



Elite Academic Academy - Lucerne

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pwd=R2daZzJSNnZPNUV3Nk83K0diZXJtUT09 Meeting ID:

975 6620 2696 Passcode: 920373

April 7, 2022 at 8:45 am

43414 Business Park Drive Temecula, CA 92590



Elite Academic Academy - Lucerne April 7, 2022

Board Of Directors - Elite Academic Academy - Lucerne

Meeting Location

Due to the ongoing COVID-19 pandemic, this meeting will be held via teleconference only.

Members of the public may observe the meeting and offer public comment using the

following dial-in numbers and/or internet link: Join Zoom Meeting
[https://eliteacademic.zoom.us/j/97566202696?](https://eliteacademic.zoom.us/j/97566202696?pwd=R2daZzJSNnZPNUV3Nk83K0diZXJtUT09)
pwd=R2daZzJSNnZPNUV3Nk83K0diZXJtUT09 Meeting ID: 975 6620
2696 Passcode: 920373. One tap mobile
+16699009128,,97566202696#,,,,*920373# US (San Jose) Passcode:
920373

Time:

1.0 Call To Order

Roll Call:
Susan McDougal, Cody Simms, Kent Christensen

2.0 Approve/Adopt the Agenda

It is recommended the Board of Directors adopt as presented the agenda for the Board Meeting of April 7, 2022.

Motion: Second:
Vote:

3.0 Public Comment -Closed Session

The public has a right to comment on any items of the closed session agenda. Members of the public will be permitted to comment on any other item within the Board's jurisdiction under section 8.0 Public Comments at Board Meetings.

4.0 Adjourn to Closed Session

The board will consider and may act on any of the Closed Session matters listed in Agenda Item 13.0.

5.0 Closed Session

The Board will consider and may act on any of the following items in closed session; any action taken in closed session will be reported in open session as required by law.

5.1 Personnel Matters (With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957.6)

5.2 Employer/Employee Relations (With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957.6)

Time:

6.0 Pledge Of Allegiance

Led By:

7.0 Open Session

8.0 Public Comment

Please submit a request to speak to the Board of Directors. Cards can be asked for by emailing galtamirano@eliteacademic.com. Please complete and return the form for agenda items or non-agenda items, prior to the meeting. Not more than three (3) minutes are to be allotted to any one (1) speaker, and no more than twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognitions and reports to the Board and is not intended to be a question and answer period. If you have questions for the Board, please provide the Board President with a written copy and an administrator will provide answers at a later date. A request for disability-related modifications or accommodations in order to participate in the public meeting, including auxiliary aids or services, may be made to Ms. Meghan Freeman at mfreeman@eliteacademic.com at least 72 hours prior to the meeting.

9.0 General Functions

9.1 Informational Items

A. CEO Report

[EAA-LU March 2022 CEO Report.pdf](#)

B. Tutor Time Update

9.2 Consent Agenda

It is recommended that the board approve the following consent agenda items.

Motion: Second:
Vote:

A. Meeting Minutes from March 29, 2022

[EAA-LU 03.29.22.pdf](#)

B. Warrant Register

[WarrantRegisterLU_Mar_2122.pdf](#)

C. New Instructional Services Community Partners

[Elite Academic Instructional Service Community Partner_Apr_2022 - VCI Community Partners.pdf](#)

D. New Educational Materials Community Partners

[Elite Academic Educational Materials Partner_Apr_2022.xlsx - EM Partners.pdf](#)

E. Job Descriptions

[JD Academic Innovation - IT Support \(pending\).pdf](#)

10.0 Personnel Services

10.1 Temporary Classified Hire

It is recommended that the board ratify the following Temporary Classified Hire for Elite Academic Academy - Lucerne.

Motion: Second:
Vote:

[21220347.pdf](#)

11.0 Business Services

11.1 State of Emergency Policy

The Board will review and consider approval of a proposed resolution finding that the proclamation of a state of emergency continues and that local health officials have continued to recommend measures to promote social distancing such that meeting in person would present an imminent risk to the health or safety of the attendees and that, therefore, the Board of Directors will continue to meet remotely in order to ensure the health and safety of attendees.

[LU-Resolution recognizing a state of emergency and authorizing teleconferenced meetings pursuant to AB 361.pdf](#)

Motion: Second:
Vote:

11.2 Clifton Larsen Allen Auditor Contracts 22-23

It is recommended that the board approve the following 22/23 Clifton Larsen Allen Auditor Contracts for Elite Academic Academy - Lucerne.

[CLA_Engagement_Letter Elite - Lucerne.pdf](#)

Motion: Second:
Vote:

11.3 EPA Spending Plans

It is recommended that the board approve the following EPA Spending Plans for Elite Academic Academy - Lucerne.

[21.22_LU_EPA.pdf](#)

Motion: Second:
Vote:

11.4 CA Dept. of Ed. Consolidated Application

It is recommended that the board approve the following CA Dept. of Ed. Consolidated Application for Elite Academic Academy - Lucerne.

[FY21.22_LU_AppforFndng \(T1,T2\).pdf](#)

Motion: Second:
Vote:

11.5 Web-Based Enrollment App

It is recommended that the board approve the following Prime Educational Solutions, Web-Based Enrollment App Proposal for Elite Academic Academy - Lucerne.

[EAA - LU Enrollment App Proposal .pdf](#)

Motion: Second:
Vote:

11.6 Whoop Proposal

It is recommended that the board approve the following Whoop Proposal for Elite Academic Academy - Lucerne.

[Lucerne - Elite Academic Academy_Quote_April 1, 2022_V2.pdf](#)

Motion: Second:
Vote:

12.0 Educational Services/Policy Development

12.1 Updated Employee Handbook

It is recommended that the board approve the following Updated Employee Handbook for Elite Academic Academy - Lucerne.

[Elite Employee Handbook - Lucerne -2022 \(pending board approval\).pdf](#)

Motion: Second:
Vote:

12.2 Fiscal Policies Handbook

It is recommended that the board approve the following Fiscal Policies Handbook for Elite Academic Academy - Lucerne.

[FY21.22_LU_FISCAL POLICIES.pdf](#)

Motion: Second:
Vote:

12.3 Residency Policy

It is recommended that the board approve the following Residency Policy for Elite Academic Academy - Lucerne.

Motion: Second:
Vote:

[Elite Academic Residency Policy \(pending board approval\).pdf](#)

13.0 Report of Action Taken in Closed Session

The Board will report any action taken in closed session as required by law.

14.0 Calendar

The next regularly scheduled meeting is May 5, 2022 at 9:00 a.m.

15.0 Board Comments and Future Planning

Time:

16.0 Adjournment

In compliance with Government Code section 54957.5, open session materials distributed to Board Members for review prior to a meeting may be viewed at the eliteacademic.com or at the scheduled meeting. Board agenda back-up materials may also be requested by calling the School at 1(866)354-8302. In addition, if you would like a copy of any record related to an item on the agenda, please contact administration.

Motion: Second:
Vote:

In compliance with the American with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the charter's board of directors, please contact the School at 1(866) 354-8302. Notification 72 hours prior to the meeting will enable the School to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the School shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

Elite Academic Academy

"Offering personalized education with unparalleled flexibility, support, and learning options."



Monthly Update

March 2022

#BeElite

ELITE ACADEMIC ACADEMY



School: Elite Academic Academy-Lucerne
Authorizer: Lucerne Valley Unified School District
Leader: Ms. Meghan Freeman, CEO
Month: March 2022

March 2022

Essential Focus	Celebrate	On Target	In Progress
Student Work/Data		<input checked="" type="checkbox"/>	
Families/Community	<input checked="" type="checkbox"/>		
Curriculum Development	<input checked="" type="checkbox"/>		
Budget		<input checked="" type="checkbox"/>	

Celebration Areas:

- We are excited to announce more Elite written courses received A-G approval through the UC Doorways System
- MOY testing is complete and we are targeting small groups to close gaps.
- Families are enjoying our in person and virtual field trips. We are seeing more participation as the weather warms up!



Scientists Adriel, 6th grade and Damian, 4th grade hard at work studying the anatomy of a pig.



Jasmyne, 4th grade with her diorama and ready to give a written and oral report on red tailed hawks.



Ms. Baker, Isabella, 7th grade, Natalia, 4th grade, and Elizabeth 2nd grade enjoying the Broadway show Hamilton at the Pantages Theatre in Hollywood.

Homeschool by the Numbers:

Lucerne: 173
Mountain Empire: 401
Total: 574 Homeschool Students
Homeschool Elite Educators: 25

Teacher Updates

Teachers are preparing for CAASPP, finishing up the last few Middle-of-the-Year assessments, and meeting students for Learning Period 5. During those meetings, teachers meet with each student and parents for about 1 hour to evaluate progress, discuss growth, goals, curriculum and course changes, etc.

MOY Assessments

Last month Homeschool celebrated students' exceptional growth.

As of March 30th:

***Reading: 93% of students have met Annual Growth Goals**

***Math: 55% of students have met the Annual Growth Goal**

Annual Growth: Average annual growth of students at each grade and placement level

The percentage of students not meeting their annual growth is overwhelmingly students in K-3.

*Reading: 86% of students in grades K-3

*Math: 82% of students in grades K-3

The following interventions are already in place:

*Tutoring one on one with In House Tutor = 28 Students

*Tutoring with TOR = 71 students

*iReady My Path = 49 students

*Fast Forward = 20 students

*Ongoing Parent Training & Support to Personalize Learning

*Invited to K-8 Summer Growth Academy 2022

Homeschool is working on additional interventions to address foundational skills in primary grades.

CAASPP

All students taking CAASPP, have received a booklet printed and bound by Mimeo for the ELA and Math CAT, and PT practice tests. **Teachers and parents are working cooperatively to incorporate test practice into the students' academic routine.** Together teachers, parents, and students are reviewing the scoring guides and discussing why answers are correct or incorrect. Students will be practicing online as well to fully understand how to navigate the test and utilize the tools.

Senior Going Places

Cyrus Hashemi-Asasi, a four-year Elite Academic Academy student, has been accepted to UCLA.

Leila Liebster, a three-year Elite Academic Academy student, has been accepted to Ringling College of Art and Design with a \$48,000 scholarship.



Director: Ms. Ashlea Kirkland-Haynes

Assistant Director: Ms. Allison Watters

Our Virtual Academy teachers spent time digging into the MTSS Intervention with our Director of Student Support Services, Karen Makkai. We also began diving into data from Intelliboard. During our next staff meeting, we will collaborate on which students find success in their courses and why. We will also talk about the best ways we can support our struggling students.

We have been spending the month of March and then April, teaching our students different ways to find success in their CAASPP testing. Below, is part of Cristina Planchon's Synchronous Session. During her session, she showed the students how to navigate the English Language Arts portion of the performance task. We will focus on the math portion of the CAASPP during our last few sessions in April! We can't wait to see our student's success in CAASPP!

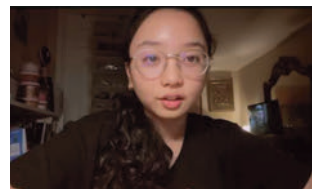
My Grades	
CHEMISTRY B	95.27%
ENGLISH 10B	91.67%
FRENCH 2A	94.44%
FRENCH 2B	95.08%
GEOMETRY B (ISM)	104.93%
MRS. RIVERO HOMEROOM 2	No Grade
PHYSICAL EDUCATION (PLA)	100.00%
WORLD HISTORY B	105.03%



Star Student

Check out Mia Ysabelle Williams who is taking seven classes at Elite and getting straight A's!

"My favorite subject in Elite Academic Academy is World History. Primarily because it focuses more on critical thinking and open-ended questions, rather than memorizing dates and doing exams. While some of the questions can be difficult to answer, I like the fact that it encourages me to fully grasp the material in each lesson in order to formulate a good response. Learning about World History has also given me a reliable framework as to how the world has become what it is today. Not only that, it allows me to take lessons from history and apply it to my own life. For example, I learned exactly how important voting for the right person is in politics because world leaders can affect everybody's lives--negatively or positively. And so in the future, I can make sure to do a lot of research before voting for a certain person. Overall, it is the subject I enjoy best, whether it be for the content, the curriculum, the way it is taught, the way the questions are formulated, and more." Below is a screenshot taken from a video that Mia is speaking Korean in! Great job Mia!



Below is the Living Desert field trip:



Small-Group Sessions

During the week of, Mar 21, 2022 we had over 80% of our students show up for our small group coaching sessions. These students get extra support in both Math and Reading. A big shout out to Dr. Reardon, Mrs. Rivero, Ms. Hutchins, and Mrs. Rodriguez for having 100% of their students participate!

Middle of the Year iReady Assessments

We are happy to announce that Virtual has tested over 90% of their students that need to be tested in iReady. We are excited to see growth and success in both Reading and Math for our students. **Students that did not show academic improvement will retest again at the end of the school year in hopes to see success.**

Check out Olivia, Gloria, Sophia, and Victoria Kestell on all their field trips! We love that we are able to provide this for our students!

Here is their skiing field trip:



Lake Poway field trip





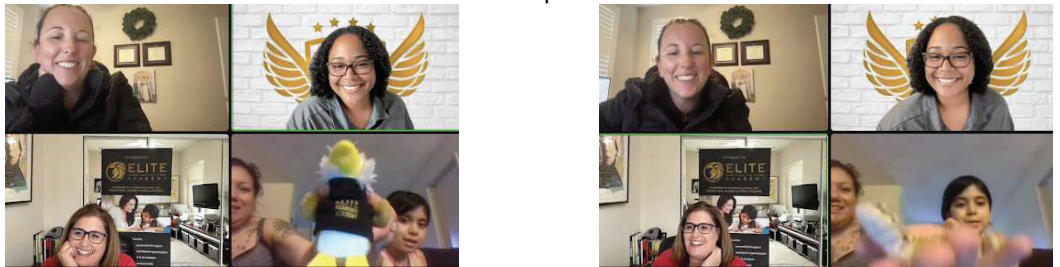
March Madness!

March has been such an exciting and busy month for Flex. **Flex teachers were busy helping students download secure browsers and prepare for state testing.** They held many live sessions (whole group, small group, & 1:1) to support students in their curriculum. They met with parents and guardians to discuss their student's current progress and academic goals. They created alternative assignments and work completion plans for students who needed additional support. They attended Elite field trips to connect with their families and students.

Connections & Support

Flex held numerous meetings to support and connect with students this month. Students are proud to be in the Flex program and they are loving the additional support and resources we offer.

- Flexible schedules
- Live content session support
- Small group/1:1 session support
- Study Hall
- Personalized pacing
- Alternate curriculum plans and more



Celebrations

Flex celebrated our high school students who received Honor Roll, High Honors, and Honors with Distinction awards this month. They have truly overcome many obstacles and we are so proud of their academic success.

Shea B.	Erik W.
Jayden L.	Tristan T.
Robert J.	Angelina G.
Victoria C.	Alyssa C.
Geneza B.	Jaylee C.
Zionnie E.	Isaac A.
Zoe P.	Andrew B.
Jeannelle R.	Avalon Jeanne M.]
Mia A.	Tiana A.
Dylan M.	Wyatt B.
Madison F.	Angellica P.
Briar-Rose K.	Nikoletta C.
Shreya S.	Manuel R.
Isaac J.	

Synchronous Sessions

Flex teachers use a variety of strategies to engage and support students in synchronous sessions. They use visuals, interactive games, activities, and experiments to help students understand their grade-level standards and weekly assignments. Weekly attendance is high and students have a ton of fun participating in their sessions. They incorporate the #BeElite spirit/culture by saying their Elite S.O.A.R. chant.

- S.O.A.R**
Show Kindness
Overcome Challenges
Accept Responsibility
Respect for Ourselves and Others
Go Eagles!

Math 2B - Accelerate Education Math Lesson

Input	Output	-117	-117
299	182	182	229
346	278		
467	350		
507	388		
Rule: $-10x$		-457	508
		-117	-117
		350	388

Input	Output	677	785
677		-292	-292
785			
890			
951			
Rule: $-20x$		-892	953
		-292	-292

W.E.D. Living in Perfect Harmony!

Weathering

The BREAKING DOWN of rock. Weathering agents include: Water, Ice, Wind, Animals, Growing Plants

Erosion

The MOVEMENT of sediment from broken rock. Erosion agents include: Water, Wind, Ice, Gravity

Deposition

The DROPPING of sediment in a NEW place. Examples of deposition are: Formation of an island, Sand dunes

Weathering and Erosion Synchronous Session



Flex teachers had a blast participating in the March Quest Crew field trips. Thank you Tom for being a wonderful adventure guide! Lake Perris Bike, Board, Skate, and Scooter Day

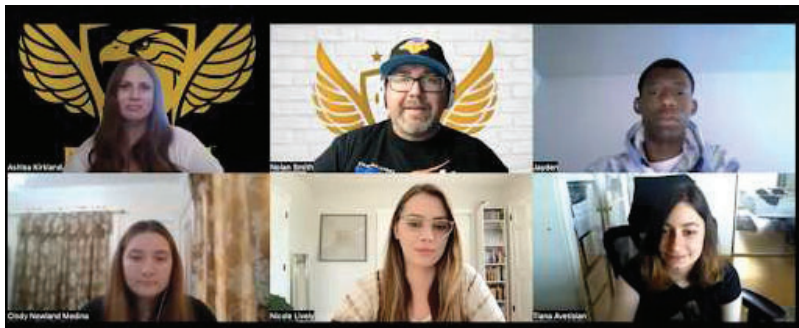


Elite CTE - Marketing, Podcast, and Sign Language



Leads: Mr. Nolan Smith and Ms. Rebecca Smith
Director: Ms. Ashlea Kirkland- Haynes

Students in our JavaScript class have been working on their Pong games and Fish games, which have been coming out amazing. The Yearbook pages are being built in Digital Publishing B, with students working on seniors pages and senior shout-outs. **In Digital Marketing, students learned firsthand about press releases, and in Wearable Technology, students learned about wearable technology in sports.**



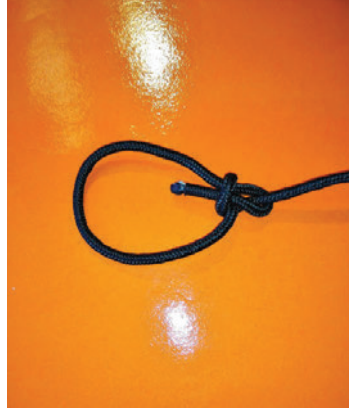
For the Be Elite Podcast, students taped an episode all about pets, as well as a Life Preparedness episode, which featured Elite Counselor Ms. Lively and CTE Director Ashlea Kirkland. Students talked about jobs, college, the all-important driving test, and more.



In March, students experienced different sign languages from around the world in our live sessions. Discussions focused on interpreting roles: educational, social work, courts, medical field, and more. Students got to hear from Elite's Mr. Smith about effective interview skills while learning signs related to the ever-growing workforce.



March was an engaging month in the Adventure Academy. **All of the CTE courses in this pathway focus heavily on hands-on projects during the 3rd & 4th units.** Boating Careers learned a handful of essential boating knots, and used that knowledge to complete a block and tackle lab that introduced students to the idea of mechanical advantage. Tackle systems are used extensively in the nautical world for trimming sails, lifting and hauling cargo, and in some cases steering and controls. Intro to Surfing focuses on surfboard materials during these units with a composite construction lab capstone those concepts. **Coastal Preparedness students also took to the field to try their hand at building survival shelters using simple items; a skill that can come in handy if they need to hunker down for a night.**



A student example of a bowline knot; one of the handiest knots to know!

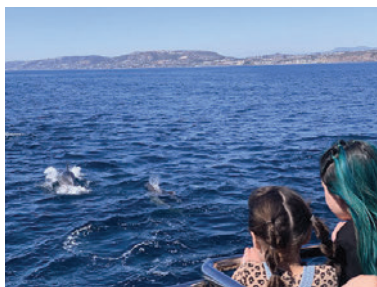
QUEST CREW

March was a big month for the Quest Crew; a whole week of adventures were planned in Riverside and San Diego Counties for our families. Starting with an ecology hike at El Capitan Preserve near Lakeside, a dozen students came out to explore the rock formations. Students were fascinated by the crystalline rocks and galls that were growing in the live oak! The next day, another group of roughly 20 participants gathered on the shores of Lake Perris for an afternoon of biking and boarding on the trails of the lake. We covered about 8 miles and sent home some tired and happy kids. The Quest Crew then headed out to the coast to see some whales outside of Dana Point! We had over 90 people participate; the largest Quest Crew event to date. The final event was an afternoon of fishing at Lake Poway to end the week of adventures. We had great turn out to these events and will use the feedback from our families to refine our offerings for next year.



Our students connected and made new friends at our bike, board, skate and scooter day!

Students loved seeing the dolphins and whales! We even saw 'Patches', the famous vitiligo dolphin.



Fishing was a bigger hit than expected; our students were determined to catch something!





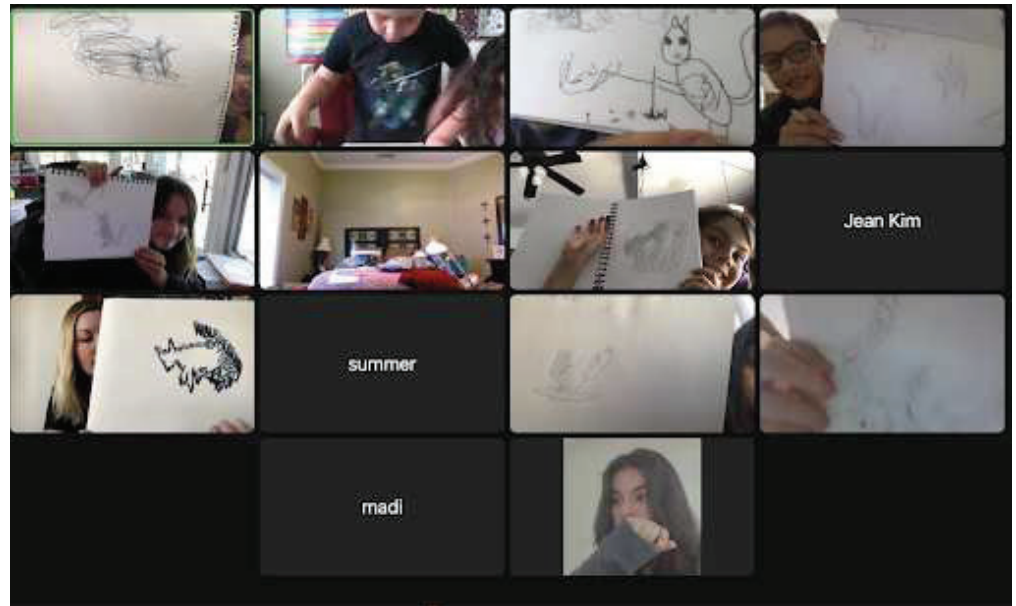
CREATIVESPACE

CreativeSpace had its last drawing session just before spring break and is moving toward painting. This progression of skills is focused on introducing foundational tools such as proportions, line quality, value, highlights & shadows as well as capturing movement through quick gesture drawings.

Drawing is a great place to start since the technique is more familiar to most students and can help them gain confidence in their abilities. Painting introduces a whole new set of skills; color theory, complementary combinations and contrast to name a few.

The concepts we covered in the drawing portion of this enrichment club carry over into this new realm as we continue to sequentially build our artistic abilities. We have several painting classes to look forward to, followed by a sculpture section that will take the 2D skills one step further as we explore concepts of form and function.

Students practiced gesture drawings by sketching gifs of squirrels. We were all going nuts!





Maleyna Gregorio Accepts Golf Scholarship and commits to UC Riverside



Maleyna Gregorio pictured with her brother Makaio, took home 1st in a one day tournament, shooting 76 (+2). Maleyna rocking UC Riverside gear after committing to UCR earlier in the month.

Former Viking, Bradley Randle, takes a break with students between Flag Football and Kickball games Hosted by Elite Community Partner D-Bats/Skyhawks Temecula.





Elite Academic Innovation Department

Director: Dr. Laura Spencer

Leads: Mr. Christopher Waithe (IT) and Ms. Kiley Allen (Marketing)

Academic Innovation

We are excited to be working on this summer's Peak Performance Track A plan. We've already started interviewing potential Teachers of Records and met with quite a few athletic coaches who are excited for the opportunity to teach the AOC LIFE course, as well as our new Introduction to Sports Psychology course, to their student-athletes.

Tech

After March 2022, our students will have a stronger, reliable, and better connection by utilizing T-Mobile's network for their LTE Chromebooks to complete their schoolwork efficiently and productively.

Students can now request remote assistance for their Chromebooks. When a request is submitted, a ticket will be assigned to tech support and we can assist them on the spot.

Marketing Engagement

Our top virtual event in March was our Paint Night with CeCe which had over 103 RSVPs. CeCe's Artistic Touch is one of our Community Partners who led our families through a canvas painting of a sunset to get ready for the spring and summer seasons. Our most popular in-person event was a field trip to the Segerstrom Center of the Arts. Families got together to see a lovely performance of Wicked.



Living Desert Zoo Field Trip



Parent Workshop: Phonemic Awareness Activities

Social Media Reach – Feb 28 - Mar 22, 2022

99.1k Facebook Page Reach - 4% decrease from previous month

28.4k Instagram Page Reach - 14% decrease from previous month

54 New FB Page Likes - 69% increase from previous month

58 New IG Followers - 5% increase from previous month

35.3k Facebook Post Engagement - 55% increase from previous month

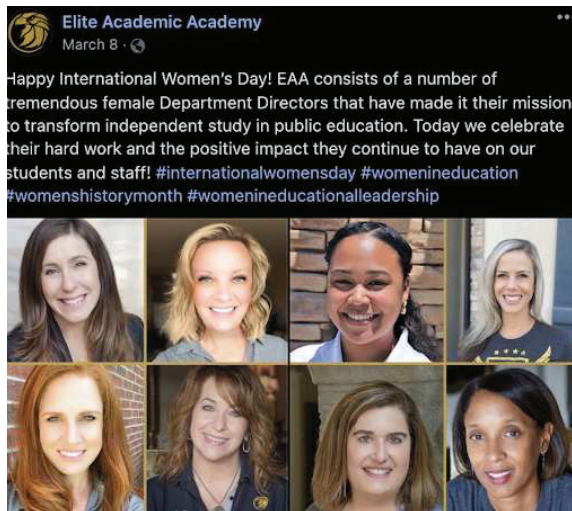
58 New FB Page Followers - 81% increase from previous month

Top Cities Reached this Month:

San Diego, Indio, Los Angeles

Social Media

Top two social media posts from Feb 27, 2022 - Mar 22, 2022



Wicked Field Trip



Who we are...

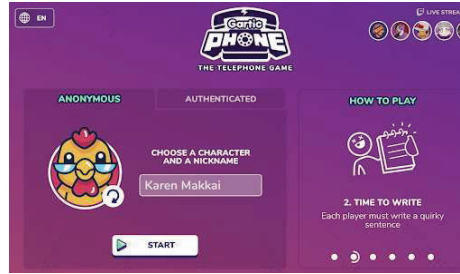
We foster positive relationships among educators and students through social-emotional learning, academic interventions and support, college and career readiness plans, and collaborative problem solving to ensure every student thrives - all in one team.

What we do...

Social Emotional Support
Community/Educator/Student Engagement
Academic Support
Assessment and Data

At Promise

The At Promise Department has been busy providing support to students in a variety of ways throughout Elite. **Our weekly Study Buddies session has been a great level of support for our high school students.** 15 students attend weekly and form small groups to work collaboratively on their classes in breakout rooms. **Students encourage each other to stay involved in school, join clubs and stay current with their homework assignments throughout the week via a specific Study Buddies Google Chat.** At the end of the study session we take a break with a game that tends to continue throughout the day! Our current favorite game is Gartic Phone. It has been amazing to see these students form strong friendships while developing great study habits.



