](#)

EPA: [Disinfectant for Use Against SARS-CoV-2](#)

U.S. Department of Health & Human Services

HSS: [HIPAA and COVID-19](#)

Health Promotion Materials

CDC: [Keeping Hands Clean](#)

CDC: [Handwashing: A Family Activity](#)

ASA's Daily COVID-19 Self Assessment

Please review this Self-Assessment each day before coming to campus. If your child or anyone in the household answers yes to any of the questions below, stay home. Thank you for your understanding.

Do you have a fever of over 100.3° without having taken any fever-reducing medication?

Yes No

Loss of Taste or Smell?

Yes No

Muscle Aches?

Yes No

Sore Throat?

Yes No

Shortness-of-Breath?

Yes No

Headaches?

Yes No

Chills?

Yes No

Have you experienced any gastrointestinal symptoms such as nausea, vomiting, diarrhea, or loss of appetite?

Yes No

Have you, or anyone you have been in close contact with, been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?

Yes No

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

Yes No