Assessment

Spring Break Fresh Start Study Hall - The Student Support coaches/tutors offered study hall sessions to support students who needed to catch up on work or just get support. We were able to support 12 proactive students who were grateful for the help and support.

Round 3 Small Group Sessions - 148 students who are currently not performing at grade level according to mid-year diagnostic results were recommended by teachers and directors for participation. Students will be receiving strategies and support for solving multiple-step math questions or tips and strategies for writing a narrative, opinion or informational essay. The coaches/tutors have been trained on CAASPP performance tasks rubrics and expectations. They will use the training to help guide students and expose them to CAASPP type questions. The goal is for each student to do "better" on the CAASPP performance task than they did in previous years.

CAASPP Prep is well underway. Teachers have prepared themselves and are busy practicing with students and preparing their technical devices. The IT department is working to make sure those who have technical needs are serviced. Students will receive testing kits and a NED Growth Mindset rally is planned to help motivate 3rd-5th grade students right before testing.

Mid-Year Diagnostic ELA Celebration

We had 311 students who took the beginning-of-year ELA diagnostic test and performed below grade level. Out of those 311, 247 have taken the middle-of-the-year diagnostic thus far. The 247 have shown 85% typical growth; gone from 0% to 8% Mid or above grade level; from 0% to 11% Early on grade level and the percent of students below significantly decreased.



Special Education

The Special Education Department has been busy providing services to our students. To date, we have held 363 IEP meetings, including 30-day transfers, initials, and triennials. **Our staff has been meeting monthly to develop processes for improved collaboration and to share knowledge through trainings.** Currently, four of our Specialized Academic Instructors (SAI) are involved in an Orton-Gillingham training. This program will allow our SAIs to maximize their effectiveness when working with students with dyslexia and related language deficits.



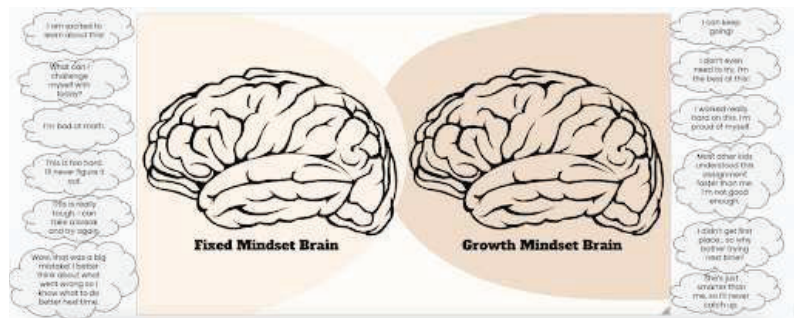


Our school social worker has been responding to an average of 10 messages per week from staff with concerns about students. Each of these messages results in resource connection, a referral to CareSolace, and/or setting up individual counseling with the student. Additionally, March has had 1 Suicide Risk Assessment, 4 Securly alerts responded to, and 9-12 hours of individual counseling each week. This work keeps our families safe, supported, and students more able to engage in school.

Elite continues to provide wrap-around services for our McKinney-Vento families experiencing homelessness. Our social worker assisted 3 families who recently became homeless in March with getting into shelters and accessing housing, food, and financial services.

One student in counseling shared with her mom after learning how to use a Lion's Breath and thought restructuring: "Ms. Melissa taught me new skills today that REALLY helped! I feel so much better!" Another student showed up for her first teacher meeting after lots of work managing anxiety around school. Another student who struggled with test anxiety passed an exam he had failed multiple times after learning anxiety management strategies. Another student has raised her grades to all A's after re-discovering her self-motivation and managing her mental health symptoms in counseling!

An example growth mindset sorting activity used in counseling:






Preparations for graduation and Disney Grad Nite are underway! Our Class of 2022 is so proud to be graduating Elite Eagles! Each graduate will receive a senior box with a yard sign and other celebratory goodies to commemorate their tremendous accomplishments. **Our graduates have diverse plans after graduation including entrance into the military, heading directly to 4 year colleges, continuing to community college and some going directly into careers with the help of our CTE pathways under their belts!**

The school counselor recently was a guest speaker on Elite's student-run podcast. Students had lots of questions about life preparedness including a fun conversation about the exciting time of learning to drive. Tune in to the podcast to hear more about their experiences as Elite students!



Elite Accomplishment Summary

- 
 With a focus on **Shared Leadership** all leadership learned about High Reliability Schools and are excited to apply for Level 1 Accreditation at the end of this year.
- 
 With a focus on **Responsive Instruction** we are starting small group intensive support for students who showed they needed additional support based in MOY assessment results. Student are making signifi
- 
 With a focus on **Aligned Resources** our open enrollment has been a success with over 30% of our new students for the 22.23 school year being referred by friends and families.

Grade Span Track B (Projected Enrollment)



Tk-3	→	182
4-6	→	136
7-8	→	119
9-12	→	188
Total	→	625

* As of 03/23/2022

Goals For April

- CAASPP Preparation.
- Work on **Level 1 Marzano Highly Reliable School Certification** by getting parents, student and staff surveys completed to determine our progress towards a safe reliable school.
- **Open Enrollment** continues for the 22.23 school year.





Elite Academic Academy - Lucerne

Please join my meeting from your computer, tablet or smartphone. Join Zoom Meeting ID: 91518028092
Passcode: aXlIiU4F6y (US) +1 253- 215-8782 Passcode:
9169620713

March 29, 2022 at 9:00 am

43414 Business Park Drive Temecula, CA 92590



Elite Academic Academy - Special Meeting, Lucerne March 29, 2022

Board Of Directors - Elite Academic Academy - Lucerne

Meeting Location

Due to the ongoing COVID-19 pandemic, this meeting will be held via teleconference only. Members of the public may observe the meeting and offer public comment using the following dial-in numbers and/or internet link: Join Zoom Meeting <https://eliteacademic.zoom.us/j/97566202696?pwd=R2daZzJSNnZPNUV3Nk83K0diZXJtUT09> Meeting ID: 975 6620 2696 Passcode: 920373. One tap mobile +16699009128,,97566202696#,,,,*920373# US (San Jose) Passcode: 920373

Time: 9:00 a.m.

1.0 Call To Order

Roll Call:

Susan McDougal, Cody Simms, Kent Christensen

Present Present Present

Kent Cody

Motion: Second:

Vote: **Susan; Aye, Cody; Aye, Kent; Aye.**
Item carries 3-0.

2.0 Approve/Adopt the Agenda

It is recommended the Board of Directors adopt as presented the agenda for the Board Meeting of March 29, 2022.

3.0 Public Comment -Closed Session

The public has a right to comment on any items of the closed session agenda. Members of the public will be permitted to comment on any other item within the Board's jurisdiction under section 8.0 Public Comments at Board Meetings.

4.0 Adjourn to Closed Session

The board will consider and may act on any of the Closed Session matters listed in Agenda Item 13.0.

5.0 Closed Session

The Board will consider and may act on any of the following items in closed session; any action taken in closed session will be reported in open session as required by law.

5.1 Personnel Matters (With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957.6)

5.2 Employer/Employee Relations (With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957.6)

Time: 9:01 a.m.

6.0 Pledge Of Allegiance

Led By: [Meghan Freeman](#)

7.0 Open Session

8.0 Public Comment

Please submit a Request to Speak to the Board of Trustees, cards can be asked for by emailing mfreeman@eliteacademic.com completing and returning it, For non-agendized items to the CEO, prior to the meeting. Not more than three (3) minutes are to be allotted to any one (1) speaker, and no more than twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognitions and reports to the Board and is not intended to be a question and answer period. If you have questions for the Board, please provide the Board President with a written copy and an administrator will provide answers at a later date.

9.0 General Functions

It is recommended that the Board approve the following consent agenda items.

9.1 Consent Agenda

It is recommended that the board approve the following consent agenda items.

A. Meeting Minutes from the March 03, 2022 Board Meeting

[EAA-LU 03.03.2022.pdf](#)

Kent Cody

Motion: Second:

Vote: Susan; Aye, Cody; Aye, Kent; Aye.
Item carries 3-0.

10.0 Personnel Services

Time: 9:02 a.m.

11.0 Business Services

12.0 Educational Services/Policy Development

12.1 A-G Grant Application

It is recommended that the board approve the A-G Grant Application for Elite Academic Academy - Lucerne.

[2021_A-G_Completion_Improvement_Grant_Plan_Elite_Academic_Academy_-_Lucerne_20220311.pdf](#)

Kent Cody

Motion: Second:

Vote: Susan; Aye, Cody; Aye, Kent; Aye.
Item carries 3-0.

13.0 Report of Action Taken in Closed Session

The Board will report any action taken in closed session as required by law.

14.0 Calendar

The next regularly scheduled meeting is April 7, 2022, at 9:00 am.

15.0 Board Comments and Future Planning

Cody Susan

Motion: Second:

Vote: Susan; Aye, Cody; Aye, Kent; Aye.
Item carries 3-0.

Time: 9:06 a.m.

16.0 Adjournment

In compliance with Government Code section 54957.5, open session materials distributed to Board Members for review prior to a meeting may be viewed at the eliteacademic.com or at the scheduled meeting. Board agenda back-up materials may also be requested by calling the School at 1(866)354-8302. In addition, if you would like a copy of any record related to an item on the agenda, please contact administration.

In compliance with the American with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's governing board, please contact the School at 1(866) 354-8302. Notification 72 hours prior to the meeting will enable the School to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the School shall also make

Staff Present:
Meghan Freeman
Gena Altamirano

available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

Elite Academic Academy - Lucerne

Date	Vendor Name	Account Name	Ref Number	Amount
2/1/2022	TEACHWORKS	Technology Services & Software - Educational	Credit Card 0140	\$161.43
2/2/2022	NEXTIVA*VOIP SERVICE	Phone / Internet / Website Fees	Credit Card 0140	\$2,945.11
2/2/2022	J2 EFAX SERVICES	Technology Services & Software - Business	Credit Card 0140	\$10.00
2/4/2022	MOLLY MAID OF SADDLEBACK	Janitorial Services	Credit Card 0140	\$126.00
2/6/2022	CUBESMART 713	Rent - Facilities Lease	Credit Card 0140	\$228.00
2/6/2022	ADOBE *800-833-6687	Technology Services & Software - Business	Credit Card 0140	\$861.62
2/6/2022	CA SECRETARY OF STATE WEB	Dues & Memberships	Credit Card 0140	\$20.00
2/10/2022	J2 EFAX SERVICES	Technology Services & Software - Business	Credit Card 0140	\$10.00
2/11/2022	ZAPIER.COM/CHARGE	Technology Services & Software - Business	Credit Card 0140	\$130.14
2/11/2022	MOLLY MAID OF SADDLEBACK	Janitorial Services	Credit Card 0140	\$126.00
2/11/2022	USPS.COM POSTAL STORE	Postage & Delivery - Educational	Credit Card 0140	\$2,148.00
2/13/2022	THE LIVING DESERT	Educational Services	Credit Card 0140	\$1,115.85
2/15/2022	AIRTABLE.COM/BILL	Technology Services & Software - Business	Credit Card 0140	\$24.00
2/15/2022	4IMPRINT INC	Marketing	Credit Card 0140	\$5,668.94
2/16/2022	HILTON HOTELS	Travel, Lodging & Meals	Credit Card 0140	\$996.84
2/16/2022	HILTON HOTELS	Travel, Lodging & Meals	Credit Card 0140	\$996.84
2/16/2022	PITNEY BOWES PI	Postage & Delivery - Educational	Credit Card 0140	\$122.91
2/16/2022	HILTON HOTELS	Travel, Lodging & Meals	Credit Card 0140	\$996.84
2/16/2022	SALTGRASS RIVERWALK	Travel, Lodging & Meals	Credit Card 0140	\$110.90
2/17/2022	MSFT * E0300HMKFA	Technology Services & Software - Business	Credit Card 0140	\$338.25
2/17/2022	USPS.COM POSTAL STORE	Postage & Delivery - Educational	Credit Card 0140	-\$666.00
2/17/2022	SQUATTERS	Travel, Lodging & Meals	Credit Card 0140	\$24.58
2/18/2022	MARZANO RESEARCH LAB	Professional Development	Credit Card 0140	\$121.05
2/18/2022	YARD HOUSE 0108362	Travel, Lodging & Meals	Credit Card 0140	\$70.28
2/18/2022	CUPBOARD	Travel, Lodging & Meals	Credit Card 0140	\$27.63
2/18/2022	FEDEX 441721775	Postage & Delivery - Educational	Credit Card 0140	\$29.30
2/18/2022	MOLLY MAID OF SADDLEBACK	Janitorial Services	Credit Card 0140	\$126.00
2/20/2022	SQ *NOLA & BEIGNET	Travel, Lodging & Meals	Credit Card 0140	\$77.28
2/20/2022	SLC TRIP ADVISOR SHOP	Travel, Lodging & Meals	Credit Card 0140	\$37.70
2/20/2022	CUPBOARD	Travel, Lodging & Meals	Credit Card 0140	\$12.55
2/20/2022	TST* SOUTHERLEIGH	Travel, Lodging & Meals	Credit Card 0140	\$176.14
2/23/2022	HILTON HOTELS	Travel, Lodging & Meals	Credit Card 0140	-\$142.89
2/23/2022	HILTON HOTELS	Travel, Lodging & Meals	Credit Card 0140	-\$142.89
2/24/2022	J2 EFAX SERVICES	Technology Services & Software - Business	Credit Card 0140	\$16.95

Elite Academic Academy - Lucerne

2/27/2022	KAJABI GROWTH MONTHLY	Technology Services & Software - Business	Credit Card 0140	\$199.00
2/27/2022	MOSYLE COR* MOSYLE_MAN	Technology Services & Software - Business	Credit Card 0140	\$165.00
2/27/2022	MOLLY MAID OF SADDLEBACK	Janitorial Services	Credit Card 0140	\$126.00
3/1/2022	Branche Jones	Business Services	20122	\$1,500.00
3/1/2022	Great American Insurance Group	General Liability Insurance	002Feb2022LU	\$1,767.99
3/1/2022	TEACHWORKS	Technology Services & Software - Education	Credit Card 0140	\$148.50
3/1/2022	HILTON HOTELS	Travel, Lodging & Meals	Credit Card 0140	-\$142.89
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1K6G-QD46-3TVC	\$33.03
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1NQC-13WP-4R44	\$50.63
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1GHJ-MMVX-PG41	\$35.59
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1PNC-PXMY-M7DG	\$12.74
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1NNY-KNJP-MFHK	\$12.51
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	19XX-6176-MH4K	\$12.57
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1QJG-7WNV-MFXC	\$12.46
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1W64-RT9N-3QVX	\$12.46
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1HMM-F1DM-XK1M	\$12.46
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1H1H-F6V7-WXG3	\$12.46
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1DDX-F6HQ-MHHH	\$12.46
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1DDX-F6HQ-1CT1	\$8.71
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1JND-JG7V-6TMC	\$12.46
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	11JL-MVPT-N3CK	\$8.65
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1K6G-QD46-KYJX	\$8.57
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	13WQ-69XV-MW7W	\$8.65
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1JDH-QCHV-VNF7	\$8.57
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1CVM-QQDH-LL6G	\$8.57
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1GHJ-MMVX-R4JG	\$8.57
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	11JL-MVPT-QR4Y	\$6.54
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1DDX-F6HQ-TCQL	\$6.49
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	14XT-FF76-Q6M1	\$6.49
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	19XX-6176-QTY4	\$6.54
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	14XT-FF76-3YYT	\$6.43
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1CVM-QQDH-JKG6	\$6.49
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	13WQ-69XV-37K1	\$6.49
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1NNY-KNJP-466F	\$6.43
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1JDH-QCHV-3HKN	\$6.43

Elite Academic Academy - Lucerne

3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1PNC-PXMY-CTX7	\$6.40
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	19T3-LCH1-4RFF	\$111.26
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	14FK-GVL3-6HFP	\$64.42
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	13H4-9RP4-RVCL	\$6.43
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1TPW-MTP3-4HCJ	\$6.43
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1J3H-MRW4-GPYV	\$6.43
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	11TL-PLVT-DW4T	\$6.43
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	11MP-FTMF-GQMJ	\$6.43
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	14CN-JWJN-NFMN	\$6.43
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1RQW-T6PW-G4X9	\$6.49
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1IMY-HRTJ-9CJ1	\$6.49
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1FDF-NWDD-164H	\$6.49
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1P9F-M39Q-1M1N	\$6.49
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	11MP-FTMF-GQNG	\$6.49
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	13DQ-FKPM-H4PC	\$6.49
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	13DQ-FKPM-H4R4	\$6.49
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1Q4H-KW7N-GV61	\$6.49
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	11TL-PLVT-GVT9	\$6.49
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1Q1K-VL7J-GFJR	\$6.49
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1RQW-T6PW-9TYR	\$6.54
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1M69-9MIX-FR7G	\$6.54
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	13H4-9RP4-TGXL	\$6.54
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1LMR-4JRK-1P7V	\$6.54
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	167H-CX31-FM9Y	\$6.54
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	13CF-FK1Q-69NK	\$6.54
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	13DQ-FKPM-G93K	\$6.58
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1RTG-MF1X-99L3	\$6.58
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1IMY-HRTJ-9NYM	\$8.57
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1GH3-G4R1-LMJR	\$8.57
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1YRW-44G6-LCFJ	\$8.57
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1Q6Y-4JXF-KYFM	\$8.57
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	11MP-FTMF-41TF	\$8.57
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1GQF-93T4-7CFH	\$8.57
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1TPW-MTP3-47RP	\$8.57
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	13CF-FK1Q-3PTW	\$8.57

Elite Academic Academy - Lucerne

3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1J3H-MRW4-3VN1	\$8.57
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	167H-CX31-7WKG	\$15.88
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	13CF-FK1Q-7LYH	\$15.66
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1P9F-M39Q-97NF	\$15.66
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	13DQ-FKPM-9FIW	\$15.66
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1M1G-F9YN-9DCG	\$15.66
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	13CF-FK1Q-7M9X	\$15.66
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1TPW-MTP3-9314	\$15.66
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1Q1K-VL7J-7R7F	\$15.52
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1FDF-NWDD-7TFX	\$15.52
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1FPR-W3QK-9HX3	\$15.52
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	167H-CX31-7X1G	\$15.52
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	13DQ-FKPM-9FQF	\$15.52
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1MR9-7K49-7XHG	\$15.52
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	13DQ-FKPM-9FG3	\$15.52
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	16LD-LJ6W-PTWT	\$15.14
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1P9F-M39Q-3Y9R	\$8.57
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	167H-CX31-3XKM	\$8.57
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	14CN-JWJN-3QT3	\$8.57
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1J3H-MRW4-6PDQ	\$8.57
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1TPW-MTP3-73VJ	\$8.57
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1MMY-HRTJ-LF33	\$8.65
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1Q4H-KW7N-4G63	\$8.65
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1GQF-93T4-3D7Y	\$8.65
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1HXN-T9C7-7GG6	\$8.65
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1TPW-MTP3-6MF3	\$8.65
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1HZN-T9C7-19LC	\$8.69
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1Q4H-KW7N-1CFX	\$8.71
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	167H-CX31-7YJH	\$8.71
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1P9F-M39Q-1LC7	\$8.76
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1Q1K-VL7J-3Q3W	\$12.27
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1MMY-HRTJ-R91V	\$12.46
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1M69-9MIX-9NNT	\$12.46
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	13H4-9RP4-CJYK	\$12.74
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	13QH-1PXL-436L	\$12.66

Elite Academic Academy - Lucerne

3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1PXN-1PKF-9DDK	\$12.74
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1HT6-37FP-VDM3	\$12.57
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1KLV-KDG9-4Q9Y	\$15.07
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1HT6-37FP-VDL6	\$12.74
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1HT6-37FP-6P64	\$13.75
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1P9F-M39Q-97VX	\$15.52
3/2/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1FDF-NWDD-7T7C	\$15.52
3/2/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1LP7-6HGV-7VP6	\$30.44
3/2/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1K6G-QD46-3TVC	\$191.01
3/2/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19XX-6176-6KP7	\$216.26
3/2/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GMG-PK3P-43DN	\$85.96
3/2/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	11QH-KHG6-13R9	\$84.77
3/2/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JHP-1NQR-RCTT	\$19.91
3/2/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HYM-7VNC-17WG	\$35.80
3/2/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JHP-1NQR-NRWG	\$14.13
3/2/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1TMG-W74D-HHKX	\$9.64
3/2/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HXN-T9C7-G4WY	\$160.97
3/2/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14CN-JWJN-FDRY	\$158.39
3/2/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MMY-HRTJ-3DYC	\$137.05
3/2/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FTM-XY9T-3G3W	\$72.73
3/2/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MCC-VWHR-7CYW	\$21.50
3/2/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MMY-HRTJ-6KJX	\$7.45
3/2/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	191X-P4T7-JD1H	\$8.61
3/2/2022	EM Sports LLC	Educational Services	535386345	\$11,175.00
3/2/2022	Melissa Schulze	Professional Development	SCH021122	\$75.00
3/2/2022	Pioneer Nashville II, LLC	Rent - Facilities Lease	003Mar22STE130	\$1,000.50
3/2/2022	Wildomar Valley Wood Products, Inc., Defi	Rent - Facilities Lease	03Mar2022Lease	\$2,633.50
3/2/2022	Amazon Capital Services, Inc.	Technology Equipment - Staff	1KPG-TPH1-MG3Y	\$206.96
3/2/2022	FEDEX 442822734	Postage & Delivery - Educational	Credit Card 0140	\$30.78
3/3/2022	SBCSS	STRS	02FebSTRS2022-1	\$46,238.88
3/3/2022	SBCSS	STRS	02FebSTRS2022-2	\$46,238.88
3/3/2022	WORLDPASS TRAVEL GROUP	Educational Services	Credit Card 0140	\$3,759.00
3/4/2022	MOLLY MAID OF SADDLEBACK	Janitorial Services	Credit Card 0140	\$126.00
3/6/2022	PURCHASE INTEREST CHARGE	Interest	Credit Card 0140	\$233.88
3/6/2022	CUBESMART 713	Rent - Facilities Lease	Credit Card 0140	\$286.00

Elite Academic Academy - Lucerne

3/6/2022	ADOBE *800-833-6687	Technology Services & Software - Business	Credit Card 0140	\$861.62
3/7/2022	Pitney Bowes Global Financial Services LLC Business Services	Business Services	3105301627	\$104.45
3/7/2022	Frontier	Phone / Internet / Website Fees	003Mar2022	\$78.31
3/7/2022	Frontier	Phone / Internet / Website Fees	003Mar2022-43385	\$91.44
3/7/2022	Sprint	Technology Equipment - Students	203114558-027	\$2,124.81
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1KFV-T79V-1X7Q	\$15.21
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1TH4-CMFN-6GHJ	\$8.81
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1TH4-CMFN-3MYD	\$13.62
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1LGF-FNLK-HCKF	\$176.69
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1KFV-T79V-QDYC	\$59.15
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1DDL-WPGH-Q1WQ	\$6.58
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1TYC-NQ7H-QXYX	\$211.14
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1TH4-CMFN-LTFF	\$8.69
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1TH4-CMFN-LTDH	\$8.69
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1NFW-3XYC-FQFM	\$31.05
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1Q1R-M7JG-MK7V	\$40.92
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1L4F-7QHN-9M76	\$8.81
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1GCW-36TP-GGMH	\$31.19
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1FQP-MMC1-PCNF	\$6.49
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1Q1R-M7JG-NHDM	\$8.75
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1LGF-FNLK-9FJT	\$8.61
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1GCW-36TP-H6F6	\$10.10
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1L4F-7QHN-QP3C	\$45.11
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1DDL-WPGH-F1KC	\$45.11
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1KKM-TV79-67P4	\$33.90
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1DDL-WPGH-MY1T	\$8.75
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1Q1R-M7JG-RTHQ	\$45.11
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1KCT-7X9G-TVF3	\$6.43
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1FQP-MMC1-TCVP	\$14.18
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1DDT-7XPT-9W99	\$91.97
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1YK1-1HVD-GQFJ	\$15.88
3/8/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1L9G-WCKQ-NW3N	\$53.35
3/8/2022	Dino Lingo Inc.	Approved Core Curriculum, Teacher Manuals	535206986-INV	\$119.00
3/8/2022	Home Science Tools	Approved Core Curriculum, Teacher Manuals	387288	\$85.06
3/8/2022	Home Science Tools	Approved Core Curriculum, Teacher Manuals	392170	\$77.58

Elite Academic Academy - Lucerne

3/8/2022	Home Science Tools	Approved Core Curriculum, Teacher Manuals	392201	\$143.92
3/8/2022	MEL Science U.S., LLC	Approved Core Curriculum, Teacher Manuals	PP2022013002	\$302.23
3/8/2022	MEL Science U.S., LLC	Approved Core Curriculum, Teacher Manuals	AC2022013003	\$302.23
3/8/2022	MEL Science U.S., LLC	Approved Core Curriculum, Teacher Manuals	JL2022013006	\$151.12
3/8/2022	MEL Science U.S., LLC	Approved Core Curriculum, Teacher Manuals	CL2022013118	\$226.68
3/8/2022	Mad Dog Math	Approved Core Curriculum, Teacher Manuals	4592	\$100.68
3/8/2022	Memoria Press	Approved Core Curriculum, Teacher Manuals	C228899	\$34.70
3/8/2022	Mimeo.com, Inc	Approved Core Curriculum, Teacher Manuals	1793430	\$985.66
3/8/2022	Mimeo.com, Inc	Approved Core Curriculum, Teacher Manuals	1794951	\$175.03
3/8/2022	Mimeo.com, Inc	Approved Core Curriculum, Teacher Manuals	1797034	\$434.98
3/8/2022	Mimeo.com, Inc	Approved Core Curriculum, Teacher Manuals	1796475	\$32.53
3/8/2022	Money Munchkids	Approved Core Curriculum, Teacher Manuals	1268	\$133.25
3/8/2022	MoxieBox Art Inc.	Approved Core Curriculum, Teacher Manuals	8339	\$294.94
3/8/2022	Outschool, Inc.	Approved Core Curriculum, Teacher Manuals	12345699300	\$10.00
3/8/2022	Outschool, Inc.	Approved Core Curriculum, Teacher Manuals	12345699299	\$90.00
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3660860	\$37.94
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3660861	\$277.68
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3660855	\$25.93
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3660857	\$236.31
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3661724	\$96.15
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3665694	\$207.57
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3665702	\$203.65
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3665695	\$445.80
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3665700	\$71.50
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3665701	\$71.50
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3665696	\$50.89
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3665697	\$16.21
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3671060	\$464.72
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3672460	\$22.53
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3672559	\$110.41
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3672557	\$63.79
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3672475	\$39.72
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3672430	\$19.08
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3672494	\$329.48
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3673464	\$35.86

Elite Academic Academy - Lucerne

3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3672558	\$260.44
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3673462	\$33.08
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3673515	\$33.55
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3673463	\$158.91
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3673514	\$174.44
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3672414	\$49.91
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3672470	\$39.72
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3672461	\$36.00
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3672403	\$206.68
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3673406	\$85.58
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3673412	\$85.93
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3672364	\$332.92
3/8/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3672422	\$49.91
3/8/2022	Royal Fireworks Publishing	Approved Core Curriculum, Teacher Manuals	109757	\$67.00
3/8/2022	Singapore Math Inc.	Approved Core Curriculum, Teacher Manuals	5216035	\$29.23
3/8/2022	Studies Weekly	Approved Core Curriculum, Teacher Manuals	427861	\$64.54
3/8/2022	Studies Weekly	Approved Core Curriculum, Teacher Manuals	427862	\$64.24
3/8/2022	Studies Weekly	Approved Core Curriculum, Teacher Manuals	430438	\$32.57
3/8/2022	Studies Weekly	Approved Core Curriculum, Teacher Manuals	431087	\$32.80
3/8/2022	Studies Weekly	Approved Core Curriculum, Teacher Manuals	431085	\$65.14
3/8/2022	Studies Weekly	Approved Core Curriculum, Teacher Manuals	431256	\$32.57
3/8/2022	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	182165311	\$41.85
3/8/2022	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	182163740	\$299.00
3/8/2022	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	182247930	\$175.00
3/8/2022	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	182162976	\$6.00
3/8/2022	Teaching Textbooks, LLC	Approved Core Curriculum, Teacher Manuals	41887	\$142.53
3/8/2022	The Regents of the University of California	Approved Core Curriculum, Teacher Manuals	109963	\$399.00
3/8/2022	The Regents of the University of California	Approved Core Curriculum, Teacher Manuals	110359	\$798.00
3/8/2022	Theresa Rubio	Approved Core Curriculum, Teacher Manuals	RUB020122	\$300.00
3/8/2022	Theresa Rubio	Approved Core Curriculum, Teacher Manuals	RUB020322	\$300.00
3/8/2022	Time4Learning	Approved Core Curriculum, Teacher Manuals	4911849	\$25.00
3/8/2022	Cody Simms	Board Stipends - Attendance	03Mar2022LU	\$300.00
3/8/2022	Kent Christensen	Board Stipends - Attendance	03Mar2022LU	\$300.00
3/8/2022	Susan Ann McDougal	Board Stipends - Attendance	03Mar2022LU	\$300.00
3/8/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XRL-WYCP-THMV	\$15.20

Elite Academic Academy - Lucerne

3/8/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1Q1R-M7JG-6694	\$94.36
3/8/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KKM-TV79-4QKY	\$6.42
3/8/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KKM-TV79-4X1T	\$73.50
3/8/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MNT-76HQ-4WHJ	\$11.81
3/8/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GCW-36TP-4P9K	\$59.58
3/8/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KCT-7X9G-66JW	\$26.09
3/8/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1TYC-NQ7H-99XR	\$169.57
3/8/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1Q1R-M7JG-7CM4	\$22.95
3/8/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MNT-76HQ-9LLC	\$10.86
3/8/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1TYC-NQ7H-PTPQ	\$254.29
3/8/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KCT-7X9G-FWFY	\$7.00
3/8/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GCW-36TP-TJ4K	\$110.52
3/8/2022	Blick Art Materials	Core Teaching/Student Supplies	8018541	\$26.07
3/8/2022	Blick Art Materials	Core Teaching/Student Supplies	8025884	\$227.59
3/8/2022	Home Science Tools	Core Teaching/Student Supplies	387286	\$42.78
3/8/2022	Home Science Tools	Core Teaching/Student Supplies	392171	\$77.58
3/8/2022	Home Science Tools	Core Teaching/Student Supplies	392200	\$166.75
3/8/2022	Home Science Tools	Core Teaching/Student Supplies	392172	\$59.64
3/8/2022	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-3E91377501182208	\$175.52
3/8/2022	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-FFA6333001182205	\$121.28
3/8/2022	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-BOAF610F01262224	\$119.63
3/8/2022	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-5C82E7F101262214	\$65.25
3/8/2022	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-2C66232201262218	\$118.53
3/8/2022	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-E5E2B64901262245	\$69.98
3/8/2022	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-8F6E100101262221	\$119.63
3/8/2022	Megan Nelson	Core Teaching/Student Supplies	NEL013122	\$25.00
3/8/2022	Mimeo.com, Inc	Core Teaching/Student Supplies	1796475	\$869.45
3/8/2022	Rainbow Resource Center	Core Teaching/Student Supplies	3660856	\$40.23
3/8/2022	Rainbow Resource Center	Core Teaching/Student Supplies	3660754	\$57.58
3/8/2022	Rainbow Resource Center	Core Teaching/Student Supplies	3660858	\$39.43
3/8/2022	Rainbow Resource Center	Core Teaching/Student Supplies	3660859	\$151.71
3/8/2022	Rainbow Resource Center	Core Teaching/Student Supplies	3665698	\$48.77
3/8/2022	Rainbow Resource Center	Core Teaching/Student Supplies	3667284	\$20.55
3/8/2022	Rainbow Resource Center	Core Teaching/Student Supplies	3672525	\$236.58
3/8/2022	Staples Business Credit	Core Teaching/Student Supplies	7348408625-0-1	\$81.18

Elite Academic Academy - Lucerne

3/8/2022	Staples Business Credit	Core Teaching/Student Supplies	7348405300-0-1	\$132.20
3/8/2022	Staples Business Credit	Core Teaching/Student Supplies	7348407005-0-1	\$81.07
3/8/2022	Staples Business Credit	Core Teaching/Student Supplies	7348407005-0-3	\$30.98
3/8/2022	Staples Business Credit	Core Teaching/Student Supplies	7348407005-0-2	\$34.22
3/8/2022	Staples Business Credit	Core Teaching/Student Supplies	7348863473-0-1	\$91.65
3/8/2022	Staples Business Credit	Core Teaching/Student Supplies	7348822200-0-2	\$42.27
3/8/2022	Staples Business Credit	Core Teaching/Student Supplies	7348822200-0-3	\$11.41
3/8/2022	Staples Business Credit	Core Teaching/Student Supplies	7348822200-0-1	\$16.30
3/8/2022	Staples Business Credit	Core Teaching/Student Supplies	7349475906-0-1	\$58.04
3/8/2022	Staples Business Credit	Core Teaching/Student Supplies	7349650763-0-1	\$93.49
3/8/2022	Valerie Davis	Core Teaching/Student Supplies	DAV020122	\$59.99
3/8/2022	Brittany Fleming	Educational Services	FLE020122	\$450.00
3/8/2022	Casey Rojas	Educational Services	ROJ022422	\$21.00
3/8/2022	Cece's Artistic Touch	Educational Services	535386335	\$50.00
3/8/2022	Desert Hope Dyslexia Services	Educational Services	535386340	\$500.00
3/8/2022	Frank Velasquez	Educational Services	535386333	\$260.00
3/8/2022	HOPE CDC	Educational Services	352	\$2,060.00
3/8/2022	Kimberly Keeth	Educational Services	535386354	\$1,225.00
3/8/2022	Lorna Jenkins	Educational Services	535386357	\$888.00
3/8/2022	Matthew Suncin	Educational Services	535386378	\$200.00
3/8/2022	Mayrin Menjivar	Educational Services	MEN020322	\$996.00
3/8/2022	Melissa Cole	Educational Services	535386325	\$405.00
3/8/2022	Melissa J. Diwa Enterprises	Educational Services	535357157	\$450.00
3/8/2022	Melissa J. Diwa Enterprises	Educational Services	535372114	\$576.00
3/8/2022	Melissa J. Diwa Enterprises	Educational Services	535376637	\$576.00
3/8/2022	Melissa J. Diwa Enterprises	Educational Services	535386314	\$3,456.00
3/8/2022	Monique Waithe	Educational Services	WAI012722	\$75.00
3/8/2022	Monique Waithe	Educational Services	WAI020122	\$189.00
3/8/2022	Nicole Barnhart	Educational Services	535386372	\$795.00
3/8/2022	Nicole Perez	Educational Services	PER020422	\$440.00
3/8/2022	Nicole the Math Lady, LLC	Educational Services	4229	\$79.00
3/8/2022	Nicole the Math Lady, LLC	Educational Services	4230	\$99.00
3/8/2022	Noah Rabe Music	Educational Services	535386377	\$100.00
3/8/2022	Noonan family Swim School, Inc.	Educational Services	535386364	\$110.00
3/8/2022	On Pointe Productions, LLC	Educational Services	535386368	\$65.00

Elite Academic Academy - Lucerne

3/8/2022	Oralia Soto-Vladimirov	Educational Services	SOT012622	\$225.00
3/8/2022	Oralia Soto-Vladimirov	Educational Services	SOT012722	\$230.00
3/8/2022	Oralia Soto-Vladimirov	Educational Services	SOT020422	\$1,050.00
3/8/2022	Shamyia Smith	Educational Services	SMI020422	\$240.00
3/8/2022	The Rage Entertainment Complex	Educational Services	535386374	\$700.00
3/8/2022	Tiffiney Jones	Educational Services	JON020122	\$550.00
3/8/2022	Tiffiney Jones	Educational Services	JON020122a	\$650.00
3/8/2022	Universal Martial Arts Centers, LLC	Educational Services	535386379	\$530.00
3/8/2022	Valerie Davis	Educational Services	DAV012722	\$120.00
3/8/2022	Woojung We	Educational Services	WE012622	\$300.00
3/8/2022	Anthem Blue Cross	Health Insurance	2.02203E+11	\$14,374.70
3/8/2022	Guardian	Health Insurance	003Mar2022	\$4,165.10
3/8/2022	Kaiser Foundation Health Plan	Health Insurance	003Mar2022LU	\$30,676.36
3/8/2022	FlipSwitch Marketing LLC	Marketing	INVFM299	\$8,050.00
3/8/2022	FlipSwitch Marketing LLC	Marketing	INVFM292	\$8,050.00
3/8/2022	FlipSwitch Marketing LLC	Marketing	INVSM1273	\$8,050.00
3/8/2022	Tasha Orshoff	Professional Development	ORS022422	\$35.00
3/8/2022	Specialized Therapy Services, Inc.	Special Education Services	ELAA01-0122LUC	\$47.50
3/8/2022	OPS	Technology Services & Software - Educational	2270	\$684.95
3/8/2022	School Pathways Holdings, LLC	Technology Services & Software - Educational	140-INV2997	\$3,399.46
3/8/2022	Southern California Edison	Utilities - Gas/Electric/Water	003MarSCE2022	\$128.04
3/8/2022	WWW.TAX1099.COM	Business Services	Credit Card 0140	\$3.40
3/8/2022	FEDEX OFFICE 800000836	Postage & Delivery - Educational	Credit Card 0140	\$114.91
3/10/2022	OC DEPT OF ED	Professional Development	Credit Card 0140	\$750.00
3/11/2022	ZAPIER.COM/CHARGE	Technology Services & Software - Business	Credit Card 0140	\$133.50
3/13/2022	MOLLY MAID OF SADDLEBACK	Janitorial Services	Credit Card 0140	\$126.00
3/14/2022	All About Learning Press, Inc.	Approved Core Curriculum, Teacher Manuals	910251	\$267.46
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1RNY-YD44-H3HT	\$36.75
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1GKG-CYJ9-9RJL	\$15.52
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1VT7-NL1L-MYRD	\$548.16
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1NT7-QCM9-7FHY	\$15.59
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1CW4-DGW1-1YHF	\$53.35
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1DGG-17MJ-947X	\$95.71
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	14QN-RPPP-17HM	\$237.98
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1M7Y-NC DK-4FMT	\$13.24

Elite Academic Academy - Lucerne

3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1YWH-MN93-499R	\$5.38
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	144M-VVWH-9C7G	\$18.56
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1VMF-LH19-CJH4	\$15.52
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	191P-FXHK-LGWX	\$6.43
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	191P-FXHK-JJUX	\$15.52
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1D1G-TDFT-DXWP	\$8.69
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1MQ7-DQW9-FTMV	\$6.83
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	16MT-KQ9V-HNDV	\$8.69
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1L4R-CGWH-VR11	\$106.26
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1N34-WFHL-CL9C	\$15.52
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1CTJ-46WH-VN9H	\$124.24
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1N34-WFHL-JT4V	\$15.88
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	17C7-Y17F-DPJG	\$14.95
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1MXG-PPQK-3QFQ	\$8.75
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1C6Q-TYD6-CJMF	\$8.69
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1TP7-P7PG-3HJY	\$6.43
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1XWY-XICV-313K	\$13.04
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1FF3-VNKL-73JR	\$12.92
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1HFK-HY6T-361G	\$13.22
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1HHF-J39C-6WVY	\$6.43
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	11FW-TFJX-6PYT	\$6.58
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1CQ9-NJ1W-3TP9	\$13.04
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1WV4-LW93-71VV	\$6.43
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	14FW-RCC4-64GX	\$12.92
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	113K-CLC9-7GMR	\$49.32
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1TVY-VX9K-CQNK	\$12.92
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1HKK-KCDG-6J4X	\$13.13
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	113K-CLC9-99VF	\$51.90
3/14/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	113K-CLC9-LJLY	\$53.05
3/14/2022	Beautiful Feet Books, Inc.	Approved Core Curriculum, Teacher Manuals	16329	\$92.55
3/14/2022	BookShark, LLC	Approved Core Curriculum, Teacher Manuals	BI0001421	\$243.59
3/14/2022	MEL Science U.S., LLC	Approved Core Curriculum, Teacher Manuals	MN2022020701	\$302.23
3/14/2022	MEL Science U.S., LLC	Approved Core Curriculum, Teacher Manuals	AE2022021502	\$442.09
3/14/2022	Mimeo.com, Inc	Approved Core Curriculum, Teacher Manuals	1798287	\$101.17
3/14/2022	Mimeo.com, Inc	Approved Core Curriculum, Teacher Manuals	1799804	\$303.77

Elite Academic Academy - Lucerne

3/14/2022	Moving Beyond the Page	Approved Core Curriculum, Teacher Manuals	264732	\$336.01
3/14/2022	Moving Beyond the Page	Approved Core Curriculum, Teacher Manuals	264731	\$628.95
3/14/2022	Outschool, Inc.	Approved Core Curriculum, Teacher Manuals	12345699864	\$88.00
3/14/2022	Outschool, Inc.	Approved Core Curriculum, Teacher Manuals	12345699863	\$13.00
3/14/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3673988	\$28.25
3/14/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3673987	\$226.46
3/14/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3673985	\$34.82
3/14/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3676378	\$117.78
3/14/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3676354	\$401.57
3/14/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3678394	\$344.29
3/14/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3678392	\$90.77
3/14/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3678372	\$472.53
3/14/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3678389	\$20.27
3/14/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3682860	\$85.86
3/14/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3682889	\$180.80
3/14/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3683645	\$20.46
3/14/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3683646	\$112.18
3/14/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3683652	\$30.50
3/14/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3683654	\$142.45
3/14/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3683639	\$77.04
3/14/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3683655	\$155.21
3/14/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3683661	\$77.78
3/14/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3683653	\$71.71
3/14/2022	Singapore Math Inc.	Approved Core Curriculum, Teacher Manuals	5217424	\$134.86
3/14/2022	Studies Weekly	Approved Core Curriculum, Teacher Manuals	431680	\$64.54
3/14/2022	Studies Weekly	Approved Core Curriculum, Teacher Manuals	431827	\$65.14
3/14/2022	Studies Weekly	Approved Core Curriculum, Teacher Manuals	431696	\$32.57
3/14/2022	TalkBox.Mom	Approved Core Curriculum, Teacher Manuals	570548	\$330.60
3/14/2022	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	184906732	\$138.60
3/14/2022	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	184919758	\$67.25
3/14/2022	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	185189720	\$32.19
3/14/2022	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	184232637	\$15.00
3/14/2022	Teaching Textbooks, LLC	Approved Core Curriculum, Teacher Manuals	42045	\$43.08
3/14/2022	Teaching Textbooks, LLC	Approved Core Curriculum, Teacher Manuals	42196	\$55.08
3/14/2022	Branche Jones	Business Services	22822	\$1,500.00

Elite Academic Academy - Lucerne

3/14/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VT7-NL1L-1KWQ	\$158.39
3/14/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CHM-X6KF-4VY1	\$6.45
3/14/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	137C-6G73-4G1V	\$16.15
3/14/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	16HL-XG4V-DRCH	\$43.38
3/14/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JYC-R7RW-CHKC	\$39.82
3/14/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	11KR-HY6Y-9F4D	\$127.18
3/14/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GTM-LYKH-M497	\$71.58
3/14/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FD4-RPKV-HWQR	\$9.76
3/14/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	11FF-LWCT-FTK9	\$19.73
3/14/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1C6Q-TYD6-F7Q9	\$717.15
3/14/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CQ9-NJ1W-79G7	\$31.31
3/14/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	11MD-61CK-4MMMD	\$12.00
3/14/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17RV-P39D-CJGN	\$29.84
3/14/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13R4-XPV6-7KY7	\$7.56
3/14/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WGM-XRH1-7MDV	\$94.88
3/14/2022	Blick Art Materials	Core Teaching/Student Supplies	8071537	\$23.95
3/14/2022	Home Science Tools	Core Teaching/Student Supplies	393901	\$50.34
3/14/2022	Home Science Tools	Core Teaching/Student Supplies	393900	\$111.30
3/14/2022	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-7BD092AF02102242	\$118.53
3/14/2022	Lakeshore Learning Materials	Core Teaching/Student Supplies	6.20266E+11	\$80.42
3/14/2022	Lakeshore Learning Materials	Core Teaching/Student Supplies	6.20243E+11	\$202.19
3/14/2022	Little Passports, Inc	Core Teaching/Student Supplies	118242906	\$167.77
3/14/2022	Little Passports, Inc	Core Teaching/Student Supplies	118181723	\$167.77
3/14/2022	Little Passports, Inc	Core Teaching/Student Supplies	118242908	\$167.77
3/14/2022	Rainbow Resource Center	Core Teaching/Student Supplies	3678399	\$158.55
3/14/2022	Rainbow Resource Center	Core Teaching/Student Supplies	3678407	\$246.96
3/14/2022	Rainbow Resource Center	Core Teaching/Student Supplies	3678402	\$66.28
3/14/2022	Rainbow Resource Center	Core Teaching/Student Supplies	3682853	\$14.67
3/14/2022	Rainbow Resource Center	Core Teaching/Student Supplies	3683662	\$609.58
3/14/2022	Sarah Critchfield	Core Teaching/Student Supplies	CRI020722	\$80.65
3/14/2022	Staples Business Credit	Core Teaching/Student Supplies	7349650763-0-2	\$4.34
3/14/2022	Staples Business Credit	Core Teaching/Student Supplies	7350467825-0-1	\$67.15
3/14/2022	Staples Business Credit	Core Teaching/Student Supplies	7350466156-0-2	\$77.96
3/14/2022	Staples Business Credit	Core Teaching/Student Supplies	7350466156-0-1	\$32.60
3/14/2022	Alicia Barbosa	Educational Services	BAR021822	\$154.50

Elite Academic Academy - Lucerne

3/14/2022	Amanda Neira	Educational Services	535412198	\$140.00
3/14/2022	Christina McDanel	Educational Services	MCD020822	\$95.00
3/14/2022	David Barnes	Educational Services	535325328	\$90.00
3/14/2022	Donald Jensen	Educational Services	535396444	\$140.00
3/14/2022	Freedom in Motion Inc.	Educational Services	535396438	\$680.00
3/14/2022	Jill Morrison	Educational Services	535404032	\$50.00
3/14/2022	Marie Campbell	Educational Services	CAM020822	\$260.00
3/14/2022	Marie Campbell	Educational Services	CAM020822a	\$260.00
3/14/2022	Melissa Cole	Educational Services	535396435	\$45.00
3/14/2022	Melissa J. Diwa Enterprises	Educational Services	535396429	\$1,644.00
3/14/2022	Melissa J. Diwa Enterprises	Educational Services	535404033	\$765.00
3/14/2022	Melissa J. Diwa Enterprises	Educational Services	535406992	\$1,200.00
3/14/2022	Neesha N. Rahim	Educational Services	22522	\$3,750.00
3/14/2022	Nicole the Math Lady, LLC	Educational Services	4255	\$99.00
3/14/2022	Parnassus Preparatory Academy	Educational Services	535396449	\$3,320.00
3/14/2022	Patricia Gminder	Educational Services	GMI021822	\$230.00
3/14/2022	Sarah Critchfield	Educational Services	CRIO20722	\$40.00
3/14/2022	Shamyia Smith	Educational Services	SMIO20722	\$240.00
3/14/2022	The Rage Entertainment Complex	Educational Services	535396454	\$332.50
3/14/2022	Top Billing Entertainment Performance Ac.	Educational Services	535396456	\$523.00
3/14/2022	Valerie Davis	Educational Services	DAV021122a	\$120.00
3/14/2022	Valerie Davis	Educational Services	DAV021122	\$120.00
3/14/2022	Blank Rome LLP	Legal Fees	2023661	\$420.00
3/14/2022	Blank Rome LLP	Legal Fees	2023658	\$1,307.50
3/14/2022	Hatch & Cesario, Attorneys-at-Law	Legal Fees	14098	\$450.00
3/14/2022	Mary R. Pierce, Esq.	Legal Fees	202209	\$1,518.75
3/14/2022	Staples Business Credit	Materials & Supplies - Office	7350124479-0-1	\$94.42
3/14/2022	Sarah Critchfield	Mileage, Parking & Tolls	CRIO20722	\$60.95
3/14/2022	Cecily Hammond	Professional Development	100	\$750.00
3/14/2022	Laurie Pettay	Professional Development	PET021622	\$53.88
3/14/2022	Life Storage	Rent - Facilities Lease	002Feb22#658b	\$199.00
3/14/2022	McColgan & Associates, Inc	Special Education Services	4482	\$11,266.95
3/14/2022	McColgan & Associates, Inc	Special Education Services	4510	\$7,091.50
3/14/2022	TSW Therapy, Inc.	Special Education Services	1076	\$1,295.00
3/14/2022	TSW Therapy, Inc.	Special Education Services	1075	\$4,833.75

Elite Academic Academy - Lucerne

3/14/2022	TSW Therapy, Inc.	Special Education Services	1077	\$1,138.75
3/14/2022	The Speech and Language Group, Inc	Special Education Services	44562	\$2,062.50
3/14/2022	AGiRepair, Inc.	Technology Services & Software - Education	5108	\$237.00
3/14/2022	AGiRepair, Inc.	Technology Services & Software - Education	6792	\$139.00
3/14/2022	Securly, Inc.	Technology Services & Software - Education	110849	\$2,256.25
3/14/2022	Marsh & McLennan Agency, LLC	Workers Compensation	1773823	\$1,661.50
3/15/2022	AIRTABLE.COM/BILL	Technology Services & Software - Business	Credit Card 0140	\$183.05
3/17/2022	MSFT * E0300HZHI3	Technology Services & Software - Business	Credit Card 0140	\$338.25
3/18/2022	Aflac	Health Insurance	373978	\$774.23
3/18/2022	MOLLY MAID OF SADDLEBACK	Janitorial Services	Credit Card 0140	\$126.00
3/21/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1NDW-11CW-YYWX	\$15.37
3/21/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1RM1-WWMF-MYYQ	\$51.11
3/21/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1KF6-T6LD-7YDP	\$7.57
3/21/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	11YX-Q3R6-6XW1	\$8.69
3/21/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	19KY-7LJ-9NKJ	\$7.50
3/21/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	19KY-7LJ-H6XQ	\$7.50
3/21/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1RM1-WWMF-6Q1W	\$64.27
3/21/2022	AoPS Incorporated	Approved Core Curriculum, Teacher Manuals	224566	\$157.64
3/21/2022	AoPS Incorporated	Approved Core Curriculum, Teacher Manuals	224567	\$157.64
3/21/2022	BookShark, LLC	Approved Core Curriculum, Teacher Manuals	B10001614	\$117.41
3/21/2022	Mimeo.com, Inc	Approved Core Curriculum, Teacher Manuals	1801411	\$715.60
3/21/2022	Outschool, Inc.	Approved Core Curriculum, Teacher Manuals	12345700178	\$90.00
3/21/2022	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	184917267	\$4.50
3/21/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	199J-6TQV-3DJD	\$401.68
3/21/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19KY-7LJ-7JV3	\$8.61
3/21/2022	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-50E7153202222216	\$125.91
3/21/2022	Michelle Hilton	Core Teaching/Student Supplies	HIL030822	\$42.47
3/21/2022	Staples Business Credit	Core Teaching/Student Supplies	7350467825-0-2	\$28.26
3/21/2022	Staples Business Credit	Core Teaching/Student Supplies	7350853032-0-1	\$52.82
3/21/2022	Staples Business Credit	Core Teaching/Student Supplies	7350855413-0-1	\$42.21
3/21/2022	Staples Business Credit	Core Teaching/Student Supplies	7350853789-0-2	\$20.65
3/21/2022	Staples Business Credit	Core Teaching/Student Supplies	7350853789-0-1	\$20.53
3/21/2022	San Bernardino County Superintendent of	County STRS Fees	QLC-01/02-2022	\$700.00
3/21/2022	San Bernardino County Superintendent of	County STRS Fees	QLC-04-2021	\$300.00
3/21/2022	Cecilia Whaley	Educational Services	WHA022222	\$50.00

Elite Academic Academy - Lucerne

3/21/2022	Emmanuel Flores	Educational Services	FLO022222	\$375.00
3/21/2022	James Kang	Educational Services	KAN022222	\$263.06
3/21/2022	Melissa J. Diwa Enterprises	Educational Services	535420447	\$1,857.00
3/21/2022	Parnassus Preparatory Academy	Educational Services	535420449	\$1,680.00
3/21/2022	Woojung We	Educational Services	WE022222	\$125.00
3/21/2022	Prime Educational Solutions	Back Office Fees	1056	\$3,627.17
3/21/2022	Prime Educational Solutions	Educational Services	1056	\$17,000.00
3/21/2022	Prime Educational Solutions	Special Education Services	1056	\$39,609.49
3/21/2022	Prime Educational Solutions	Back Office Fees	1054	\$69,898.88
3/21/2022	Prime Educational Solutions	Educational Services	1054	\$8,500.00
3/21/2022	Prime Educational Solutions	Special Education Services	1054	\$22,644.30
3/21/2022	Sprint	Technology Equipment - Students	203114558-028	\$2,076.64
3/21/2022	BLN*monday.com	Technology Services & Software - Business	Credit Card 0140	\$23,040.00
3/21/2022	FEDEX 445152629	Postage & Delivery - Educational	Credit Card 0140	\$31.54
3/24/2022	J2 EFAX SERVICES	Technology Services & Software - Business	Credit Card 0140	\$16.95
3/25/2022	Frontier	Phone / Internet / Website Fees	004Apr2002-43385	\$80.88
3/25/2022	Frontier	Phone / Internet / Website Fees	004Apr2022	\$153.06
3/27/2022	KAJABI GROWTH MONTHLY	Technology Services & Software - Business	Credit Card 0140	\$199.00
3/27/2022	MOLLY MAID OF SADDLEBACK	Janitorial Services	Credit Card 0140	\$126.00
3/27/2022	WWW.TEACHWORKS.COM	Technology Services & Software - Educational	Credit Card 0140	\$125.00
3/28/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	17YM-6LNG-1X4R	\$7.62
3/28/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	19KY-7LJ-XKMY	\$7.57
3/28/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1M74-TLWR-7FT1	\$12.92
3/28/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	17YM-6LNG-6R3R	\$7.57
3/28/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1NCD-LLY-7MWF	\$7.57
3/28/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1NFW-KNF4-HRKT	\$7.50
3/28/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1466-XFPW-MK3D	\$43.49
3/28/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1XTW-HP41-J9T7	\$15.37
3/28/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1YNN-N3Y3-VYWF	\$7.57
3/28/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1J7G-CFM1-VW9T	\$14.13
3/28/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1DHW-4JXH-337N	\$78.82
3/28/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1DRL-NYL6-ND1L	\$22.62
3/28/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1KYJ-1WCF-K37Y	\$6.91
3/28/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1GH9-F497-9JTR	\$13.04
3/28/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1C3H-1LW4-4PX6	\$11.89

Elite Academic Academy - Lucerne

3/28/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	17Q4-T9YL-7YXT	\$13.04
3/28/2022	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1PTM-HR3H-1LRY	\$12.54
3/28/2022	BookShark, LLC	Approved Core Curriculum, Teacher Manuals	B10001797	\$264.08
3/28/2022	Learning Without Tears	Approved Core Curriculum, Teacher Manuals	INV138170	\$19.78
3/28/2022	Learning Without Tears	Approved Core Curriculum, Teacher Manuals	INV138333	\$19.97
3/28/2022	Megan Nelson	Approved Core Curriculum, Teacher Manuals	NEL022822a	\$150.00
3/28/2022	Megan Nelson	Approved Core Curriculum, Teacher Manuals	NEL022822	\$150.00
3/28/2022	Mimeo.com, Inc	Approved Core Curriculum, Teacher Manuals	1803640	\$141.29
3/28/2022	Mimeo.com, Inc	Approved Core Curriculum, Teacher Manuals	1803052	\$65.47
3/28/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3687025	\$184.75
3/28/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3687033	\$53.07
3/28/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3687026	\$77.47
3/28/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3686825	\$85.89
3/28/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3687032	\$14.84
3/28/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3688802	\$398.98
3/28/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3688803	\$40.63
3/28/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3689531	\$33.62
3/28/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3689543	\$282.41
3/28/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3689520	\$36.54
3/28/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3689519	\$18.65
3/28/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3688801	\$423.43
3/28/2022	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	3690879	\$18.56
3/28/2022	Time4Learning	Approved Core Curriculum, Teacher Manuals	5032079	\$249.50
3/28/2022	Usborne & Kane Miller Books	Approved Core Curriculum, Teacher Manuals	DIR0694613	\$138.88
3/28/2022	Valley Office Equipment**	Copier Lease, Service, Toner & Repair	IN2202-1750	\$20.73
3/28/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1F3L-1671-TV6W	\$74.89
3/28/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1RM1-WWWMF-HR37	\$61.75
3/28/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JF3-6GY6-RPLT	\$118.33
3/28/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19KY-7LJJ-XRFC	\$118.33
3/28/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1RQD-CPM1-FK7N	\$17.39
3/28/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1466-XFPW-VXP4	\$274.46
3/28/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KD3-939R-XX69	\$21.71
3/28/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XTW-HP41-TRJN	\$163.68
3/28/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QXC-DQXH-YLLY	\$51.38
3/28/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19NJ-RHDJ-3H3J	\$59.80

Elite Academic Academy - Lucerne

3/28/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JFQ-F7XR-7NT6	\$99.82
3/28/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1LCR-FM3N-P6QD	\$140.78
3/28/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	146T-RQY3-TYJ6	\$40.23
3/28/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1TXQ-4FFG-KDKQ	\$38.05
3/28/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1914-TPMG-GGJT	\$38.31
3/28/2022	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1C4C-GGLG-G61V	\$259.15
3/28/2022	Crafty School Crates	Core Teaching/Student Supplies	21015	\$146.58
3/28/2022	Home Science Tools	Core Teaching/Student Supplies	398206	\$122.96
3/28/2022	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-7B55F1B 902232235	\$65.25
3/28/2022	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-FC6DE45E02272237	\$130.45
3/28/2022	Little Passports, Inc	Core Teaching/Student Supplies	118246510	\$167.77
3/28/2022	Little Passports, Inc	Core Teaching/Student Supplies	118359625	\$167.77
3/28/2022	Little Passports, Inc	Core Teaching/Student Supplies	118359623	\$167.77
3/28/2022	Little Passports, Inc	Core Teaching/Student Supplies	118359635	\$167.77
3/28/2022	Staples Business Credit	Core Teaching/Student Supplies	7350853789-0-3	\$22.83
3/28/2022	Staples Business Credit	Core Teaching/Student Supplies	7350855413-0-2	\$21.34
3/28/2022	Cece's Artistic Touch	Educational Services	535435358	\$200.00
3/28/2022	Christina McDanel	Educational Services	MCD022522	\$85.00
3/28/2022	David Barnes	Educational Services	535378518	\$120.00
3/28/2022	Desert Hope Dyslexia Services	Educational Services	535470951	\$500.00
3/28/2022	EM Sports LLC	Educational Services	535435366	\$11,625.00
3/28/2022	EMH Sports USA, Inc	Educational Services	535435368	\$40.00
3/28/2022	Emmanuel Flores	Educational Services	FLO022422	\$105.00
3/28/2022	Engineering for Kids of Kern	Educational Services	1069	\$335.00
3/28/2022	EverWild	Educational Services	535426421	\$150.00
3/28/2022	EverWild	Educational Services	535435370	\$300.00
3/28/2022	Frank Velasquez	Educational Services	535435337	\$520.00
3/28/2022	HOPE CDC	Educational Services	353	\$3,230.00
3/28/2022	HOPE CDC	Educational Services	354	\$6,370.00
3/28/2022	Jacinta Weitz	Educational Services	WEI030122	\$119.00
3/28/2022	Jacqueline Diaz	Educational Services	DIA022822	\$165.00
3/28/2022	Kimberly Keeth	Educational Services	535435371	\$1,450.00
3/28/2022	Loren Martinez	Educational Services	535435375	\$97.50
3/28/2022	Lorna Jenkins	Educational Services	535435390	\$1,167.00
3/28/2022	Melissa Cole	Educational Services	535435325	\$450.00

Elite Academic Academy - Lucerne

3/28/2022	Melissa J. Diwa Enterprises	Educational Services	535426422	\$2,049.00
3/28/2022	Melissa J. Diwa Enterprises	Educational Services	535435320	\$3,879.00
3/28/2022	Monique Waithe	Educational Services	WAI032422	\$378.00
3/28/2022	Nicole the Math Lady, LLC	Educational Services	4305	\$79.00
3/28/2022	Temecula Tutor LLC	Educational Services	535465422	\$275.00
3/28/2022	Great American Insurance Group	General Liability Insurance	003Mar2022LU	\$1,785.99
3/28/2022	Kaiser Foundation Health Plan	Health Insurance	4.83938E+11	\$15,479.18
3/28/2022	AGiRepair, Inc.	Technology Services & Software - Educationa	7657	\$89.00
3/28/2022	AGiRepair, Inc.	Technology Services & Software - Educationa	8207	\$199.00
3/28/2022	OPS	Technology Services & Software - Educationa	2282	\$704.95
3/28/2022	School Pathways Holdings, LLC	Technology Services & Software - Educationa	140-INV3063	\$257.50
3/28/2022	School Pathways Holdings, LLC	Technology Services & Software - Educationa	140-INV3044	\$3,417.17
3/29/2022	SBCSS	STRS	03MarSTRS2022	\$90,714.86

Elite Academic Academy - Instructional Service Community Partner (April 2022)

Partner Name	Description of Services	Link to EAA VCI 2021-2022 Applications
Selva Mixed Martial Arts	Martial Arts Academy (Jiu Jitsu, wrestling, muay tai and general fitness to members)	Selva Mixed Martial Arts_EAA VCI 21-22 Application
Learn Japanese Now	Japanese grammar, conversation, and writing	Learn Japanese Now_EAA VCI 21-22 Application
Alisha Curtin	Math tutoring, dissection, biology, chemistry, anatomy, CPR, health, forensic science, self-defense, and gardening	Alisha Curtin_EAA VCI 21-22 Application
Pich Music Studio	Piano, voice, guitar, ukulele lessons	Pich Music Studio_EAA VCI 21-22 Application
Mathnasium of Chula Vista	Math tutoring and enrichment	Mathnasium of Chula Vista_EAA VCI 21-22 Application
Power of Leverage Brazilian Jiu Jitsu	Brazilian Jiu Jitsu kids programs and Boxing lessons	Power of Leverage BJJ_EAA VCI 21-22 Application
Ivey Ranch Park	Equin assisted services - horseback riding	Ivey Ranch Park_EAA VCI 21-22 Application
Club Z! Tutoring Temecula	K-12 tutoring in all subjects	Club Z! Tutoring Temecula_EAA VCI 21-22 Application
Defend Your Legacy Basketball	Basketball training/Skill development	Defend Your Legacy Basketball_EAA VCI 21-22 Application
Mathnasium of Oceanside North	Math instruction, homework help, Elementary, Middle and High School math help	Mathnasium of Oceanside North_EAA VCI 21-22 Application

Elite Academic Academy - Educational Material Partners (April 2022)

Partner Name	Product Description	Link to EAA EMR 2021-2022 Applications
Essentials in Writing	Videos - based online writing curriculum and available supplementary online courses	Essentials in Writing_EAA EMR 21-22_Application



Academic Innovation - IT Support *Job Description*

Position Title:	Academic Innovation - IT Support
Reports To:	Chief Academic Innovations Officer, or designee
FLSA Status:	Hourly Non-Exempt
Pay Range:	\$20.00 per hour
Work Schedule:	12 months
Location:	Onsite/Remote Office

Position Summary: *The Academic Innovation - IT Support position is responsible for the management and support of technology related matters outlined in this job description ranging from resolving issues with company Mac and PC computers, operating systems and platforms, critically evaluating and addressing company tech issues, and troubleshooting and supporting the company users.*

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Any combination equivalent to: graduation from high school and one year hands-on IT technical support experience.
- Solid understanding of Google Suite tools and how to troubleshoot issues with the suite.
- Attention to detail and good problem-solving skills.
- Excellent interpersonal skills.
- Good written and verbal communication.
- Bilingual skills preferred.
- State and federal fingerprint clearance (LiveScan) to work with students (Ed. Code 44237). No prospective employee can report to work without this clearance being received and the Human Resources Manager notifying the immediate supervisor of this clearance.

*Academic Innovation - IT Support Job Description
Pending Board Approval*

- Proof of a clear TB Tine test dated within the last 60 days (Ed. Code 49406) upon employment and thereafter updated every four years.

ESSENTIAL DUTIES and RESPONSIBILITIES

Under the direction of the Chief Academic Innovations Officer, and in tandem with our Technology Support Coordinator:

- Manage and support company issued Mac, PC, and Chromebook devices.
- Conduct hardware installation, maintenance and repair on student-issued Chromebooks.
- Load software installation and updates.
- Offer technical support on-site, via remote access software, phone and email to both students and staff.
- Educate users how to utilize technology equipment correctly.
- Create job aids for technology-related platforms and issues.
- Manage multiple tech support cases at one time.

Use of Computer Technology:

To perform this job successfully, an individual should have knowledge of how to use the internet to find information and complete tasks, email usage, order processing systems, spreadsheet software, and word processing software.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to demonstrate activities.
- Operates a computer and other office productivity machinery.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching.
- Sitting or standing for extended periods of time.
- Lifting objects up to 50 pounds.
- Close vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment.
- Noise level is generally moderate.
- Work conducted in a public setting.
- Indoor in varying temperature.
- Employee must have available transportation and be able to drive up to 100 miles in a day.

Hazards:

- Contact with dissatisfied individuals

Employee Acknowledgement:

Employee Signature

Printed Name

Date



Date of Offer: March 28, 2022

Assignment Offered: Temporary Human Resources Part-Time Administrative Assistant

Candidate Name: [REDACTED]

Candidate Address: [REDACTED]

It is our pleasure to offer you a temporary position with the Elite Academic Academy - Lucerne (the "School"). This Temporary Employment Contract (the "Contract" or "Temporary Employment Contract") states the terms and conditions that govern the contractual agreement between Elite Academic Academy - Lucerne and Joe Anaya (the "Temp") who agrees to be bound by this Contract.

WHEREAS, the School is engaged in Public Charter School Education; and

WHEREAS, the School desires to employ and retain the services of the Temp on a temporary basis according to the terms and conditions herein.

NOW, THEREFORE, In consideration of the mutual covenants and promises made by the parties hereto, the School and the Temp (individually, each a "Party" and collectively, the "Parties") covenant and agree as follows:

- The term of this Temporary Employment Contract shall commence on April 1, 2022, and continue until June 30, 2022; and/or a date to be determined by the School, and agreed upon by the Temp.
- This offer of employment is conditioned upon the receipt of proof of your legal eligibility to work in the United States [I-9].
- The Temp agrees and acknowledges that, just as the Temp has the right to terminate employment with the School at any time, with or without cause and with or without notice, the School has the same right, and may terminate the Temp's employment with the School at any time, with or without cause and with or without notice.
- The School shall employ the Temp as a Human Resources Part-Time Administrative Assistant (the "Position") performing the duties described on Exhibit A attached hereto. The Temp accepts employment with the School on the terms and conditions set forth in this Temporary Employment Contract, and agrees to devote his/her full time and attention (reasonable periods of illness excepted) to the performance of his/her duties under this Contract.
- The Temp's days of work shall be Monday through Friday at hours determined by the School, provided that ordinary working hours shall not exceed 20 hours per week, *unless agreed upon by the School*.
- In consideration for the performance of the duties hereunder, the Temp shall be entitled to compensation as described on Exhibit B attached hereto.
- The Temp agrees and acknowledges that he/she shall comply with the School's Employee Handbook. Copies of such documents are available upon request.

- No modification of this Contract shall be valid unless in writing and agreed upon by both Parties.
- This Temporary Employment Contract and the interpretation of its terms shall be governed by and construed in accordance with the laws of the State of California and subject to the exclusive jurisdiction of the federal and state courts located in San Bernardino, California

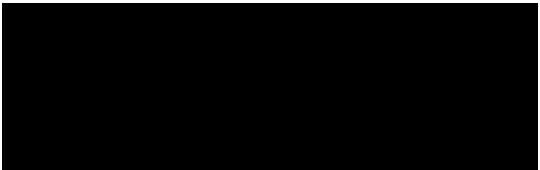
IN WITNESS WHEREOF, each of the Parties has executed this Temporary Employment Contract, , as of the day and year set forth below.

Elite Academic Academy

DocuSigned by:
Meghan Freeman 3/28/2022
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Meghan Freeman -CEO Date

AGREED TO AND ACCEPTED BY:

 3/29/2022

Date

Exhibit A. Job Description (See attached)

Exhibit B. Compensation:

- COMPENSATION.
 - The Temp shall be entitled to receive an hourly rate of \$18.00 (the "Compensation") for performance of the duties described in the Temporary Employment Contract.
 - Payments from the pay period beginning on the 1st and ending on the 15th will be paid on, or before, the 26th of that month; and payments for the pay period beginning on the 16th thru the end of the month, will be paid on or before the 10th of the month.
 - The compensation set out above shall be the Temp's sole compensation under the Temporary Employment Contract. Sick leave will be provided in accordance with the law.
 - Payments to the Temp shall be subject to employer withholding.



**Temporary Part-Time Human Resources Administrative Assistant
Job Description**

Job Title: Temporary Part-Time Human Resources Administrative Assistant
Department: Human Resources
Reports To: Chief Personnel Officer or designee
Employee Status: Non-Exempt/Hourly
Employee Calendar: Temporary/Year-Round
Pay: \$15-\$20 based on experience

Position Summary: *Perform secretarial and administrative assistant duties related to the Human Resources Department to include clerical duties pertaining to temporary hiring and onboarding. Coordinate, and conduct reference checks, and the flow of communication for the Year-Round Program. Assure smooth and efficient department operations.*

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as Temporary Part-time Administrative Assistant to the Human Resources Department and/or CEO; perform communication services; receive, screen and route telephone calls; take and relay messages as appropriate; and perform reference checks, schedule appointments, conferences and other events.

*Temporary Human Resources Part- Time Administrative Assistant - Job Description
Board Approved May 06, 2021*

- Exercise independent judgment in resolving issues and refer difficult issues to the administrator as necessary.
- Provide technical information and assistance related to department or program operations, policies and procedures.
- Input data into an assigned computer system; initiate queries and generate computerized reports as requested; establish and maintain automated records and files; and assure accuracy of input and output data.
- Compose, independently or from oral instructions, notes or rough drafts, materials including inter-office communications, applications, requisitions, forms, contracts, letters, memoranda, bulletins, flyers, brochures, agenda items and other materials; review and proofread documents.
- Prepare lists, forms, contracts and correspondences as assigned.
- Follow established procedures and meet deadlines.
- Receive, compile, and verify information; prepare and maintain manuals and automated records related to personnel; maintain filing systems.

Other Duties:

- Assist with documenting and reporting to school management all formal disciplinary actions involving students and staff; addressing and resolving complaints from students, parents, and staff in a timely manner; and ensuring compliance with the Uniform Complaint Policy, the Uniform Technology Policy, and the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).
- Perform other duties as assigned.

Knowledge and Abilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- Modern office practices, procedures and equipment.
- At least 1 year experience with Microsoft Office.
- Telephone techniques and etiquette.
- Policies and objectives of assigned program and activities.
- Applicable laws, codes, regulations, policies and procedures.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Operation of a computer and assigned software, Paycom experience a plus

- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading.
- Mathematical computations.

Ability to:

- Perform varied and responsible secretarial and administrative assistant duties.
- Assure smooth and efficient office operations.
- Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
- Work independently with little direction.
- Compose correspondence and written materials independently or from oral instructions.
- Understand and resolve issues, complaints or problems.
- Maintain confidentiality of sensitive and privileged information.
- Determine appropriate action within clearly defined guidelines.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and files.
- Compile and verify data and prepare reports.
- Complete work with many interruptions.
- Plan and organize work.
- Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: graduation from high school; and three years increasingly responsible clerical or secretarial experience involving frequent public contact.


Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

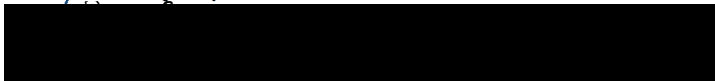
- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Operates a computer and other office productivity machinery.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching.
- Sitting or standing for extended periods of time.
- Lifting objects up to 50 pounds.
- Close vision and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee works remotely
- Noise level is generally moderate.
- Employee must have available transportation and be able to drive up to 100 miles in a day.

Employee Acknowledgement:

 DocuSigned by:



3/29/2022

Employee Signature

Printed Name

Date



MUTUAL AGREEMENT TO ARBITRATE DISPUTES

The parties to this Mutual Agreement to Arbitrate Disputes (“Agreement”) wish to resolve, fairly and quickly, any and all disputes which may arise between them and agree as follows:

- A. Agreement to Arbitrate. Any controversy, dispute or claim (“Claim”) whatsoever between [REDACTED] (“Employee”) on the one hand, and Elite Academic Academy - Lucerne (“the Company”), or any of its current and former directors, officers, shareholders, employees, agents, representatives, or related entities (collectively “Company Parties”), on the other hand, (collectively, the “Parties”) shall be resolved by the Parties by final and binding arbitration at the request of either Party.
- B. Claims Covered. This Agreement broadly covers *any and all claims* that have existed, currently exist, and/or may arise between the Parties including, but not limited to, claims for: (a) misclassification, wages (regular or overtime), meal period and/or rest break premiums, wage statement penalties, waiting time penalties, paid time off/vacation, business expenses, benefits and/or other compensation; (b) breach of contract (oral, implied, express or written); (c) wrongful termination and/or retaliation; (d) unfair competition and/or misappropriation of trade secrets; (e) discrimination, harassment, and/or retaliation on the basis of a characteristic protected by law; and (f) any other claims arising out of or related to the employment relationship (including application for employment) or termination of the employment relationship or for violation of any federal, state, or other government law, statute, regulation, or ordinance including, without limitation, the California Labor Code, the Industrial Welfare Commission Wage Orders, the California Business and Professions Code, the Fair Labor Standards Act, California’s Fair Employment and Housing Act, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Age Discrimination in Employment Act, and the United States and California Constitutions (collectively, “Covered Claims”).
- C. Excluded Claims. Notwithstanding the above broad scope of Covered Claims, this Agreement does not cover any claims to the extent such claims are non-arbitrable pursuant to applicable law (which are not preempted by the FAA).
- D. Class and Collective Action Waiver. **Covered Claims shall be arbitrated on an individual basis only. No Covered Claim shall be (a) heard or arbitrated on a class or collective action basis on behalf of other persons alleged to be similarly situated, or (b) joined, consolidated, or otherwise combined with the claims of other persons in one proceeding. Each Party waives the right to bring, maintain, participate in, or receive money from, any class or collective proceeding, whether in arbitration or otherwise.**
- E. Notice of Claim. A demand for arbitration must be in writing by certified or registered mail, return receipt requested and obtained, or by service as authorized for the commencement of a civil action and made within the applicable statute of limitations period. The notice must describe the nature of the controversy and the remedy sought. In the event that there is a dispute as to whether the Parties agreed to arbitrate a claim or an issue, the court shall have the exclusive authority to determine arbitrability.
- F. Rules of Arbitration. Arbitration under this Agreement will be conducted in accordance with the then current

Employment Arbitration Rules and Mediation Procedures of the American Arbitration Association (“AAA Rules”) or in accordance with the rules of another similar organization agreed to by the Parties. A current copy of the AAA Rules is available at www.adr.org and from Elite Academic Academy’s Human Resources Department upon request.

- G. Place of Arbitration. Arbitration shall take place before a neutral arbitrator within 45 miles of where Employee is or was last employed by the Company.
- H. Discovery. The Parties shall be entitled to conduct reasonable discovery, including, without limitation, conducting depositions of and requesting documents from each other and third parties. The arbitrator shall have the authority to resolve discovery disputes, modify procedures to ensure they are affordable and accessible, and order prehearing third-party discovery.
- I. Arbitration Decision. The arbitrator shall prepare in writing and timely provide to the Parties a decision and award which includes factual findings and the reasons upon which the decision is based. The arbitrator may make any award available under law, including monetary damages, injunctive relief, and attorneys’ fees. The decision of the arbitrator shall be binding and conclusive on the Parties, except as otherwise required by law. Judgment upon the award rendered by the arbitrator may be entered in any court having proper jurisdiction.
- J. Arbitration Fees and Costs. Company shall be entirely responsible for the arbitrator’s fees. Each Party shall pay his/her/its own costs and attorneys’ fees, if any, except that the arbitrator shall award attorneys’ fees and costs in accordance with applicable law.
- K. Governing Law. Any enforcement of this arbitration provision shall be governed by the Federal Arbitration Act (the “FAA”), and any procedural issues related to this arbitration provision shall be governed by California law, unless California law conflicts with the FAA in which case the FAA shall govern.
- L. Employee Right to Review and Consult Counsel. Employee has the right to review this agreement with their counsel if needed, and if Employee has any questions about this Agreement, Employee should contact Elite Academic Academy’s Human Resources Department.
- M. Sole and Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the matters referenced herein and can be modified only in a writing signed by both Parties, stating the intent to revoke or modify this Agreement. If any provision in this Agreement is determined to be unenforceable, then the remaining provisions shall remain in full effect.

By signing below, each party knowingly waives the right to class and collective procedures/actions and the right to trial by jury or judge for any covered claim. Each party retains all other rights, including the right to counsel, to call and cross-examine witnesses, to reasonable discovery, and to have claims addressed by an impartial factfinder.

Each party acknowledges that it or s/he are hereby advised to seek legal advice as to their rights and responsibilities under this agreement.

THIS AGREEMENT IS VOLUNTARY AND EMPLOYEE WILL NOT BE FIRED OR, IN THE CASE OF A NEW HIRE, BE DENIED A JOB, FOR DECLINING TO SIGN THIS AGREEMENT.

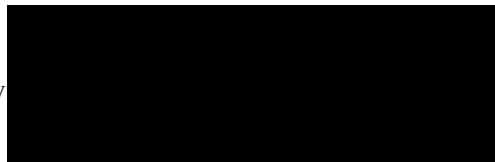
COMPANY:

By:

DocuSigned by:

 A4137E406BF5494...
 Its: Chief Executive Officer

By



DATED:

3/28/2022

DATED:



CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

The Parties to this Confidentiality and Non-Solicitation Agreement ("Agreement") are Elite Academic Academy – Lucerne (the "School") and [REDACTED] ("Employee") (collectively referred to herein as the "Parties").

1. Employee Access to Confidential Information. The School and Employee acknowledge that the business of the School and the nature of Employee's work will require Employee to have access to Confidential Information (as such term is defined below) of the School and/or its families, which, if disclosed in an unauthorized manner, could be highly prejudicial to the School and/or its families.

2. Value of School Business, Families, and Confidential Information. The School has created, developed, and obtained Confidential Information (as such term is defined below). Additionally, the School has entered into agreements with third parties whereby these third parties produce confidential, proprietary, and/or trade secret information for the School. Such information has independent actual or potential economic value from not being generally known to the public or to other persons who can obtain economic value from its disclosure or use and is not readily available through any source other than the School. Maintenance of confidentiality regarding such information and special knowledge is essential to preserving the competitive position and value of the School. Further, the specialized services provided by the School to its families are such that potential families might not be aware of the availability of such services from the School. Consequently, the School has gone to considerable time, expense, and effort in seeking out potential families, explaining to these potential families the unique value of the School's services, and developing family relationships. This specialized business requires the School to develop confidential relationships with its families, whereby the School and each family work together closely to develop customized services for each family. Therefore, information concerning both the nature and the fact of the School's relationships has independent actual or potential economic value from not being generally known to the public or to other persons who can obtain economic value from its disclosure or use. The confidentiality of the School's families is essential to the continued economic viability of the School and is subject to continuous, vigorous efforts by the School to maintain secrecy.

3. Confidential Information Defined. "Confidential Information" of the School includes, but is not limited to, proprietary and/or trade secret information, intellectual property, ideas innovations, organization financial documents and transactions, student and family information and records, confidential financial data or other non-public proprietary organization information,

confidential information regarding business partners, vendors, or families and students, business methods, devices, processes, compilation of information, computer software developed by or for the School records, methods of data processing, surveys, designs, questionnaires, reports, industry norms, models, forecasts, formulae, equations, studies or data developed in connection with any project or activity of the School, and School financial information.

A. Exclusions. Confidential Information shall not include: (a) information now and hereafter voluntarily disseminated by the School to the public or which otherwise becomes part of the public domain through lawful means; (b) information already known to Employee as documented by written records which predate Employee's employment with the School; and (c) information independently developed by Employee after termination of Employee's employment.

4. Value of the School's Workforce. The Parties further acknowledge and agree that the School needs to maintain a stable workforce in order to remain in business. Thus, the School is entitled to protect its legitimate business interest in preventing persons from disrupting, damaging, impairing, or interfering with its business by soliciting its employees for employment with another company.

5. Employee's Obligations as to Confidential Information. Therefore, as a condition of employment, Employee agrees to maintain the secrecy of the School's Confidential Information and to not engage in unfair competition with the School as follows:

A. No Disclosure. Employee will not use, disclose, or disseminate in any manner whatsoever any Confidential Information, either directly or indirectly, either during employment with the School or following termination of employment, except as required in the course of employment with the School, or as expressly authorized in writing by an officer or manager of the School.

B. No Reproduction or Removal. Employee will not reproduce in any manner, or remove from the School or Employee's work location, any Confidential Information, whether or not recorded in writing, by sound or visual means, on computer or computer disk or by any other means, either during employment with the School or following termination of employment, except as required in the course of employment with the School, or expressly authorized in writing by an officer of the School.

C. Duty to Prevent Disclosure. Employee will take all precautions reasonably necessary to prevent the unauthorized use, disclosure, or dissemination of Confidential Information either during employment with the School or following termination of employment with the School.

D. Required Disclosure. Notwithstanding Sections A, B and C above, in the event that Employee is requested or required (by oral questions, interrogatories, requests for information or documents, subpoena, civil investigative demand or other similar process in legal proceedings) to disclose any of the Confidential Information, Employee shall provide the School with prompt written notice of any such request

or requirement so that the School may seek a protective order or other appropriate remedy, or waive compliance with the provisions of this Agreement. If, in the absence of a protective order or other remedy or the receipt of a waiver by the School, Employee is nonetheless legally compelled to disclose Confidential Information to any tribunal or else stand liable for contempt or suffer other censure or penalty, Employee may, without liability hereunder, disclose to such tribunal only that portion of the Confidential Information that is legally required to be disclosed, provided that Employee exercises his or her best efforts to preserve the confidentiality of the Confidential Information, including, without limitation, by cooperating with the School to obtain an appropriate protective order or other reliable assurance that confidential treatment will be accorded the Confidential Information by such tribunal.

- E. Ownership of Materials; Return of Materials Upon Termination of Employment. All Confidential Information and/or other ideas, concepts, know-how, techniques, processes, methods, inventions, discoveries, developments, innovations, and improvements, that are reasonably related to the business of the School, involve the School's research or development (whether actual or demonstrably anticipated), or are produced by Employee during the period of employment with the School belongs to the School and not Employee. Upon termination of Employee's employment with the School for any reason whatsoever, Employee will immediately turn over to the School all Confidential Information. Additionally, Employee will return all other School property or equipment, including but not limited to keys, entry devices, documents, computer software, and/or other materials related to the business, professional or personal affairs of the School or any of the School's families. Further, Employee will not retain any copies of any of the above materials in hardcopy, electronic or other form.
- F. Prohibition on Use of Trade Secret Information. Employee agrees that during Employee's employment with the School and following termination of Employee's employment with the School, for any reason whatsoever, Employee shall not use the School's trade secret information, including without limitation, (1) to contact or solicit any families or prospective families of the School whom Employee served or whose names became known to Employee while in the employ of the School either on the Employee's behalf or on behalf of any other party engaged in a business which is competitive with the School or (2) to solicit the employment of any School employee, whether or not the solicited employee would commit any breach of his or her own employment terms by leaving the service of the School.
- G. No Competition During Employment. Employee agrees that during employment with the School, Employee will not engage in any other employment or activity that might interfere with or be in competition with the interests of the School.
- H. Student Information. Employee agrees not to use, disclose, or disseminate in any manner whatsoever, for compensation or otherwise, any information, actions, events, behavior, or other conduct that Employee observes or hears from the

School's students or their families, either directly or indirectly, either during employment with the School or following termination of employment. Employee further agrees to take all precautions reasonably necessary to prevent the unauthorized use, disclosure, or dissemination of the School's students' information, actions, events, behavior, or other conduct, either during employment with the School or following termination of employment with the School.

6. Trade Secrets. The Parties further recognize and acknowledge that neither the above provisions nor the School's exercise of any rights thereunder shall limit the rights of the School under applicable statutes and common law rules regarding trade secrets, including without limitation, the Uniform Trade Secrets Act (Cal. Civ. Code Section 3426 et seq.) or limit the rights of the School to seek damages relief. In particular, and without limitation of the foregoing, the School reserves its rights under California Civil Code Section 3426.3 to seek total damages in an amount two times that of actual damages suffered as a result of misappropriation of its Confidential Information.

7. School's Entitlement to Compensation Received by Employee for Use or Disclosure of Confidential Information. Employee further expressly agrees that, without limiting any other right or remedies the School may have, the School shall be entitled to recover any and all monies or other benefits whatsoever received by Employee or on Employee's behalf or by any other person or entity from any and all sources in connection with any use or dissemination by Employee, or Employee's agents, of any Confidential Information and that any such monies or other benefits so received shall be held in trust by the recipient for immediate payment over to the School.

8. Severability. In the event a court of competent jurisdiction finds any provision of this Agreement to be invalid or otherwise unenforceable, the remaining portions of this Agreement will retain their full force and effect.

9. Entire and Sole Agreement. The Parties agree that this Agreement contains their entire agreement and supersedes all other agreements and understandings, whether written or oral, covering the subject matter hereof. The Parties warrant that there were no representations, agreements, arrangements or understandings, whether written or oral, between them relating to the subject matter contained in this Agreement which are not fully expressed herein. No modification, amendment or waiver of any of the provisions contained in this Agreement, or any future representations, promise, or condition in connection with the subject matter of this Agreement, shall be binding upon any party to this Agreement unless made in writing and signed by such party or by a duly authorized officer, partner, or agent of such party.

10. Governing Law. The Parties agree that the laws of the State of California shall govern the interpretation and enforcement of this Agreement, without giving effect to that State's choice of law rules.

11. Independent Review and Advice. By signing his/her name below, Employee expressly acknowledges that he/she has read this Agreement, has had the opportunity to ask School representatives questions about it, has had the opportunity to consult with an attorney of his/her choice (at his/her own expense) before signing it, and understands the contents of this Agreement.

Employee further agrees that signing this Agreement is a condition of his/her employment with the School and payment therefore, which he/she understood before accepting employment with the School.

12. Costs and Attorneys Fees. In the event of any dispute, controversy, or other proceedings (including litigation or arbitration) arising out of or related to this Agreement, the prevailing party shall be entitled to reimbursement of all of its costs, including attorney and expert witnesses' fees and costs.

13. Successors and Assigns. All covenants, representations, warranties and agreements of the Parties contained herein shall be binding upon and inure to the benefit of their respective successors and permitted assigns.

14. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Date: 3/29/2022



Date: 3/28/2022

DocuSigned by:
Meghan Freeman
A4137E406BF5494...
By: _____
Its: Chief Executive Officer



Resolution recognizing a state of emergency and authorizing teleconferenced meetings pursuant to AB 361

WHEREAS, in response to the novel coronavirus (“COVID-19”) pandemic, Governor Newsom adopted a series of Executive Orders allowing the legislative bodies of local governments to meet remotely via teleconference so long as other provisions of the Ralph M. Brown Act (“Brown Act”) were followed; and

WHEREAS, on Sept. 16, 2021, Governor Newsom signed AB 361, which immediately amended the Brown Act allowing governing boards to continue holding virtual meetings outside the teleconferencing requirements of Government Code section 54953(b), if the board makes a finding that there is a proclaimed State of Emergency, and either (1) state or local officials have imposed or recommended social distancing measures, or (2) meeting in person would present imminent risks to the health or safety of attendees due to the emergency; and

WHEREAS, on March 4, 2020, Governor Newsom declared a statewide emergency arising from COVID-19 pursuant to Government Code section 8625; and
WHEREAS, social distancing measures have been imposed to mitigate the spread of COVID-19; and

WHEREAS, the governing board of the Elite Academic Academy- Lucerne believes the spread of COVID-19 poses an imminent risk to the health and safety of in person meeting attendees; and WHEREAS, the governing board is committed to open and transparent governance in compliance with the Brown Act; and WHEREAS, the governing board is conducting virtual meetings by way of telephonic and/or internet-based services as to allow members of the public to fully participate in meetings and offer public comment.

NOW THEREFORE, BE IT RESOLVED, that the recitals set forth above are true and correct and fully incorporated into this Resolution by reference.

BE IT FURTHER RESOLVED, that the governing board of the Elite Academic Academy-Lucerne recognizes that a State of Emergency in the State of California continues to exist due to the COVID-19 pandemic.

BE IT FURTHER RESOLVED, that the governing board recognizes that social distancing measures remain recommended by state and local officials.

BE IT FURTHER RESOLVED, that the governing board finds that holding in-person meetings would present imminent risks to the health or safety of attendees due to the cause of the State of Emergency and that the cause of the State of Emergency directly impacts the ability of the governing board members to meet safely in person.

BE IT FURTHER RESOLVED, the governing board of the Elite Academic Academy-Lucerne authorizes the use of teleconferencing for all meetings in accordance with Government Code section 54953(e) and all other applicable provisions of the Brown Act, for a period of thirty (30) days from the adoption of this resolution, or such a time that the Governing Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3).

Adopted this day of the month of in 2022.

Motion made by:

Second made by:

List members voting "aye:"

List members voting "no:"

List members abstaining:

List members



CliftonLarsonAllen LLP

2210 East Route 66
Glendora, CA 91740

phone 626.857.7300 **fax** 626.857.7302
CLAconnect.com

February 21, 2022

Board of Directors and Management
Elite Academic Academy - Lucerne
43414 Business Park Dr.
Temecula, CA 92590

Dear Members of the Board and Management:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) will provide for Elite Academic Academy - Lucerne (“you,” “your,” “the entity”, or “the Organization”) for the year ended June 30, 2022.

Wade McMullen is responsible for the performance of the audit engagement. Per Education Code Section 41020(f)(2), there is a limit of six consecutive year for any firm where the principal of the audit and the reviewing principal have been the same in each of those years. This is the fourth consecutive year Wade McMullen will be the engagement principal.

Scope of audit services

We will audit the financial statements of Elite Academic Academy - Lucerne, which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

We will also evaluate and report on the presentation of the supplementary information accompanying the financial statements in relation to the financial statements as a whole.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements and related notes.
- Preparation of adjusting journal entries.
- Preparation of the informational tax return.
- Preparation of supplementary information.



CLA is an independent member of Nexia International, a leading, global network of independent accounting and consulting firms. See nexia.com/member-firm-disclaimer for details.

Audit objectives

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *2021-2022 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel. Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

We will issue a written report upon completion of our audit of your financial statements. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*. The report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the entity is

subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We also will issue a written report and opinion on State Compliance upon completion of our audit.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*. Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards*. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP. Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and

in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for one year after the date the financial statements are available to be issued.

You are responsible for the design, implementation, and maintenance of effective internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered. You are responsible for taking timely and appropriate steps to remedy any fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we may report.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers), and for ensuring management information and financial information is reliable and properly reported; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

Management is responsible for the preparation of the supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal

control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements and related notes. Since the preparation and fair presentation of the financial statements is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for those financial statements. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements.
- We will prepare a draft of your supplementary information. Since the preparation of the supplementary information in accordance with the applicable criteria is your responsibility, you will be required to review, approve, and accept responsibility for the supplementary information prior to its issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on the supplementary information.
- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.

- We will prepare the organization's federal Form 990 and applicable state filings in accordance with the applicable tax laws. We will use our judgment in resolving questions where the law is unclear, and where there is reasonable authority, we will resolve questions in your favor whenever possible. We will not audit or independently verify the accuracy or completeness of the information we receive from you for the preparation of the returns and filings, and our engagement cannot be relied upon to uncover errors or irregularities in the underlying information.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Use of financial statements

The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or an offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We expect to begin our audit in May 2022.

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the regulator. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Except as permitted by the "Consent" section of this agreement, CLA will not disclose any confidential, proprietary, or privileged information of the entity to any persons without the authorization of entity management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

Our engagement and responsibility end on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Mediation

Any disagreement, controversy, or claim (“Dispute”) that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice (“Mediation Notice”) to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

Time limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between the parties. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months (“Limitation Period”) after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

Estimate Fees

Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill for expenses (including internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed.

Based on our preliminary estimates, the price for the engagement is as follows:

Professional Services		Amount
Audit services*	\$	10,750
Informational tax return services	\$	2,200
Technology and client support fee	\$	650
Total	\$	13,600
* Should Federal Expenditures exceed \$750,000, a change in scope and fee will be required.		

Additional state compliance procedures related to changes to the *2021-2022 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel will be billed as out-of-scope. This includes independent study testing requirements if the threshold for testing is met.

The estimated fees are based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated price for services will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimate. Our invoices for our services will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. There is a ten percent withholding clause per Education Code 14505.

Unanticipated services

We do not anticipate encountering the need to perform additional services beyond those described in this letter. Below are listings of services considered to be outside the scope of our engagement. If any such service needs to be completed before the audit can proceed in an efficient manner, we will determine whether we can provide the service and maintain our independence. If appropriate, we will notify you and provide a fair and reasonable price for providing the service. We will bill you for the service at periodic dates after the additional service has been performed.

Bookkeeping services

Bookkeeping services are not audit services. Bookkeeping services include the following activities:

- Preparation of a trial balance
- Account reconciliations
- Bank statement reconciliations
- Capital asset accounting (e.g., calculating depreciation, identify capital assets for additions and deletions)
- Calculating accruals
- Analyzing transactions for proper recording
- Converting cash basis accounting records to accrual basis
- Assisting in calculating tax provisions
- Preparation of financial statements and the related notes to the financial statements
- Processing immaterial adjustments through the financial statements
- Adjusting the financial statements for new activities and new disclosures

Additional work resulting from unanticipated changes in your organization or accounting records

If your organization undergoes significant changes in key personnel, accounting systems, and/or internal control, we are required to update our audit documentation and audit plan. The following are examples of situations that will require additional audit work:

- Revising documentation of your internal control for changes resulting from your implementation of new information systems
- Deterioration in the quality of the entity's accounting records during the current-year engagement in comparison to the prior-year engagement
- Significant new accounting issues
- Significant changes in your volume of business
- Mergers, acquisitions, or other business combinations
- New or unusual transactions
- Changes in audit scope or requirements resulting from changes in your activities
- Erroneous or incomplete accounting records

- Evidence of material weaknesses or significant deficiencies in internal control
- Substantial increases in the number or significance of problem loans
- Regulatory examination matters
- Implementation or adoption of new or existing accounting, reporting, regulatory, or tax requirements
- New financial statement disclosures

Changes in engagement timing and assistance by your personnel

The fee estimate is based on anticipated cooperation from your personnel and their assistance with timely preparation of confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, we will advise management. Additional time and costs may be necessary because of such unanticipated delays. Examples of situations that may cause our estimated fee to increase include:

- Significant delays in responding to our requests for information such as reconciling variances or providing requested supporting documentation (e.g., invoices, contracts, and other documents)
- Rescheduling our fieldwork
- Schedule disruption caused by litigation, financial challenges (going concern), loan covenants (waivers), etc.
- Identifying a significant number of proposed audit adjustments
- Schedules prepared by your personnel that do not reconcile to the general ledger
- Numerous revisions to information and schedules provided by your personnel
- Restating financial statements for accounting errors in the prior year
- Lack of availability of entity personnel during audit fieldwork

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Changes related to COVID-19

COVID-19 continues to have significant direct and indirect impacts on financial reporting, disclosure requirements, and the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in this letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Other fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

Consent

Consent to use information for benchmarking analysis

In an effort to better serve the needs of our clients, we develop a variety of benchmark, performance indicator, and predictive analysis reports, using anonymized client data obtained from our audit, tax, and other engagements. Business and financial information that you provide to us may be combined with information from other clients and included within the aggregated data that we use in these reports. While some of these analytical reports will be published and released publicly, please be assured that the separate information that we obtain from you will remain confidential, as required by the AICPA Code of Professional Conduct.

Subcontractors

CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. Please sign and date this letter to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

February 21, 2022
Elite Academic Academy - Lucerne
Page 14

Sincerely,

CliftonLarsonAllen LLP

DocuSigned by:

Wade McMullen

A0BC445E9A4D4E6...
Wade McMullen, CPA

Principal

626-857-7300

Wade.McMullen@claconnect.com

Response:

This letter correctly sets forth the understanding of Elite Academic Academy - Lucerne.

DocuSigned by:

Meghan Freeman

A4137E406BF5494...

Authorized management signature: _____

Title: Chief Executive Officer

Date: 3/8/2022

Certificate Of Completion

Envelope Id: DD150A1468B149EF85966AF43CFF0293

Status: Completed

Subject: CLA Engagement Letter/213-170371 - Elite Academic Academy - Lucerne

Client Name: Elite Academic Academy - Lucerne

Client Number: 213-170371

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Kathy.Ochoa@claconnect.com

Signer Events

Wade McMullen

Wade.McMullen@claconnect.com

Security Level: Email, Account Authentication
(None)**Signature**DocuSigned by:

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Signature Adoption: Pre-selected Style

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Sent: 3/1/2022 6:12:45 PM

Viewed: 3/2/2022 2:51:41 PM

Signed: 3/2/2022 2:51:52 PM

Electronic Record and Signature Disclosure:

Accepted: 3/2/2022 2:51:41 PM

ID: fa063d0b-ffd1-469b-bb53-2184b9b2a7e3

Meghan Freeman

mfreeman@eliteacademic.com

Chief Executive Officer

Elite Academic Academy

Security Level: Email, Account Authentication
(None)DocuSigned by:

A4137E406BF5494...

Signature Adoption: Pre-selected Style

Using IP Address: 66.135.75.128

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Signed: 3/8/2022 4:43:54 PM

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Accepted: 3/1/2020 9:55:30 AM

ID: 0a8a3b0e-c7b4-4808-b99a-b5575ae69086

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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/1/2022 6:12:45 PM
Certified Delivered	Security Checked	3/8/2022 4:43:43 PM
Signing Complete	Security Checked	3/8/2022 4:43:54 PM
Completed	Security Checked	3/8/2022 4:43:54 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact CliftonLarsonAllen LLP:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: BusinessTechnology@CLAconnect.com

To advise CliftonLarsonAllen LLP of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at BusinessTechnology@CLAconnect.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from CliftonLarsonAllen LLP

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to BusinessTechnology@CLAconnect.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with CliftonLarsonAllen LLP

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to BusinessTechnology@CLAconnect.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CliftonLarsonAllen LLP as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CliftonLarsonAllen LLP during the course of your relationship with CliftonLarsonAllen LLP.



Elite Academic Academy-Lucerne (EPA) Spending Plan

Proposition 30, “The Schools and Local Public Safety Protection Act of 2012,” temporarily increased the state sales tax rate for all taxpayers and the personal income tax rates for upper-income taxpayers. The new revenues generated from Proposition 30 are deposited into an account called the Education Protection Account (EPA). Charter schools such as Elite Academic Academy-Lucerne receive funds from the EPA based on their proportionate share of the statewide revenue limit amount.

Proposition 30 provides that governing boards of local agencies such as Elite Academic Academy-Lucerne have the sole authority to determine how they spend EPA funds, provided that the spending plan must be approved during a public meeting of the governing board. EPA funds cannot be used for the salaries or benefits of administrators or any other administrative costs.

Each year, the local agency must publish on its website an accounting of how much money was received from the EPA and how the funds were expended. The estimated EPA entitlement for Elite Academic Academy- Lucerne is as follows:

2018-19 School Year (audited)	\$	46,452
2019-20 School Year (audited)	\$	109,316
2020-21 School Year (audited)	\$	109,316
2021-22 School Year (budgeted)	\$	135,248

EPA funds have been and will be used to cover salaries of certain non-administrative certificated classroom teachers.

This plan will be updated to reflect the actual amount of EPA funds received each year. Additional information will also be available in Elite Academic Academy's financial report.

2021-22 Application for Funding

CDE Program Contact:

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

Local Governing Board Approval

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

Date of approval by local governing board	04/07/2022
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District English Learner Advisory Committee Review

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

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

Application for Categorical Programs

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

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

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2021-22 Application for Funding

CDE Program Contact:

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

Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	No
---	----

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

WEB-BASED ENROLLMENT APP

Proposal
4/1/22



Project Goal

Our main goal for the new enrollment platform is to build a web-based app that focuses on ease of use for families, streamlines the back-end operations for staff, and ultimately boosts enrollment for Elite Academic Academy.

The Outcome at a Glance

- ❑ Create a family-friendly application process that encourages application completion
- ❑ Use a customizable messaging system to communicate with applicants
- ❑ Utilize a powerful back-end project management system that tracks & manages application process
- ❑ Create a custom dashboard to gather data and track enrollment and marketing trends



User Experience

Our enrollment app will focus on ease of use for families by:

- ❑ **Creating a user-friendly interface** that makes it clear for families to see where they are in the process and what they need to do to submit a completed application. This interface will be fully compatible with IOS/iPad, Android, Windows & Mac OS.
- ❑ **Creating a FERPA & COPPA compliant document upload system** that makes it easy for parents to upload necessary documents by selecting a file from their computer or if they're on a mobile device, by prompting the applicant to select or take a photo of the doc. All submissions will be protected by data encryption.
- ❑ **Making the re-registration process less cumbersome** by only requiring additional information according to the program that the applicant is interested in, rather than making parents start over.
- ❑ **Supporting both English and Spanish languages.**

User Experience

Example 1: Login Screen

Welcome to your
Elite Academy Application Portal

Username

Password

Are you a returning family?

Are you applying for summer or year-round programs?

Login

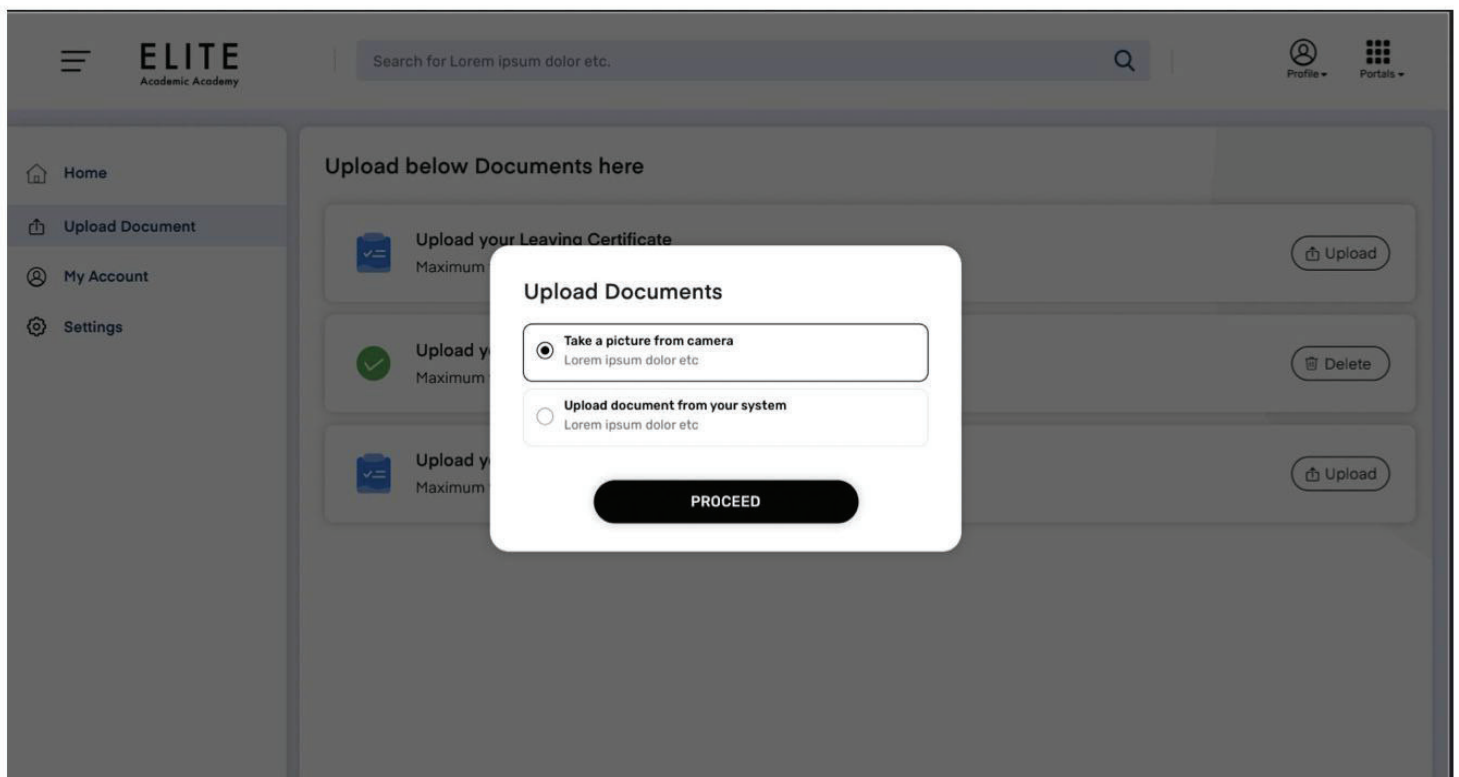
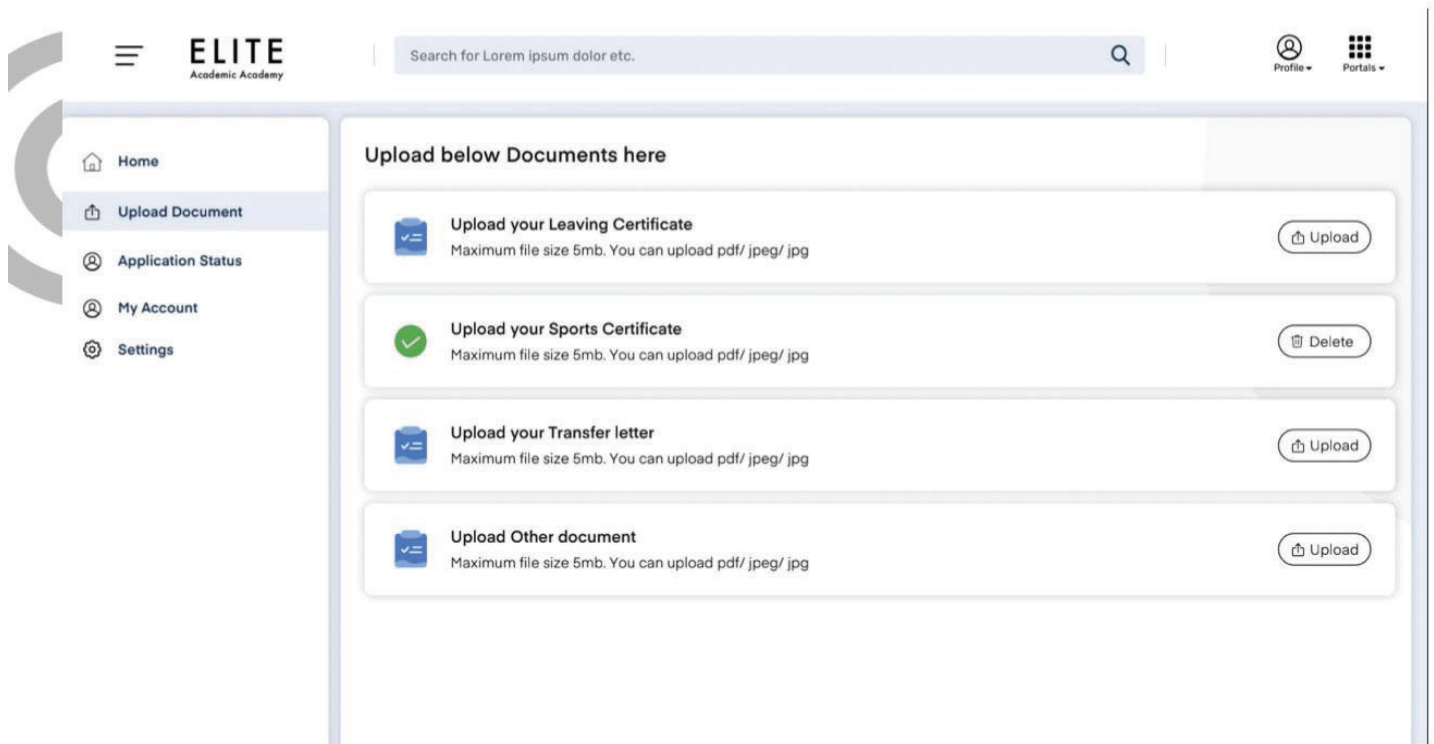
[Forgot your username / password?](#)

[I need to create an account](#)

— — — — —

User Experience

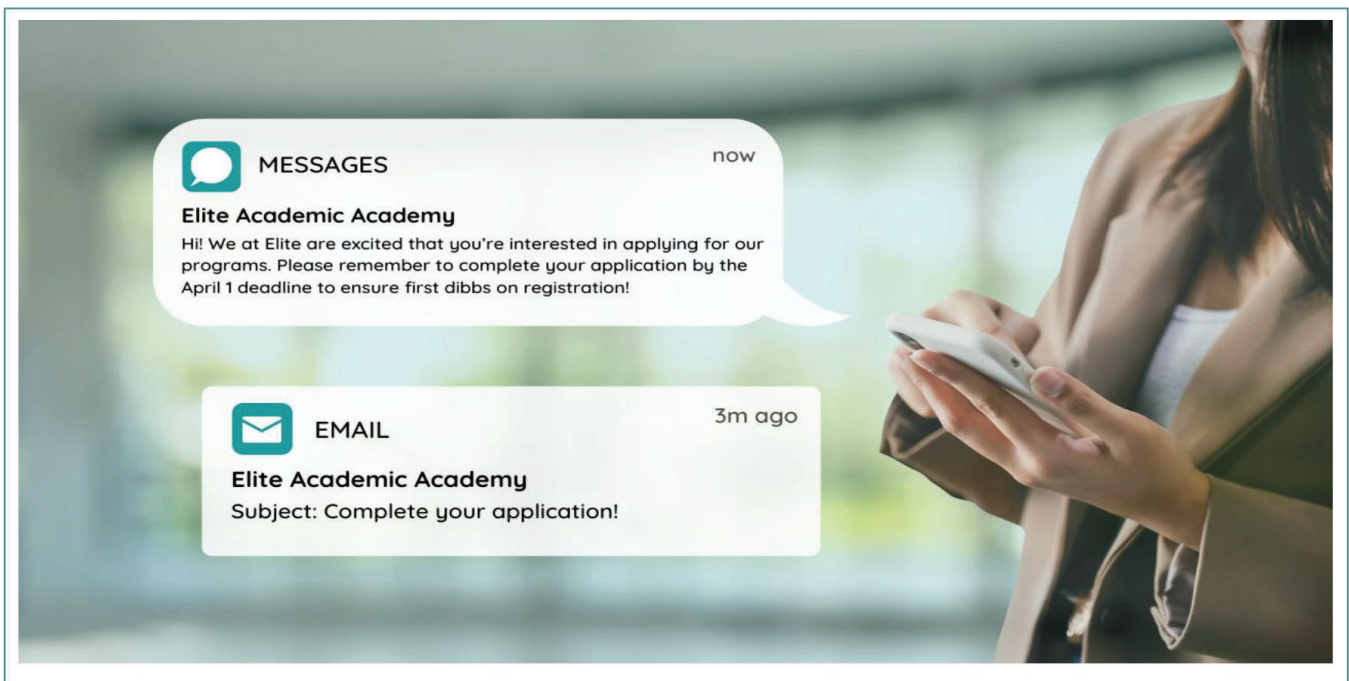
Example 2: Document Upload System



Communication System

The app will feature a robust and easy-to-use communication system.

In order to enhance the user experience and increase conversion, the system will leverage: automated, customizable messages sent to applicants by email and text message. The system will allow staff to send text and email messages alerting applicants about enrollment status, missing documents, and other relevant communication, increasing.



Project Management System

On top of the end-user features, the app will host a number of back-end systems to assist in the duties of the Admissions Department, such as:

- ❑ A card-like system that categorizes applicants by where they are at in the application process to facilitate easy workflow, delegation, and management for the Admissions Team. Using this system administration can easily identify which member of the team is responsible for each family at a glance, ensuring that families are moving the process quickly and easily.

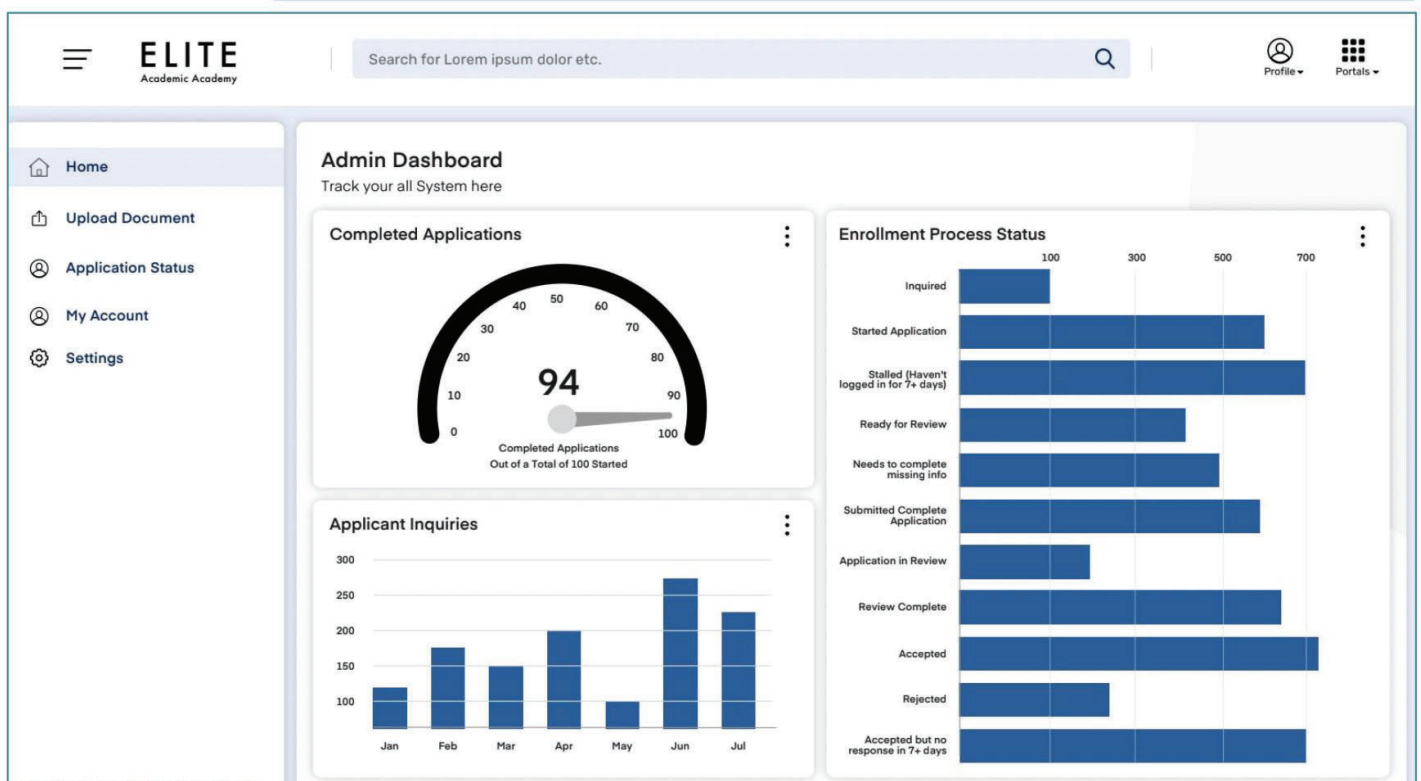
The screenshot displays the 'Application Status' dashboard for ELITE Academic Academy. The interface includes a top navigation bar with the logo, a search bar, and user profile/portals icons. A left sidebar contains navigation options: Home, Upload Document, Application Status (selected), My Account, and Settings. The main content area is titled 'Application Status' and is divided into four columns representing different stages of the application process:

- Inquired:** 4 students have inquired in the last 30 days. Applicants listed are Leonardo Da Vinci, Nikola Tesla, Bill Gates, and Steve Jobs, all with 'No login in 7 days'.
- Started Application:** 3 students have started an application in the last 30 days. Applicants listed are Ana Wang (No login in 7 days), Tuan Vo-Dinh (Last login yesterday), and Jagadish Chandra Bose (No login in 7 days).
- Ready for Review:** 6 Student Applications are Ready for Review. Applicants listed are Marie Curie, Esther Park, Gloria Lim, Fazlur Rahman Khan, Bibha Chowdhuri, and Katsuko Saruhashi, all with 'No login in 7 days'.
- Application in Revi:** 7 Student Applications in. Applicants listed are Galileo Galilei, Elon Musk, Richard Branson, Ray Kurzweil, Salman Khan, Jennifer Doudna, and Henrietta Lacks, all with 'No login in 7 days'.

Data Dashboard

Another feature of the enrollment app is the ability to create customized, sharable dashboards to bring the right data to light, measure what matters most, and highlight trends so teams can develop the most effective strategies to increase enrollment.

The system will give leadership high-level visibility on the enrollment process to support decision making that is informed by the data by creating a dashboard to show pipeline metrics and monitor overall conversion rates.



Phase 1: Needs Analysis & Product Requirements Documentation

Timeline: 3 Weeks

The Process:

Interview a total of 10 parents & enrollment administrators at Elite. Audit all current enrollment systems in use by Elite in order to best understand what is required for enrollment app.

Results:

Generation of a Product Requirements Document that outlines the products features and functionality, lays out data hosting requirements (including a budget so that you can anticipate hosting costs) and a final production schedule.

Phase 2:

Wireframing (non-working Prototype)

Timeline: 3 Weeks

The Process:

Create a blueprint that diagrams detailed user flows for the family, administration & leadership for Elite. Include diagramming out likely error states (an error that occurs because the user has made a mistake while engaging with the user interface). Work with the Elite team to validate the workflow.

Results:

Creation of wireframes for each end user: family, administration & leadership. Requirements and roadmap to build a beta-testable product will be locked at the end of this stage.

Phase 3: Product Development

Timeline: 2-3 Months

The Process:

Create a working minimal viable product based on the final wireframes in both English & Spanish.

Spanish translation services not included in pricing.
Client to provide translations of wireframes.

Results:

An early enrollment app that can be beta tested by the Admissions Team.

Phase 4 & 5: Beta Release & Product Testing

Timeline: 1 Month

The Process:

Critical and priority tests will be run first, with findings and any difficulties communicated to Elite.

Monitor application performance in real time as beta testers, and later families interested in Elite, use it to register their child and the Admissions Team use the system to move users through the process.

If no severe issues are discovered, post-production release verification can proceed.

Create a “how-to” manual with a video library to ensure that the process & procedures for using the platform are easy to follow for Elite’s team.

Results:

Realtime bug fixes & product deployment for Elite’s families, as well as an editable platform manual.

Phase 6: Support for the Elite Team

The Process:

Ongoing support for the enrollment application. Gather information about the implementation of the enrollment app and make changes as necessary. Integrate any required “how-to” videos into the operations manual.

Results:

Ongoing support, bug fixes & how-to video creation if necessary

Pricing

\$5,415 Paid Monthly

for 6 Months

for a Total of \$32,490

Includes Phases 1-5:

- ❑ Roadmap with wireframes for three customizable user interfaces:
 - ❑ Leadership
 - ❑ Administration/Admissions Team
 - ❑ Families
- ❑ Usability across iOS/iPad, Android, Windows & Mac OS.
- ❑ User Manual
- ❑ Fully working product in English & Spanish with Beta-testing & fixes

Company Address 1325 Boylston St.
Suite 401
Boston, MA 02215
US

Created Date 4/1/2022
Expiration Date 4/30/2022
Quote Number Q-00003417

Prepared By Justin Gombotz
Email justin.gombotz@whoop.com

Bill To Name Elite Academic Academy - Lucerne
Bill To 43414 Business Park Drive
Temecula, CA 92590
United States

Ship To 43414 Business Park Drive
Temecula, CA 92590
United States

Quantity	Product Code	Product	List Price	Sales Price	Total Price
1,500	940-000003-006	6-Month Subscription	USD 180.00	USD 170.00	USD 255,000.00
1,500	970-001-000	WHOOP Strap 4.0 Onyx (Black)	USD 120.00	USD 0.00	USD 0.00

* Estimated tax based on current shipping location and subject to change.

Subtotal	USD 255,000.00
Tax	USD 0.00
Shipping and Handling	USD 0.00
Grand Total	USD 255,000.00

Quote Acceptance

This Sales Quote is expressly conditioned on Purchaser's acceptance of the Whoop Standard Terms and Conditions, attached hereto. Purchaser's signature below shall constitute such acceptance.

**Total Cost Split
Between Schools**

Signature:

Purchaser:

**LU= \$127,500
ME= \$127,500**

Title:

Date:

Standard Terms and Conditions

1. Agreement to Purchase. Whoop, Inc. ("Whoop") agrees to sell and purchaser ("Purchaser") agrees to purchase the Whoop products ("Products") listed in the sales quote ("Quote") to which these Whoop Standard Terms and Conditions ("Terms") are attached, at the prices specified in the Quote. All Products purchased hereunder from Whoop are subject to these Terms. All sales are final; provided that Purchaser

may cancel its order at any time prior to the shipment of the Products.

2. **Terms of Sale.** Purchaser understands and agrees that the Products are intended solely for use by Purchaser or individual recipients to whom Purchaser gives the Products ("Recipient"), and either Purchaser or Recipient shall be the end user of the Products. Purchaser shall not resell, barter, exchange, or otherwise transfer the Products to any other entity or individual at any charge. Purchaser acknowledges that Whoop has made a substantial investment in developing its products, brand equity and authorized distributor base. Purchaser understands that any unauthorized resale or attempts to resell the Products will cause irreparable harm to Whoop and its authorized distributor network. Any software incorporated into or provided for use in or with a Product (whether initially, as part of maintenance or support or otherwise) is not sold, but rather is licensed solely for Purchaser or Recipient's personal, non-commercial use in or with that Product strictly in accordance with any terms of use, documentation and any other use restrictions provided by Whoop to Purchaser in connection with the use of the Product.
3. **Replacement Products.** For a period of one (1) year from the date Whoop ships the Products to Purchaser, Whoop may replace any damaged Products at no cost to Purchaser with replacement Products ("Replacement Products") but solely (i) to the extent specified in the Quote and (ii) at Whoop's discretion. In order to request Replacement Products, Purchaser must submit such request to Whoop at (617) 670-1074 or support@whoop.com. Purchaser shall return any damaged Product for which it receives a Replacement Product to Whoop to the following address: Whoop, Inc., 1325 Boylston Street, Suite 401, Boston, MA 02215. Purchaser agrees to pay any shipping and handling charges associated with all such returns.
4. **Payment Terms.** All invoices shall be issued by Whoop upon shipment of the Products to Purchaser at the address specified by Purchaser in the Quote or such other address provided by Purchaser to Whoop in writing. Except as explicitly set forth in the quotation, all invoices shall be due and payable by Purchaser in US dollars within thirty (30) days from the invoice date. Late payments shall bear interest at the rate of one and one-half percent (1.5%) per month or, if lower, the maximum rate allowed by law.
5. **Sales Tax.** Purchaser shall be responsible for all taxes (except Whoop's U.S. income taxes), duties and other governmental assessments.
6. **Product Warranty.** Whoop warrants that the Products shall be free from material defects for a period of one (1) year from the date Whoop ships the Products to Purchaser. Such warranty does not apply to Product units that have been damaged, mishandled, mistreated; used or maintained or stored other than in conformity with the applicable technical specifications and Whoop's instructions; or modified, altered or repaired in any manner by any party other than Whoop. Further, such warranty does not apply to any services or software incorporated into or provided for use in or with a Product. TO THE MAXIMUM EXTENT PERMITTED BY LAW, PURCHASER'S SOLE AND EXCLUSIVE REMEDY FOR ANY BREACH OF THE FOREGOING WARRANTY SHALL BE THE REPLACEMENT OF OR (AT WHOOP'S OPTION) A REFUND FOR RETURNED NON-CONFORMING UNITS OF PRODUCT FOR WHICH FULL DOCUMENTATION AND PROOF OF NON-CONFORMITY IS PROVIDED TO WHOOP WITHIN ONE YEAR AFTER THE ORIGINAL NON-CONFORMING PRODUCTS ARE SHIPPED BY WHOOP TO PURCHASER. EXCEPT FOR THE FOREGOING WARRANTIES, WHOOP DOES NOT MAKE (AND HAS NOT AUTHORIZED ANYONE TO MAKE) ANY EXPRESS OR IMPLIED WARRANTY, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT. WHOOP DOES NOT WARRANT THAT THE OPERATION OF THE PRODUCT WILL BE UNINTERRUPTED OR ERROR-FREE.
7. **Limitation of Liability.** TO THE MAXIMUM EXTENT PERMITTED BY LAW, WHOOP WILL NOT BE LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THESE TERMS UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHER LEGAL OR EQUITABLE THEORY, EVEN IF ADVISED OF THE POSSIBILITY THEREOF, FOR (I) ANY AMOUNTS IN EXCESS IN THE AGGREGATE OF THE AMOUNTS PAID TO WHOOP HEREUNDER DURING THE TWELVE MONTH PERIOD PRIOR TO DATE THE CAUSE OF ACTION AROSE, (II) ANY INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OR (III) COST OF PROCUREMENT OF SUBSTITUTE GOODS, TECHNOLOGY OR SERVICES, NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY. WHOOP SHALL HAVE NO LIABILITY FOR ANY FAILURE OR DELAY DUE TO MATTERS BEYOND ITS REASONABLE CONTROL.
8. **Confidentiality.** All non-public, confidential or proprietary information of Whoop, including, but not limited to, business operations, customer lists, pricing, discounts or rebates, disclosed by Whoop to Purchaser, whether disclosed orally or disclosed or accessed in written, electronic or other form or media, and whether or not marked, designated or otherwise identified as "confidential," in connection with this Agreement is confidential, solely for the use of performing this Agreement and may not be disclosed or copied unless authorized in advance by Whoop in writing. Whoop shall be entitled to injunctive relief for any violation of this Section. This Section does not apply to information that is: (a) in the public domain; (b) known to Purchaser at the time of disclosure; or (c) rightfully obtained by Purchaser on a non-confidential basis from a third party.
9. **Indemnification.** Purchaser shall indemnify, defend and hold Whoop harmless against all third party claims, suits, losses, expenses and liabilities (including, without limitation, reasonable attorney's fees) which may arise from Purchaser's breach of these Terms.
10. **Export Control.** Purchaser will not export or re-export, directly or indirectly, the Products, or any technical information related thereto, or any direct products thereof, to any destination or person prohibited or restricted by the export control laws and regulations of the United States, without the prior authorization from the appropriate governmental authorities.
11. **Survival.** Purchaser's obligations to Whoop shall survive the termination, cancellation or expiration of these Terms.
12. **Title; Risk; Shipping.** Whoop shall not be liable for errors or omissions contained in Purchaser's shipping information and instructions. All sales shall be made F.O.B. place of shipment with title to and risk of loss for the Products passing to Purchaser upon shipment.
13. **Assignment.** These Terms shall be binding upon and inure to the benefit of the parties and their respective heirs, successors and assigns. Purchaser shall not assign these Terms without the prior written consent of Whoop. Any attempted assignment shall be null and void.
14. **Entire Agreement.** These Terms constitute the entire agreement between the parties and supersedes all prior agreements and understandings, whether written or oral, express or implied, relating to the subject matter of these Terms. No modification of these Terms shall be valid unless agreed upon in writing and signed by both parties. Any purchase order or other document issued by Purchaser in connection with these Terms or Purchaser's purchase of the Products shall be solely for Purchaser's internal business purposes, and in no event shall the terms and conditions of any such document modify or become part of these Terms or become binding on Whoop, even if an acknowledgement

copy is signed by Whoop or if Whoop delivers Products against such purchase order or document.

15. Severability. In the event that any provision of these Terms shall be deemed invalid, illegal or otherwise unenforceable, such provision shall be modified so as to be valid, enforceable and consistent with the parties' intentions, and the remaining provisions shall continue to be valid and enforceable.

16. Waiver. Failure of either party to insist in an instance upon strict performance by the other party of any provision of these Terms, or to exercise any right or privilege granted hereunder, shall not be construed or deemed to be a permanent or subsequent waiver in whole or in part of such, or any other, provision, right or privilege.

17. Relationship of the Parties. These Terms and the transactions contemplated hereunder shall not be construed as creating the relationship of employee and employer, principal and agent, joint ventures, co-partners, affiliates or any other similar relationship, the existence of which is expressly denied. Purchaser shall not construe or represent itself as an agent, employee, partner, representative or authorized reseller of Whoop for any purpose. These Terms do not grant a license or right to Purchaser to use, and Purchaser agrees to refrain from using, Whoop's name, logo, trademarks, copyrighted materials or other intellectual property in any manner. Neither party shall have any right to enter into any contracts or commitments on behalf of the other party. In the event that either party engages subcontractors to perform any of its obligations hereunder, such party shall in all instances remain responsible for the proper performance of such obligations.

18. Consent. To the extent Purchaser requests that Whoop provide it with Personal Data or other data related to any end user of the Products provided to Purchaser under this Quote, Purchaser represents, warrants and covenants that it (a) has obtained all necessary and appropriate consents required by all applicable laws, regulations or rules, including without limitation all federal, state, local, and international privacy and data security related laws and regulations that are, or which may in the future be, applicable to such Personal and other data ("collectively, "Data Protection Laws"), to allow Whoop to provide such Personal and other data to Purchaser; and (b) it will use such Personal and other data in compliance with all applicable laws, regulations or rules, including without limitation all Data Protection Laws. As used herein, "Personal Data" means any information that identifies or relates to a particular individual and also includes information referred to as "personally identifiable information" or "personal information" under applicable data privacy laws, rules, or regulations.

19. Jurisdiction. These Terms shall be construed in accordance with and governed by the laws of the Commonwealth of Massachusetts, without regard to its conflicts of law principles. Litigation arising from or related to these Terms shall be initiated and conducted in the state or federal courts in the Commonwealth of Massachusetts and the parties hereby consent to the personal jurisdiction and venue of such courts.



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Lucerne

EMPLOYEE HANDBOOK

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1

Please note that this handbook is confidential and proprietary and must not be circulated or disclosed to third parties at any time during or after your employment with the organization.



Lucerne

WELCOME!

Welcome to Elite Academic Academy – Lucerne (hereinafter referred to as the “Organization”). Our success depends upon creating an environment where all employees feel safe and secure. Thus, it is important that all staff members understand our policies and procedures. This handbook is intended to help familiarize you with them, as you are required to comply with all applicable policies in this handbook. We encourage you to use this handbook as a valuable resource for understanding our organization.

If you have questions regarding this employee handbook, your employment, or anything contained in these policies, please speak with your supervisor or the Human Resources Department.

Our best wishes to you; and thank you for joining our team and helping us to provide exceptional educational programs and opportunities.

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Table of Contents

SECTION 1 - INTRODUCTORY POLICIES	8
1.1 The Purpose of this Handbook	8
1.2 Integration Clause/Right to Revise	9
1.3 Equal Employment Opportunity	9
1.4 Reasonable Accommodation	10
1.5 At-Will Employment Status	13
1.6 Harassment, Discrimination, and Retaliation Prevention Policy	13
1.7 Respect and Anti-Bullying	18
1.8 Gender Identity And Gender Expression In The Workplace	20
1.9 Employment Application, Background, and Reference Checks	23
1.10 Employment Eligibility Verification	23
1.11 Electronic Signature Policy	24
SECTION 2 - EMPLOYMENT POLICIES AND PRACTICES	25
2.1 Employee Classifications	25
2.2 Non-Exempt and Exempt Employees	26
2.3 Work Week	26
2.4 Work Schedule	27
2.5 Job Descriptions	27
2.6 Performance Assessment and Employee Development	27
2.7 Meal and Rest Periods	27
2.8 Timekeeping Requirements	29
2.9 Payment of Wages	30
2.10 Payroll Direct Deposit	31
2.11 Overtime Work Hours	31
2.12 Overtime Pay	31
2.13 Double Time Work Hours and Pay	32
2.14 Wage Garnishments	32
2.15 Payroll Deductions	33
2.16 Compensation Philosophy	33
2.17 Expense Reimbursement	34
2.18 Pay Deductions For Exempt Employees	34
2.19 Access to Employment Records	36

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Please note that this handbook is confidential and proprietary and must not be circulated or disclosed to third parties at any time during or after your employment with the organization.

2.20	Personal Information	36
2.21	Nepotism Policy	37
2.22	Reference Requests	38
2.23	Open-Door Policy	38
2.24	Outside Employment	38
2.25	Conflicts Of Interest	39
2.26	Voluntary Separation of Employment	40
2.27	Request for Notice of Resignation	40
2.28	Involuntary Separation	40
2.29	Return of Property and Deletion of Data On Personal Devices	40
2.30	Employee Discipline	41
2.31	Reduction in Force	42
2.32	Final Pay	42
2.33	Exit Interview	43
2.34	Re-Employment	43
SECTION 3 - STANDARDS OF CONDUCT		43
3.1	Prohibited Conduct	43
3.2	Professional Boundaries	45
3.3	Social Media	48
3.4	Electronic Communications	51
3.5	Complaint Procedures	51
3.6	Whistleblower Policy	52
3.7	Violence-Free Workplace	54
3.8	Reporting Violent Behavior	54
3.9	Drug and Alcohol-Free Workplace	55
3.10	Alcohol at Organization-Sponsored Events and on Organization Premises	57
3.11	Employment Testing and Health Examinations	57
3.12	Reasonable Suspicion	58
3.13	Reporting Substance Abuse	58
3.14	Attendance	58
3.15	Absences	58
3.16	Tardiness	59
3.17	Excessive Absenteeism and Tardiness	60
3.18	Failure to Report an Absence	60

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3.19 Grooming and Attire	60
3.20 Customer Relations	61
3.21 Confidentiality	62
3.22 Business Ethics and Conduct Policy	64
SECTION 4 - OPERATIONS	64
4.1 Inclement Weather	64
4.2 Security and Safety	65
4.3 Restraining Orders and Domestic Violence	65
4.4 Workplace Safety	66
4.5 Communicable Illness	67
4.6 Safety Suggestions	67
4.7 Safety Equipment	68
4.8 On-The-Job Injuries	68
4.9 Workers' Compensation Insurance	68
4.10 Ergonomics	69
4.11 Workplace Smoking Ban	69
4.12 Housekeeping	69
4.13 Solicitations	70
4.14 Conducting Personal Business	70
4.15 Organization Property	70
4.16 Return of Organization Property	71
4.17 Personal Property/Employee Property	71
4.18 Searches and Inspections	72
4.19 Organization Equipment and Technology	74
4.20 Internet Usage	77
4.21 Employee Emails	79
4.22 Personal Use of Organization Telephones	79
4.23 Cell Phone Usage	79
4.24 Use of Personal Cell Phones and Pagers	80
4.25 Keys and Key Cards	82
4.26 Media	82
4.27 Publicity	82
4.28 Internal Communication	82
4.29 Business Travel and Use of Organization Vehicles	83

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4.30	Outside Use of Organization-Provided Equipment	85
4.31	Organization-Sponsored Social and Recreational Activities	85
SECTION 5 - EMPLOYEE BENEFITS		86
5.1	Eligibility	86
5.2	Vacation Time	86
5.3	Sick Time	88
5.4	Paid Holidays and “Non-contract” Days	91
5.5	Insurance Benefits	91
5.6	State Disability Insurance (SDI)	92
5.7	Paid Family Leave	93
5.8	COBRA/Cal-COBRA	93
5.9	Health and Wellness	93
5.10	Retirement Savings Plan	94
SECTION 6 - LEAVE OF ABSENCE AND MISCELLANEOUS REQUEST FOR TIME OFF		94
6.1	Leaves of Absence	94
6.2	Family and Medical Leave of Absence	96
6.3	General Medical Leave	105
6.4	Personal Leave	107
6.5	Leave to Obtain Services Due to Domestic Violence, Sexual Assault, Stalking, or Other Crimes	107
6.6	Leave to Attend Court Proceedings or Seek Relief If A Victim Of A Crime	108
6.7	Pregnancy Disability Leave	109
6.8	Organ and Bone Marrow Donor Paid Leave	113
6.9	Military Leave	115
6.10	Leave For Spouses Of Qualified Military	116
6.11	Unpaid Family-School Partnership Leave	117
6.12	Jury Duty/Witness Leave	117
6.13	Bereavement Leave	118
6.14	Time Off for School Appearance or to Attend Child’s School Discipline	118
6.15	Time Off for Civil Air Patrol	119
6.16	Voting	119
6.17	Volunteer Civil Service Leave / Emergency Responder	119

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Please note that this handbook is confidential and proprietary and must not be circulated or disclosed to third parties at any time during or after your employment with the organization.

Appendix A ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK AND COMPLIANCE WITH HANDBOOK	121
Appendix B HARASSMENT, DISCRIMINATION, AND RETALIATION PREVENTION POLICY ACKNOWLEDGEMENT	123
Appendix C AMERICANS WITH DISABILITIES	128
Appendix D MEAL & REST PERIOD ACKNOWLEDGEMENT	129
Appendix E ELECTRONIC SIGNATURE POLICY ACKNOWLEDGEMENT	131

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SECTION 1 - INTRODUCTORY POLICIES

1.1 The Purpose of this Handbook

The Employee Handbook (hereinafter referred to as “Handbook”) is designed to acquaint you with the Organization and provide you with information about working conditions, employee benefits, and some of the policies affecting employment. You must read, understand, and comply with all the provisions of this Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Organization to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

These policies are not meant to explain every employment situation but contain guidelines as to many employment situations. Failure to follow these guidelines or other policies, procedures, and rules contained in this Handbook can result in discipline, up to and including discharge.

The Board of Directors may change any policy, procedure, rule, or benefit affecting the Organization’s operations at any time with notice to employees. The only exception is that the policy of at-will employment cannot be altered except by a written document signed by the Chief Executive Officer of the Organization.

This Handbook is not intended to create any contractual guarantees of employment for anyone employed by the Organization. Employment at the Organization is *at-will* and may be terminated at the will of either the Organization or the employee. Any employee has the right to terminate employment at any time, with or without cause or notice. Likewise, the Organization may terminate the employee’s employment at any time, with or without cause or notice. An employee’s status as an *at-will* Employee may not be changed except in writing signed by the Chief Executive Officer of the Organization. All representations by any manager or other employee of the Organization that conflict in any way with anything set forth in this Handbook are invalid unless specifically agreed to in writing by the Chief Executive Officer of the Organization. At-will employment is the sole and entire arrangement between the Organization and its employees concerning the duration of employment and the circumstances under which employment may be terminated by either party.

If anything in this Handbook is not compliant with current or future federal, state, or local law, the policies herein will be deemed altered only to the degree necessary to bring the policies into compliance with then-current law.

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1.2 Integration Clause/Right to Revise

This Handbook contains the employment policies and practices of the Organization in effect at the time of distribution. All previously issued handbooks and any inconsistent policy statements, or memoranda are superseded.

The Organization reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this Handbook or in any other document except for the Organization's policy on at-will employment which may only be changed in writing signed by the Chief Executive Officer of the Organization.

Any written changes to this Handbook will be distributed to all employees either in writing or an electronic format so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this Handbook.

This Handbook sets forth the entire agreement between you and the Organization as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this Handbook or in any other employee document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

1.3 Equal Employment Opportunity

The Organization is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available employees in every position.

Organization policy prohibits unlawful discrimination based on race (including natural hairstyle and hair texture), color, creed, gender, gender identity, gender expression, transgender status, pregnancy or related medical conditions, childbirth or related medical conditions, breastfeeding or related medical conditions, religion, including religious dress and grooming practices, marital status, registered domestic partner status, military and veteran status, age (40 and above), national origin or ancestry, including language use and possession of a driver's license, citizenship, physical or mental disability, including HIV and AIDS, medical condition, including cancer or a record or history of cancer, genetic characteristics, genetic information, sexual orientation, status as a victim of crime, protected medical leaves (e.g., leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local law. The Organization also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

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The Organization is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Organization operations, including applicants, volunteers and interns, and prohibits unlawful discrimination by any employee of the Organization, including supervisors and coworkers.

1.4 Reasonable Accommodation

Religious Accommodation

We will make reasonable accommodation for bona fide religious practices, including religious attire and grooming, unless this causes the Organization undue hardship in accordance with applicable law. Anyone who requires a religious accommodation should contact their manager or Human Resources Department to request such an accommodation. The Organization will investigate and respond to the request. The Organization will attempt to identify reasonable accommodations and will solicit the individual's input regarding such matters. The Organization will not retaliate against anyone because they requested an accommodation of their religious beliefs, regardless of whether the accommodation is granted.

Medical Accommodations

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Organization will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant, volunteer, intern, or an employee unless undue hardship would result.

Anyone who requires an accommodation in order to perform the essential functions of the job should contact the Human Resources Department and request such an accommodation. The Organization will investigate and respond to the request. The Organization will attempt to identify possible accommodations and will solicit the individual's input regarding such matters. If the accommodation is reasonable and will not impose an undue hardship, the Organization will make the accommodation. The Organization will not retaliate against anyone because they requested an accommodation of their disability, regardless of whether the accommodation is granted.

Where an employee is demonstrating behavior affecting his or her work performance, or raises a safety concern that management reasonably believes is being adversely affected by the employee's state of health, the Organization reserves the right to request a fitness-for-duty examination, where appropriate, that is job-related and consistent with business necessity, to make a determination whether the employee can perform the essential functions of his/her position, with or without reasonable accommodations.

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Drug and Alcohol Rehabilitation Accommodation

While current illegal drug or alcohol use is not a protected disability, employees who volunteer to enter an alcohol or drug rehabilitation program will be accommodated as long as the accommodation does not impose an undue hardship on the Organization. Entrance into a treatment program does not relieve an employee of the obligation to satisfy the Organization's standards regarding employee performance, and participation will not prevent the Organization from administering discipline for violation of its policies or relieve the employee of his or her responsibility to perform his or her job in a safe and efficient manner. The Organization may require any employee who has gone through substance abuse treatment to be evaluated by an Organization-selected physician before being allowed to return to work.

Reasonable Accommodations for Victims of Domestic Violence, Sexual Assault Or Stalking

The Organization will provide reasonable accommodations for a victim of domestic violence, sexual assault, or stalking for the safety of the victim while at work, provided the accommodation does not cause the Organization undue hardship. The Organization shall engage in a timely, good faith, and interactive process with the employee to determine effective reasonable accommodations.

Reasonable accommodations may include the implementation of safety measures, including a transfer, reassignment, modified schedule, changed work telephone, changed work station, installed lock, assistance in documenting domestic violence, sexual assault, or stalking that occurs in the workplace, an implemented safety procedure, or another adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, or stalking, or referral to a victim assistance organization.

An employee requesting a reasonable accommodation under this policy may be required to provide the Organization with a written statement signed by the employee or an individual acting on the employee's behalf, certifying that the accommodation is for an authorized purpose.

Any verbal or written statement, police or court record, or other documentation provided to the Organization identifying an employee as a victim of domestic violence, sexual assault, or stalking shall be maintained as confidential by the Organization and shall not be disclosed by the Organization except as required by federal or state law or as necessary to protect the employee's safety in the workplace. The employee shall be given notice before any authorized disclosure.

A request for a reasonable accommodation under this policy should be made to your supervisor or Human Resources. If an employee no longer needs an accommodation, the employee shall notify their supervisor or Human Resources that the accommodation is no longer needed.

The Organization shall not retaliate against a victim for requesting a reasonable accommodation, regardless of whether the request was granted.

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Lactation Accommodation

An employee who desires to express breast milk for her infant child has the right to request lactation accommodation.

The Organization will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child each time the employee has need to express milk. The Organization shall provide the employee with the use of a room or other location for the employee to express milk in private. A lactation room or location to express milk will not be a bathroom and shall be in close proximity to the employee's work area, shielded from view, and free from intrusion. The lactation room or other location to express milk will be safe, clean, and free from hazardous materials, contain a surface to place a breast pump and other personal items, contain a place to sit, and have access to electricity or alternative devices needed to operate an electric or battery-powered breast pump. The Organization will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's workspace.

The break time to express milk shall, if possible, run concurrently with any break time already provided to the employee. Break time to express milk that does not run concurrently with rest breaks shall be unpaid, except with regard to exempt employees as required by law.

An employee seeking a lactation accommodation may make such a request to Human Resources. Human Resources will respond to this request within two (2) days and if the Company cannot provide break time or a suitable location for the employee to express breast milk, the Company shall provide a written response to the employee explaining its reasons.

An employee who believes that the Company has violated this policy or any rights under Sections 1030, 1031, 1033, or 1034 of the California Labor Code relating to the right to express breast milk may file a complaint with the California Labor Commissioner.

Reasonable Accommodation for Adult Literacy Programs

The Organization will reasonably accommodate and assist any employee who reveals a problem of illiteracy and requests employer assistance in enrolling in an adult literacy education program provided that this reasonable accommodation does not impose an undue hardship on the employer. Employees will be required to bear the cost associated with enrollment in an adult literacy education program, but the Organization will assist the employee by providing the locations of local literacy education programs. The Organization may also arrange for a literacy education provider to visit its location(s).

An employee who wishes to reveal a problem of illiteracy and requests Organization assistance should contact the Human Resources Department. The Organization will take all

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reasonable steps to safeguard the employee's privacy. Employees may use accrued vacation pay if available to make up for the work that is missed to attend literacy classes.

Reporting Process:

If you believe you have been subjected to any form of unlawful discrimination, submit a written complaint to your supervisor or the Human Resources Department. Your complaint should be specific and should include the names of the individuals involved, the names of any witnesses, and the timeline surrounding the activity. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the Human Resources Department. The Organization will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the Organization determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The Organization will not retaliate against you for filing a good faith complaint or for providing information in the investigation of any complaint and will not knowingly permit retaliation by management employees or your coworkers.

1.5 At-Will Employment Status

All employees of the Organization are employed on an at-will basis. Employment at-will may be terminated with or without cause, with or without notice, and at any time by the employee or the Organization. Nothing in this Handbook shall limit the right to terminate at-will employment. No manager, supervisor, or employee of the Organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the Chief Executive Officer has the authority to make any such agreement, which is binding only if it is in writing.

1.6 Harassment, Discrimination, and Retaliation Prevention Policy

Policy Against Harassment, Discrimination, And Retaliation

The Organization is committed to providing a work environment free of unlawful harassment, discrimination, intimidation or retaliation. Harassment based on race (including natural hair style and hair texture), color, creed, gender, gender identity, gender expression, transgender status, pregnancy or related medical conditions, childbirth or related medical conditions, breastfeeding or related medical conditions, religion, including religious dress and grooming practices, marital status, registered domestic partner status, military and veteran status,

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age (40 and above), national origin or ancestry, including language use and possession of a driver's license, citizenship, physical or mental disability, perceived disability, including HIV and AIDS, medical condition, including cancer or a record or history of cancer, genetic characteristics, genetic information, sexual orientation, status as a victim of crime, protected medical leaves (e.g., leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other basis protected by federal, state or local law or ordinance or regulation or any other proscribed factors or personal attributes ("Protected Categories") will not be tolerated by the Organization.

In addition, the Organization prohibits retaliation against a person who engages in activities protected under this policy. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy.

Everyone at our Organization is expected to assume responsibility for maintaining a work environment that is free from harassment, discrimination, and retaliation. Employees are encouraged to promptly report conduct that they believe violates this policy so that we have an opportunity to address and resolve any concerns. We are committed to responding to alleged violations of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

Scope of Protection

The Organization's harassment-free workplace policy applies to all persons involved in the operation of the Organization and prohibits unlawful harassment by any employee of the Organization, including supervisors and managers, as well as vendors, customers (students and parents), volunteers and any other persons with whom employees come into contact. It is the policy of the Organization to also prohibit unlawful harassment based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

Training

The Organization provides Harassment Prevention Training to supervisors and managers, including prevention of abusive conduct, in accordance with State law.

Discrimination

As used in this policy, discrimination is defined as the unequal treatment in any aspect of employment, including discrimination based solely or in part on the employee's, or applicant's, Protected Category. Discrimination may include, but is not necessarily limited to: hostile or demeaning behavior towards applicants or employees because of their protected category;

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allowing the applicant's or employee's protected category to be a factor in hiring, promotion, compensation or other employment related decisions unless otherwise permitted by applicable law, and providing unwarranted assistance or withholding work-related assistance, cooperation, and/or information to applicants or employees because of their protected category.

Harassment

As used in this policy, harassment is defined as disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on any of the Protected Categories listed above. Harassment can be verbal (such as slurs, jokes, insults, epithets, gestures, or teasing), visual (such as the posting or distribution of offensive posters, symbols, cartoons, drawings, computer displays, or emails), or physical conduct (such as physically threatening another person, blocking someone's way, making physical contact in an unwelcome manner, etc.).

Sexual Harassment

As used in this policy, sexual harassment is defined as harassment based on sex or conduct of a sexual nature, and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity or gender expression. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal. Harassment can also include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex. The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

Sexual harassment includes many forms of offensive behavior. The following is a partial list of the types of behavior that could constitute sexual harassment and is prohibited:

- Verbal harassment such as derogatory comments or slurs, comments about an individual's body, use of sexually degrading words, suggestive or offensive notes, letters, or invitations;
- Physical harassment such as any touching of another, assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual;
- Visual forms of harassment, such as sexual gestures, displaying derogatory posters, cartoons or drawings that are offensive;

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- Requests for sexual favors or unwanted sexual advances; and
- Any other conduct that unreasonably interferes with the performance of the job or that creates an intimidating, hostile or offensive working environment.

Conduct similar to that described above, which is based upon or motivated by any Protected Category, is also prohibited and will not be tolerated.

Retaliation

As used in this policy, retaliation is defined as any adverse employment action taken against an employee because the employee engaged in a protected activity. Protected activities may include, but are not limited to, reporting or assisting in reporting suspected violations of this policy and/or cooperating in investigations or proceedings arising out of a violation of this policy. Adverse employment action is conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.

Examples of retaliation under this policy include but are not limited to: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing someone's work assignments for identifying harassment or other forms of discrimination in the workplace; treating people differently such as denying an accommodation; or not talking to an employee when otherwise required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Reporting Violations of this Policy:

Anyone who is subjected to or witnesses behavior that they believe violates this policy is encouraged, if they feel comfortable doing so, to immediately tell the offending individual that the behavior is inappropriate and to stop the behavior. The individual should also report the alleged violation to their supervisor or the Human Resources Department of the Organization immediately after the incident. If the alleged offender is the employee's supervisor or manager, the employee should report the conduct to any other supervisor, manager, or the Human Resources Department. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. If you prefer to make a complaint in person, contact the Human Resources Department. The Organization wants you to use these procedures so that you can help us put a stop to unlawful discrimination and harassment

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Supervisors who observe harassing conduct or who receive a report or other information regarding alleged unlawful harassment should immediately refer all harassment complaints to the Human Resources Department of the Organization.

Anonymous complaints will also be investigated. The method will depend on the details provided in the anonymous complaint.

The reported matter will be promptly and thoroughly investigated by qualified personnel in a timely and impartial manner and the investigation will be documented and tracked. To the extent possible, the Organization will endeavor to keep the reporting of the concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with the Organization's ability to fulfill its obligations under this policy. It is the obligation of all employees, volunteers, or interns to cooperate fully in the internal investigation process.

After reviewing all the evidence, a timely determination will be made concerning whether reasonable grounds exist to believe that discrimination, retaliation and/or harassment has occurred. If the investigation determines that prohibited discrimination, retaliation, harassment or other conduct which violates the Organization's policy has occurred, the Organization will take disciplinary action against those who engaged in the misconduct, up to and including termination of employment, and appropriate action will be taken to remedy the injury, if any, to the employee subjected to the misconduct. If appropriate, the Human Resources Department will advise all parties concerned of the results of the investigation. The Organization will not retaliate against you for filing a good faith complaint or for cooperating in providing information in the investigation of any complaint, and will not tolerate or permit retaliation by management, employees or co-workers.

Filing Complaints Outside Our Organization

The Organization encourages all employees to report any incidents forbidden by this policy immediately so that complaints can be timely, fair, and completely resolved. If any employee, volunteer, or intern believes that the above procedure has not resolved his or her situation, that person may contact the California Department of Fair Employment and Housing ("DFEH") or the federal Equal Employment Opportunity Commission ("EEOC") to file a claim. The DFEH and EEOC serve as neutral fact-finders and will attempt to assist the parties to voluntarily resolve their disputes. In the event that the DFEH or EEOC is unable to obtain voluntary resolution and finds that harassment or discrimination has occurred, the DFEH and the EEOC may award reinstatement or monetary damages. To obtain the telephone number for the most convenient EEOC office, call 800-669-4000. For the most convenient DFEH office, call 800-884-1684.

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1.7 Respect and Anti-Bullying

The Organization believes that all employees should be treated with respect in the workplace. It is the commitment of the Organization and its management to ensure this place of work is free from negative and aggressive behaviors, and that the work environment is aimed at providing high quality products/services in an atmosphere of respect, collaboration, safety, and equality. All employees have the right to be treated with dignity and respect.

Workplace Bullying Prohibited

Workplace bullying by anyone working for the Organization or on its behalf toward any employee is strictly prohibited. Any employee engaging in workplace bullying may be subject to discipline, up to and including termination.

Workplace Bullying Defined

Workplace bullying, also known as abusive conduct, is malicious conduct that a reasonable person would find hostile, offensive, and unrelated to a legitimate business interest.

Examples of workplace bullying behaviors may include, but are not limited to:

- Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets;
- Verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating;
- Inappropriate gestures or visual staring;
- Excessive yelling, repeated emotional outbursts, berating others, using a harsh tone of voice;
- Talking down to others;
- Criticizing or pointing out mistakes to others in front of a group or using a condescending tone;
- Social exclusion or ostracism, ignoring others, silent treatment;
- Gratuitous sabotage or undermining another's work performance, for example by giving impossible to meet deadlines or workloads;
- Withholding pertinent work-related information or undermining another's work by

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not giving them enough information to do what is required of them;

- Gossiping or spreading rumors;
- Manipulating a person's job content or unwarranted removal of core responsibilities;
- Making threats; using intimidating tactics; and
- Making humiliating or degrading remarks about a person online (i.e., cyberbullying).

These types of behaviors are well recognized as having damaging consequences for their recipients, the observers of the behavior, and the company as a whole and are therefore not tolerated.

Acceptable and Healthy Workplace Behaviors

Acceptable and healthy workplace behaviors are any behaviors that promote respect, positivity and civility in our workplace. They include, but are not limited to:

- Using respectful, supportive, and encouraging language in all interactions, no matter the subject of conversation;
- Offering your thoughts or disagreements on an issue politely;
- Being open to innovative and creative ideas, even if they seem impossible to achieve at first listen;
- Giving peers direct, constructive feedback that is solution-oriented;
- Expressing appreciation when a peer does something correctly and in a timely manner;
- Approaching conflict with maturity and true desire for resolution, rather than as a fight or opportunity to belittle a co-worker; and
- Maintaining a positive attitude, even when you are having a bad day, with managers, peers, subordinates and customers.

Training

As part of its commitment to encouraging positive and healthy behaviors, the Organization has established training on workplace bullying for all employees and managers. Training is included as part of the Company's harassment and discrimination training.

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Reporting Complaints

Any employee who feels that he or she has experienced conduct that he or she reasonably believes violates this policy should report his/her complaint(s) to a supervisor or Human Resources.

Where appropriate, an investigation will be undertaken, and disciplinary action will be taken. The objective of the investigation is to ascertain whether or not the behaviors complained of occurred, and therefore will include interviewing the person complained of, witnesses, managers and any other party that may be involved with or had witness to the alleged behaviors. The investigation will be conducted thoroughly, objectively, with sensitivity and utmost confidentiality, and with due respect for the rights of both the complainant and the alleged aggressor. The investigation will be completed as quickly as possible.

Upon completion of the investigation, the Organization will decide what, if any, action will be taken.

1.8 Gender Identity And Gender Expression In The Workplace

As stated in our Harassment, Discrimination, And Retaliation Prevention Policy, we are an equal opportunity employer and are committed to providing a safe, supportive, and productive work environment that is free from discrimination, retaliation, and harassment. We will not tolerate any kind of discrimination, retaliation, or harassment, including discrimination or harassment based on an individual's gender identity or gender expression, including transitioning.

In furtherance of this commitment, the Organization has adopted this policy to address important issues and guidelines pertinent to gender identity and expression, including a plan for employees transitioning in the workplace that fully recognizes the employee's gender presentation and also maximizes privacy.

We cannot anticipate every situation that might occur with respect to transgender or transitioning employees, and many of those needs must be assessed on an individualized basis. In all situations, however, our goal is to ensure the safety, comfort, and inclusion of all employees, maximize workplace integration and minimize stigmatization.

Anyone who is subjected to or witnesses possible unlawful discrimination, retaliation, or harassment based on any protected characteristic, or perceived protected characteristic, must follow the complaint procedures set forth in our Harassment, Discrimination, And Retaliation Prevention Policy.

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Guidelines for Transitioning in the Workplace

The Organization will not discriminate against an individual because the employee is transitioning, has transitioned, or is perceived to be transitioning. The Organization will work with each transitioning employee individually to assist in a successful workplace transition. Transitioning employees should first meet with the Human Resources Department in order to make them aware of the upcoming transition. If the employee's preferred point of contact is not Human Resources, Human Resources can work directly with the employee's preferred point of contact to ensure the employee is aware of the Organization's transgender-related policies and guidelines.

From there, a meeting will be held with the transitioning employee and their supervisor – and others, if requested by the transitioning employee – to ensure the supervisor is aware of the transition, understands what needs to be done in order to fully support the employee in the process, and is familiar with our policies and any other resources that provide relevant educational information.

During this process, Human Resources will work simultaneously with the transitioning employee to determine what updates should be made in advance of the transition to the transitioning employee's name, records, photographs, emails, etc. and when those changes can be made. The transitioning employee should also advise Human Resources of any time off that may be needed for pre-scheduled medical procedures.

Privacy

All Organization employees have the right to discuss their gender identity or transition process openly, or to keep that information private. Information about an employee's gender status (such as the sex they were assigned at birth) can constitute confidential medical information under privacy laws like HIPAA. Management, Human Resources, and coworkers should not disclose information that may reveal an employee's transgender status or gender presentation to others. That kind of personal or confidential information may only be shared with the employee's consent and with coworkers who truly "need-to-know" in order to do their jobs.

Preferred Names and Pronouns

All Organization employees have the right to be addressed by a preferred gender, name, or pronoun, including gender-neutral pronouns. A court-ordered name or gender change is not required. Managers, supervisors, and coworkers are required to abide by this policy. The intentional or persistent refusal to respect an employee's preferred name and pronoun (for example, intentionally referring to the employee by a name or pronoun that does not correspond to the employee's gender identity) can constitute harassment and is a violation of our policies. If you are unsure what pronoun a transgender or transitioning coworker might prefer, you can

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politely ask your coworker how they would like to be addressed.

Dress Codes

The Organization does not have dress codes that restrict an employees' clothing or appearance on the basis of gender. Transgender and transitioning employees have the right to dress in a manner consistent with their gender identity or gender expression. We will not impose upon any applicant or employee any physical appearance, grooming, or dress standard which is inconsistent with the individual's gender identity or gender expression, unless there is a business necessity.

Internal Recordkeeping

As noted above, the Organization will change an employee's official record to reflect a change in name or gender upon request from the employee. Certain types of records, like those relating to retirement accounts, may require a legal name change before the person's name can be changed. Most records, however, can be changed to reflect a person's preferred name without proof of a legal name change. Official records will also be changed to reflect the employee's new name and gender upon the employee's request.

The Organization will make every effort to update any photographs at the employee's request, so the employee's gender identity and expression are represented accurately.

If a new or transitioning employee has questions about company records or ID documents, the employee should contact Human Resources.

Safe and Equal Access to Facilities

All Organization employees have a right to safe and appropriate restroom facilities, regardless of sex. Employees are permitted to use facilities that correspond to the employee's gender identity or gender expression, regardless of the employee's assigned sex at birth. "Facility" is broader than bathrooms and includes other types of company facilities including locker rooms with showers. For instance, transgender women are permitted to use the women's restroom, and transgender men are permitted to use the men's restroom. Any employee who has a need or desire for increased privacy, regardless of the underlying reason, will be provided access to a single-stall restroom where available. No employee, however, shall be required to use such a restroom.

No manager, supervisor, employee, or any other individual can require you to provide proof of sex or gender in order to use a particular facility.

If you have any questions about this policy, please contact Human Resources.

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1.9 Employment Application, Background, and Reference Checks

All candidates for employment must fully complete, date and sign the standard Organization Employment Application. The Organization relies on the accuracy of the information reflected in the employment application and expects the employee and their references to provide accurate and true information during the hiring process and employment. Should the Organization subsequently discover any information is misleading, false, or was intentionally omitted, the Organization may reject an applicant from further consideration, or terminate the existing employee based upon the misinformation.

When the Organization processes an employment application and applicable signed consent release for background and reference checks, it may obtain any or all of the following information as permitted by law

- Social Security Number Verification
- Professional References
- Educational (Degree) Verification Report
- Tuberculosis Screening or Assessment

Due to our status as a public school, working with children and youth, criminal history (i.e. Livescan screening) will be required following an employment offer, and prior to the first date of employment as permitted by law.

When a consumer credit report is requested, the Organization will provide written notice informing the applicant that a consumer credit report will be used and that the applicant may receive a free copy of the report if the employee desires by indicating that request on the notice that the Organization has provided. Should the Organization take an adverse employment action based in whole or in part on the consumer credit report, a copy of the report and a summary of your rights under the Fair Credit Reporting Act and any other applicable laws will be provided to the applicant or employee, as well as any other documents required by law. The Organization will endeavor to maintain any information received in the strictest confidence. The completed application or resume will be made part of the personnel file of those applicants accepted for employment

At this time, the Organization does not exercise its right to conduct a consumer credit report.

1.10 Employment Eligibility Verification

All offers of employment are contingent on verification of your authorization to work in the United States, as required by the applicable law, including the Immigration Reform and

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Control Act of 1986 (“IRCA”). Upon receiving a conditional offer of employment, you will be asked to provide original documents that establish your identity and employment authorization in the United States and to sign a verification form required by federal law. These documents must be provided on your start date. If you cannot verify your right to work in the United States, the Organization may be obligated to terminate your employment.

Satisfactory clearance of a Live Scan report from the Federal or California Department of Justice, background and reference checks, and tuberculosis risk assessment or tuberculosis test, are required following an offer of employment, and prior to the starting date of employment. In addition, your employment may be contingent upon a clear California Department of Motor Vehicles record check if your position requires business travel or if you will be using a vehicle provided by the Organization.

1.11 Electronic Signature Policy

The Organization is committed to encouraging a proficient and efficient workplace wherein each individual, whether applicant or employee, shall conduct his or her potential or actual employment by the use of electronic signatures. To that end, the Organization has adopted the following electronic signature policy to be read and acknowledged by each applicant and employee in compliance with California’s Uniform Electronic Transaction Act (UETA, Cal. Civ. Code §§ 1633.1-1633.17). (See Appendix E for the acknowledgement form.)

The employee understands, agrees and authorizes all transactions relating to my potential employment or actual employment to be conducted by electronic means.

This means that the Organization will rely upon my signature electronically for all electronic employment related documents or records signed by the employee in electronic format.

The employee understands that their electronic signature is any electronic sound, symbol or process attached to or logically associated with a record executed by themselves or adopted by themselves with the intent to sign the record.

The term electronic employment document or record means a contract or other record created, generated, sent, communicated, received or stored by electronic means.

The employee hereby acknowledges that this authorization is voluntary on their part and may be relied upon by the Organization when determining whether they have received, understood and signed any and all employment related documents.

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SECTION 2 - EMPLOYMENT POLICIES AND PRACTICES

2.1 Employee Classifications

It is the intent of the Organization to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at-will at any time is retained by both the employee and the Organization. An employee will not change from a designated employment status to another status unless specifically informed of such a change, via a Change of Relationship contract, and/or contract addendum.

The following define the Organization's employment categories.

Classified

Classified staff are non-certificated, and are not Directors.

Certificated

Certificated staff are credentialed.

Directors

Directors are full-time staff who may be Classified or Certificated..

Regular Full-Time

Regular full-time employees are those who are scheduled for, and perform work, at least 32 hours or more per week. A full-time employee is eligible for all benefits listed in this Handbook unless stated otherwise.

Regular Part-Time

Regular part-time employees are those who, at the time of hire, are assigned to a regular schedule of less than thirty-two (32) hours per week. A part-time employee is not eligible for any benefits listed in this Handbook unless required by law or unless otherwise specified.

Temporary

An employee who is hired with the understanding that they are being employed

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temporarily, usually relating to special projects, abnormal workloads or emergencies. A temporary employee is not eligible for any benefits listed in this Handbook unless required by law.

Seasonal Employment

An employee designated with seasonal employment status is hired for a limited period of time or an identified work project. A seasonal employee is not eligible for any benefits listed in this Handbook unless required by law.

Inactive Status

Employees who are on any type of unpaid leave of absence, work-related or non-work-related, will be placed on inactive status. During the time the employee is on inactive status, no vacation or sick time will be earned and will not continue to accrue except as specifically noted in this Handbook.

2.2 Non-Exempt and Exempt Employees

In addition to the classifications above, employees will also be classified as either “exempt” or “non-exempt” for purposes of computing overtime pay and certain other wage and hour benefits in accordance with state and federal law. For questions concerning appropriate classification, contact a supervisor or Human Resources Department.

Non-Exempt

An employee who is covered by overtime, and certain other provisions of the Federal Fair Labor Standards Act and California wage and hour laws, is considered non-exempt. Non-exempt employees are entitled to an overtime premium in accordance with California and federal law.

Exempt

A salaried employee, whose work duties and amount of pay exempt them from overtime, and certain other provisions of the Federal Fair Labor Standards Act and California wage and hour laws, are considered exempt.

2.3 Work Week

The workweek begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday.

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2.4 Work Schedule

Work schedules are based on department or facility functions and individual job responsibilities. Work schedules may vary from department to department and employee to employee. The employee's immediate supervisor shall designate hours. All schedules are subject to change and require a supervisor's approval.

2.5 Job Descriptions

Your job description will be explained during the initial interview process and throughout the course of your employment. Your position description is not designed to spell out all the duties and tasks associated with your employment; all Organization employees are expected to fulfill both essential and secondary job duties and requirements. Job Descriptions are not resolute and may change, in whole or in part, over time. Employees may be asked to perform work on special assignments in addition to normal duties. You are expected to discuss any significant changes in your functions and responsibilities with your supervisor, who has the authority to request the Human Resources Department to formalize changes in job descriptions. All changes in job descriptions must be approved by the Human Resources Department. The Organization reserves the right to change job responsibilities, transfer job positions, or assign additional job duties at any time.

2.6 Performance Assessment and Employee Development

The work performance of an employee is a vital key to the success of our Organization. Performance assessments, observations, or evaluations are conducted with employees annually; however, a Supervisor may initiate a performance assessment, observation, or evaluation with an employee at any time during the course of their employment. Written performance assessments will be recorded in an employee's personnel record.

The Organization is committed to providing a supportive learning environment designed to encourage employees to pursue their professional goals and career objectives through training and advancement. In line with this commitment, training and development opportunities are offered to employees to increase their skills and enhance their contributions to the Organization. Employees are encouraged to speak with their supervisor regarding requests for training and development.

2.7 Meal and Rest Periods

The law requires that non-exempt employees working in excess of five (5) hours be

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provided with a duty-free, uninterrupted unpaid meal period of at least thirty (30) minutes. Accordingly, it is Organization policy that a meal break (of at least 30 minutes) must be taken each day by employees working five (5) or more hours per shift, unless six (6) hours completes the shift, and the non-exempt employee waives their meal break in writing.

If a non-exempt employee’s workday exceeds ten (10) hours, then that employee is entitled to a second meal period of thirty (30) minutes. However, if the workday does not exceed twelve (12) hours, the second meal period may be waived if the employee and the Organization voluntarily agree, in writing, so long as the first meal period was not waived.

Number of Hours Worked Per Shift	Number of Meal Periods
5 hours or less	No meal period
More than 5 hours up to 6 hours	1 unpaid 30-min. meal period (may be waived in writing)
More than 6 hours up to 10 hours	1 unpaid 30-min. meal period

More than 10 hours up to 12 hours	2 unpaid 30-min. meal periods (may not be combined, 2nd meal period may be waived in writing if first meal period taken)
More than 12 hours	2 unpaid 30-min. meal periods (may not be combined)

Said meal breaks must be taken at a location separate from the employee’s desk or work area, and employees are not permitted to work during their meal break. Employees will be relieved of all duties during the meal period and are permitted to leave the Organization premises during their meal break. The schedule for meal periods will vary according to business hours and work schedules but the first meal period must begin by the end of the fifth hour of work, and if applicable, the second meal period must begin by the end of the tenth hour. Your supervisor will advise you of your scheduled meal break. Unless approved by your immediate supervisor, a meal break may only be taken at the employee’s regularly scheduled meal break time. A meal break may not be skipped in order to accommodate a late arrival or early departure from an employee’s normal workday unless waived in writing and approved by the employee’s immediate supervisor.

Rest breaks are provided at the rate of ten (10) consecutive minutes for each four (4) hour work period or major fraction thereof for non-exempt employees. No break is provided for employees working less than 3.5 hours. Those employees who work between 3.5 hours and six

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(6) hours are provided a ten (10) minute break. Those employees working between six (6) and (10) hours are provided two ten (10) minute breaks. The rest period should occur as near as possible to the middle of the work period. Upon request, reasonable accommodations, including privacy and increased break time, will be made to accommodate lactating employees.

Number of Hours Worked Per Shift	Number of Meal Periods
Less Than 3 ½ hours	No rest period
3 ½ hours up to 6 hours	One, 10 -min. rest period
6 hours up to 10 hours	Two, 10 -min. rest periods
10 hours up to 14 hours	Three, 10 -min. rest periods
14 hours up to 18 hours	Four, 10 -min. rest periods

Non-exempt employees will be relieved of all duties during the rest break and are permitted to leave the Organization premises during their rest breaks. Check with your supervisor for the appropriate time to take your rest break.

It is Organization policy that employees are required to take all meal and rest breaks as set forth above (unless you waive a meal period as set forth above). If you miss a meal or rest period (other than a waived meal period), you must report to your supervisor or the Human Resources Department that you missed the meal or rest period and whether you missed the meal or rest period due to employer needs. Employees who violate this policy shall be subject to discipline, up to and including termination.

2.8 Timekeeping Requirements

All non-exempt employees, whether salaried or not, are required to record their time, via our timekeeping system, Perform Time, for payroll purposes. Non-exempt employees must record their own time at the start and at the end of each work and meal period. Non-exempt employees also must record their time whenever they leave the building (or cease working) for any reason other than Organization business. Each employee will be provided with specific instructions regarding the time-keeping system; and will be responsible for reviewing, approving, and submitting time each pay period. Completing another employee’s timesheet, allowing another employee to complete your timesheet, or altering a time record is not permissible and is subject to Corrective action.

Any errors on your time record should be reported immediately to your supervisor.

Time records are required by law and are used for computing paychecks to ensure that you are compensated correctly for the work you have performed.

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Employees are required to record time taken off (vacation, holiday, sick days, jury duty, bereavement, etc.).

Note: Timecards must reflect an accurate accounting of time. Altering, falsifying, or tampering with time records, as well as recording time on another employee's time record, may result in Corrective action. Additional procedures on timesheet submission may be directed by Executive Management.

Prohibition Against Off The Clock Work

The Organization strictly prohibits off the clock work – i.e., work performed by a *nonexempt* employee that is not recorded and for which the employee is not paid for the time worked. This means that:

- If you are a *nonexempt* employee, you must never perform any off the clock work; and
- Whether you are *exempt* or *nonexempt*, you must never require, request, or permit a *nonexempt* employee to perform any off the clock work.

2.9 Payment of Wages

For Semi-Monthly employees:

We currently pay semi-monthly employees (which includes classified hourly or salary non-exempt employees) on the 10th (for hours worked from the 16th through the end of month, for the previous month); and on the 26th (for hours worked from the 1st through the 15th of that month), unless that payday falls on a holiday or weekend. In that case, employees will be paid on the last working day before the holiday or weekend. Due to changes in payroll companies or for other unforeseen reasons, the Organization retains the option to change payroll dates at any time.

For Monthly Employees:

We currently pay monthly employees (which includes classified and/or certificated salary exempt employees) on the 26th of each month, unless that payday falls on a holiday or weekend. In that case, employees will be paid on the last working day before the holiday or weekend. Due to changes in payroll companies or for other unforeseen reasons, the Organization retains the option to change payroll dates at any time.

You are expected to carefully review every paycheck for errors and, if any error occurs, you must report it immediately to the Human Resources Department.

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2.10 Payroll Direct Deposit

Direct deposit is the most convenient method of ensuring that your pay is immediately available on paydays. With Payroll Direct Deposit, your pay is electronically deposited into a checking or savings account of your choice and will be available to you even if you are on vacation. Instead of a paycheck, regular employees receive a non-negotiable statement listing gross pay, taxes, other deductions, and the net amount deposited. Employees can enroll by completing the *Direct Deposit* authorization form from Payroll.

Direct deposit is not required; and, should you prefer a live check, please contact the Human Resources Department.

2.11 Overtime Work Hours

When Organization operating requirements or other needs cannot be met during regular working hours, non-exempt employees may be asked to work overtime. All overtime work performed by non-exempt employees must be pre-approved, in writing, by the employee's supervisor. Non-exempt employees working unapproved overtime may be disciplined. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

2.12 Overtime Pay

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour laws. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

The Fair Labor Standards Act (FLSA) and state law require overtime payment for hours worked beyond established thresholds. Non-exempt employees will receive overtime in accordance with applicable state and federal law.

Non-exempt employees will be paid one and one-half (1.5) their normal hourly rate of pay for overtime hours worked in excess of forty (40) hours per week, eight (8) hours up to and including twelve (12) hours in any one workday, and for the first eight (8) hours worked on the seventh consecutive day of work in any one workweek.

Exempt employees are not paid additional compensation for any overtime worked.

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2.13 Double Time Work Hours and Pay

Non-exempt employees will be paid two (2) times their regular hourly rate of pay for all hours they are required to work in excess of twelve (12) in any one workday, and for all hours worked in excess of eight (8) hours on the seventh (7th) consecutive day of work in any one workweek.

Double time work performed by non-exempt employees must be pre-approved, in writing, by the employee's supervisor. Non-exempt employees working unapproved double time may be disciplined.

There shall be no pyramiding of overtime. When more than one overtime premium can be applied to the same working time (for example, an employee works in excess of 8 hours on a particular day and the employee's hours also total more than 40 hours for that workweek), only one computation, whichever is of greater benefit to the employee, shall be used to compute overtime pay.

Mandatory Time Off/Day of Rest

All employees are entitled to one day's rest in seven, except in case of emergency.

Reporting Time Pay

If an employee reports to work on a scheduled workday, and there is no work available, the employee will be paid for one half (1/2) of his/her regularly scheduled workday, but not less than two (2) hours and not more than four (4) hours of pay.

The Organization will not pay an employee for reporting to work under the following circumstances:

1. The interruption of work is due to the failure of any public utility;
2. The interruption of work is due to an act of G-d or other cause not within the Organization's power to control;
3. Operations cannot commence or continue due to threats to employees or property or when recommended by civil authorities; or
4. If the employee is on stand-by pay status and is called to perform assigned work outside of scheduled reporting time.

2.14 Wage Garnishments

We hope you will manage your financial affairs so that we will not be obligated to

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execute any court ordered wage garnishments. However, when court-ordered deductions are to be taken from your paycheck, you will be notified, and we will be required to comply with any court order instructing us to garnish wages.

2.15 Payroll Deductions

Your payroll and earnings deductions are detailed with your check. Mandated deductions usually include, but are not limited to the following:

Deductions Mandated by Federal and State Law

Federal Income tax	State Disability Insurance (“SDI”)
State Income tax	Medicare contributions
Social Security contributions (unless contribution to STRS)	Garnishments & Wage Attachments

Any questions about your paycheck should be directed to the Payroll Department. It is the employee’s responsibility to ensure the accuracy of their paychecks (including deductions). You must bring, in writing, any discrepancies or errors in your paycheck to the attention of the Payroll Department immediately. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the Organization will promptly reimburse the employee for any improper deduction made. The Organization will not tolerate any retaliation against those who make such reports.

2.16 Compensation Philosophy

At the Organization, we strive for fairness and equity in all our policies and practices, including those that affect compensation. We administer a compensation and benefits program in a manner that is free of unlawful discrimination or retaliation and respect an employee’s right to discuss their own pay. The Organization complies with Federal and State wage laws concerning fair pay.

Our compensation practices are based on many factors, including the Organization’s financial position, business objectives, and salary survey information. Positions are compensated in a manner that includes, but not limited to, service time, merit, skill, effort, responsibility, knowledge, experience, training, and degree of authority. In addition, we update position pay ranges, administer market pay adjustments or other types of compensation as reviewed and authorized by Executive Management.

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We offer a compensation package (your annualized pay plus benefits) that reflects competitiveness in the marketplace and concern for our employees' ability to balance their work and personal lives. The Organization adheres to Minimum Wage laws and ordinances.

2.17 Expense Reimbursement

The Organization will reimburse employees for all business-related expenses provided they complete a record of all expenses for which they seek reimbursement and submit receipts along with the expense record for reimbursement. Reimbursement requests must be submitted within 30 days after the expenses are incurred. Requests submitted after 30 days will require executive review (approval/denial) before processing.

Reimbursement will be processed for items that are eligible expenses and are supported with complete and detailed documents. [Note: Employees who receive travel and mileage stipends, are not eligible for mileage reimbursement unless preapproved by the Chief Academic Officer or Designee.] Requests with incomplete/unclear documents will be put on hold until complete information is received. Approved reimbursement is made via check within two (2) weeks of receipt/approval of the reimbursement request.

The Organization maintains a meal reimbursement policy as follows:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$27.00

Alcohol is not reimbursed by the Organization. For questions regarding eligible reimbursable expenses, please contact the Finance Department. Under special circumstances this amount may be increased and requires prior approval by the CEO / designee.

2.18 Pay Deductions For Exempt Employees

Exempt employees paid on a "salary basis" regularly receive a predetermined amount of compensation each pay period. Subject to the exceptions listed below, exempt employees will receive full salary for any workweek in which they perform any work, regardless of the number of days or hours worked. Exempt employees will not be paid for any workweek in which they perform no work.

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No deductions from salary will be made for time when work is not available, provided the exempt employee is ready, willing, and able to work.

Deductions from pay are permissible:

- When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- When an exempt employee is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing full compensation for salary lost due to illness;
- When an exempt employee is absent for jury duty or military duty for a full week (5 business days) and performs no work during the week;
- To offset amounts employees receive as jury or witness fees or for military pay;
- For penalties imposed in good faith for infractions or safety rules of major significance; or
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

Additionally, an exempt employee will not be paid their full salary if he or she works less than a full week during the initial or final week of employment or for weeks in which the exempt employee takes unpaid leave under the Family and Medical Leave Act.

Partial day deductions from available accrued vacation or sick leave balances will also be made by the Organization when applicable.

It is Organization policy to comply with these salary basis requirements. Therefore, the Organization prohibits all managers from making any improper deductions from the salaries of exempt employees.

If you believe that an improper deduction from your salary has been made, you should immediately report this information to your direct supervisor, or to Human Resources.

Reports of improper deductions will be investigated promptly. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

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2.19 Access to Employment Records

You, or your representative, have a right to inspect and copy documents in your employee file relating to your payroll records, performance, or any grievance. To inspect or obtain copies of your employment records, submit a written request to the Human Resources Department. The Organization will comply with requests as required by law. Employees who wish to obtain a copy of such records may be required to reimburse the Organization for the actual cost incurred in making copies. Where an inspection request is made by a former employee, the individual may be required to provide satisfactory evidence of his or her identity, to ensure that the records are provided to the proper person.

The Organization will generally restrict disclosure of your employee file to authorized individuals within the Organization. Only the Human Resources Department and the Organization's legal counsel are authorized to release information about current or former employees. Disclosure of employee information to outside sources will be limited. However, the Organization will cooperate with requests from our sponsoring school district, and authorized law enforcement or local, state, or federal agencies conducting audits, official investigations and as otherwise legally required.

The Organization is required by law to keep current all employee's names, addresses, phone numbers, number of dependents, and whom to inform in case of emergency. Employees are responsible for alerting the Human Resources Department of any personal information changes for purposes of updating the information in their personnel file.

2.20 Personal Information

Personal Information Changes

It is the responsibility of each employee to promptly notify the Human Resources Department of any and all status changes including name, address, marital status or domestic partner registration, and changes in withholding information for tax purposes. The Organization must send W-2's to each employee for tax purposes. Having updated employee information is imperative for this task as well as many others. You must notify the Human Resources Department and/or Payroll in writing of your changes. The Human Resources Department and/or Payroll will also be able to provide you with new tax forms for tax withholding allowance changes. The Organization will not discriminate, retaliate, discharge or take other adverse action against an employee when updating or attempting to update their personal information based on a lawful change of name, social security number or federal employment authorization document.

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Protection Of Medical And Personal Information

Confidentiality of medical and personal information relating to employees, students, or anyone else is not only vitally important to the Organization, but is required, under state and federal laws. "Personal information" includes an individual's first name or first initial and last name and one or more of the individual's social security number; driver's license or California identification card number; account number, credit or debit card number in combination with any required security code, access code or password that would permit access to the individual's financial account; medical or health insurance information; or a username or email address, in combination with a password or security question and answer that would permit access to an online account.

The Organization requires that all employees comply with its security procedures and practices to protect medical and personal information that it receives, including as to Organization employees, students, or anyone else, whether stored in files or on Organization computer databases, or otherwise, from unauthorized access, destruction, use, modification, or disclosure. All employee medical records must be held in confidence in order to avoid unauthorized disclosure. In compliance with state and federal laws, when required, the Organization shall keep your medical records separate from your personnel files. Access to medical records shall be limited to those in management on a need-to-know basis, solely for purposes permitted by law.

If any employee reasonably believes that an unauthorized person, unauthorized access, destruction, use, modification, or disclosure has occurred, immediate notice must be provided to the Human Resources Department so that the Organization complies with its legally required notice obligations.

2.21 Nepotism Policy

The Organization maintains a nepotism policy. No employee shall be solely supervised or evaluated by a family member. If applicable, any and all nepotism provisions specified in the Organization's Charter or Memorandum of Understanding with the authorizing school district are hereby incorporated into this Handbook.

Qualified employees who are related by blood or marriage to current Company employees may work for the Company as long as their employment does not create or result in a sole supervisory relationship with a relative, or create problems regarding safety, morale, security or conflicts of interest.

The status of employees who marry after employment will be considered in light of the above criteria. All decisions will be based on what is determined to be in the best interest of the

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Company.

2.22 Reference Requests

It is the Organization's policy to generally not give employee references to inquirers, whether by telephone or in writing. All calls, contacts, and written inquiries concerning current or former employees are to be handled by the Human Resources Department only. Disclosure of personnel information to outside sources will be limited.

The Human Resources Department will verify employment and cooperate with requests from authorized law enforcement, or local, state, or federal agencies conducting official investigations, and as otherwise legally required.

2.23 Open-Door Policy

All employees are encouraged to provide input and suggestions concerning the overall operations and programs of the Organization, via appropriate communication channels (following the Chain of Command).

We operate in an open-door manner. All input from employees will be considered and can be presented without fear of personal recrimination.

2.24 Outside Employment

There are times when employees have the opportunity or the need to simultaneously hold another job position with separate employers at one time. All outside employment must be approved by the Human Resources Department in advance of accepting the outside employment. If it is determined that your proposed outside employment is incompatible, or in conflict with your position at our Organization, you will not be permitted to accept the proposed employment and continue to work at our Organization. Failure to advise Human Resources of outside employment may result in your termination.

It is important that another job position does not interfere in any way with an employee's primary job position with the Organization. Employees who engage in approved, outside employment are expected to adhere to all of the Organization's performance standards and schedules. Like all other employees, persons who engage in approved, outside employment are required to perform services only for the Organization when on Organization time and when using Organization equipment.

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The Organization will not assume any responsibility for employees' outside employment. Specifically, the Organization will not provide workers' compensation coverage or any other benefit for injuries occurring from, or arising out of, such outside employment.

2.25 Conflicts Of Interest

Organization employees are prohibited from engaging in any activity, practice or act which conflicts with the interests of the Organization or its students. Both the fact and the appearance of a conflict of interest should be avoided. If applicable, any and all conflicts of interest provisions specified in the Organization's Charter or Memorandum of Understanding with the authorizing school district are hereby incorporated into this Handbook.

It is difficult, if not impossible, to describe all of the situations that may arise involving conflicts of interest. Some of the more common conflicts from which employees should refrain, however, include the following:

- Accepting personal gifts or entertainment from competitors, suppliers, potential suppliers, vendors, or potential vendors;
- Working for a competitor, supplier, vendor, or customer ("customers" include our students and/or parents);
- Engaging in self-employment in competition with the Organization;
- Engaging in business with a family member or "significant other" in competition with the Organization;
- Using proprietary or confidential Organization information for personal gain or to the Organization's detriment;
- Having a direct or indirect financial interest in or relationship with a competitor, supplier, vendor, or customer;
- Using Organization assets or labor for personal use;
- Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to the Organization;
- Committing the Organization to give its financial or other support to any outside activity or organization.

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Employees should be aware that if they enter into a personal relationship with a subordinate employee or with an employee of a competitor, supplier, vendor, or customer, a conflict of interest may exist that requires full disclosure to the Organization.

If you have a question concerning a possible conflict of interest, consult your supervisor or the Human Resources Department.

Failure to adhere to this policy, including failure to disclose any conflicts or to seek an exception, may result in discipline, up to and including termination of employment.

2.26 Voluntary Separation of Employment

Voluntary separation results when an employee voluntarily resigns their employment at the Organization. If an employee fails to report to work for three consecutively scheduled workdays without notice to, or approval by, their supervisor, or fails to return from an approved leave of absence on the date specified, it will be considered job abandonment unless a reasonable excuse is given to and accepted by the Organization.

2.27 Request for Notice of Resignation

If an employee finds it necessary to resign, it is requested as a courtesy, though not required, that you give advance notice in writing to your supervisor specifying the last day you will be at work. This date will be considered the effective date of your resignation. Full-time or regular part-time employees are asked as courtesy, though not required, to give at least two (2) weeks' notice of the effective date of a resignation.

2.28 Involuntary Separation

Involuntary separation results when the Organization terminates your employment. The Organization has established rules and procedures applicable to all such separations. Privacy and care is extended to individuals whose actions result in a separation.

2.29 Return of Property and Deletion of Data On Personal Devices

All Organization property, including but not limited to, electronic information, laptops, scanners, uniforms, badges, timekeeping materials, keys, cellphones, and equipment, must be returned to the Organization promptly upon separation of employment for any reason.

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Employees unable to present the equipment in good working condition within the time period requested (for example, 24 hours) may be requested to pay the cost of a replacement.

As discussed in further detail in the Confidentiality section of the Handbook (3.21), employees must return all copies of documents the Organization considers to contain Confidential Information (as defined in the above referenced section), and employees must continue to maintain the confidentiality of such Confidential Information. Should such Confidential Information be kept in electronic form on a personal device, whether in a computer, a cell phone, or other electronic device or memory, including any online file system, each employee must provide those records and documents to the Organization on an Organization-issued flash memory card or other device. Employees must also delete and destroy such records and documents from their respective electronic devices and memory locations, including any backup records and documents on any device or online file system. In the event an employee later discovers any other Organization records or documents, then they must either deliver them to the Organization or destroy them. The Organization does not agree to, nor authorize, the delivery of Organization records or documents to any third party.

2.30 Employee Discipline

Like most organizations, the Organization utilizes various procedures to address work problems such as misconduct or poor performance.

The following are examples of discipline that may be taken by the Organization:

- Coaching
- Additional training
- Verbal warning
- Written warning
- Suspension with or without pay
- Termination

These discipline procedures are used in no particular order and any of the disciplinary actions can be taken without any preceding discipline. There may be occasions where the Organization determines that circumstances warrant immediate termination without any prior warning(s), suspension(s), or notice. The Organization also reserves the right to suspend employees with or without pay during an investigation into alleged or suspected misconduct.

When verbal warnings are given, they will be noted in the employee's personnel file. Written warnings and suspension notices should be signed both by the supervisor and employee. The employee's signature is not an admission of guilt, but merely acknowledges receipt of the

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notice. If an employee disagrees with the warning and desires to make comments, the employee is entitled to write these comments on the warning memorandum form. When written warnings are given, the employee will receive a copy of the warning or suspension notice and a copy will be placed in the employee's personnel file.

Nothing in this policy should be construed to limit or otherwise alter the Organization's right to terminate employment at will.

It is important that all employees perform, at all times, to the best of their abilities. The Organization seeks to resolve conduct and performance problems in the most constructive manner possible.

2.31 Reduction in Force

Under certain circumstances, the Organization may need to restructure, reduce working hours or reduce its workforce. In that event, decisions regarding lay off, job retention, transfers, or adjustment of hours, will be based upon management's judgment of the Organization's need. If it becomes necessary to restructure operations, reduce or modify working hours, or reduce the number of employees, the Organization will attempt to provide advance notice, if possible, so as to minimize the impact on those affected. Also, if possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

2.32 Final Pay

The time requirement for a final paycheck depends upon whether the employee terminated employment without notice, quit with at least 72-hours' notice or was terminated or laid off. The final paycheck will be issued in compliance with applicable law in any one of the foregoing scenarios.

Upon separation from the Organization, you are entitled to final pay. This includes pay for any work performed within the most recent pay period, any accrued vested time off benefits (e.g. vacation), and any overtime pay due. Unused sick leave is not paid at the time of termination of employment. Any outstanding business expenses will be processed in normal business course and paid to you at the Organization's regularly scheduled processing dates for these types of reimbursements. Please be sure that information concerning business expenses is submitted in a timely manner so that these payment deadlines may be relied upon. Please note that if you terminate employment and the Organization has paid insurance benefits on your behalf, applicable deductions, previously authorized by you to be deducted from your payroll will be deducted in accordance with the law from the final paycheck.

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Employees separated from employment will be paid as follows:

- Voluntary Resignation with at least 72-hours' notice: due and payable on last day of work.
- Voluntary Resignation with less than 72-hours' notice: due and payable no later than 72 hours after notice is given.
- Involuntary Termination: all wages due and payable on the last day of work.

2.33 Exit Interview

Employees who voluntarily leave the Organization may be interviewed about the reason for resignation. Constructive suggestions offered by terminating employees are valued by the Organization.

Employees involuntarily terminated may also have an exit interview.

2.34 Re-Employment

If you leave the Organization and are rehired within six (6) months, you will receive credit for your prior service date. In this case, you will be given the original hire date as the adjusted service date.

To be re-employed by the Organization, you must meet employment eligibility requirements.

SECTION 3 - STANDARDS OF CONDUCT

3.1 Prohibited Conduct

We promote a cooperative and productive work environment. You are expected to behave in a professional manner at all times. In our relationships with each other, we strive to be open and respectful in sharing our ideas and thoughts, and in receiving input.

Certain conduct may subject an employee to appropriate discipline. The following conduct is prohibited and will not be tolerated by the Organization. This list of prohibited

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conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and Organization operations or other things may also be prohibited.

- Falsifying employment records, employment information, or other Organization records;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any timecard, either your own or another employee's;
- Theft and deliberate or reckless damage or destruction of any Organization property, or the property of any employee or student;
- Removing or borrowing Organization property without prior authorization;
- Unauthorized use of Organization equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on Organization property;
- Participating in horseplay or practical jokes on Organization time or on Organization premises;
- Fighting, threatening bodily harm, or provoking such misconduct;
- Carrying firearms or any other dangerous weapons on Organization premises at any time;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Incompetent or inefficient performance of assigned duties and responsibilities;
- Interference with the work performance of any employee(s);
- Using threatening or abusive language at any time on Organization premises;
- Failing to notify a supervisor when unable to report to work;
- Unreported absence of three consecutive scheduled workdays, except in cases of emergency;
- Repeated tardiness or absence;
- Failing to obtain permission to leave work for any reason during normal working

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hours, except in cases of emergency;

- Failing to observe working schedules, including rest and lunch periods;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency;
- Using Organization's computer to access the Internet for personal use during working hours, beyond reasonable incidental or brief usage;
- Violation(s) of Company policies concerning security or unauthorized disclosure of confidential Company information to any person(s);
- Working overtime without authorization or refusing to work assigned overtime;
- Violating any safety, health, security or Organization policy, rule, or procedure;
- Conduct that disrupts the learning environment;
- Committing a fraudulent act under any circumstances; and
- Committing, or involvement in, any act of unlawful harassment or discrimination of another individual.

This statement of prohibited conduct does not alter the Organization's policy of at-will employment. Either you or the Organization remains free to terminate the employment relationship at any time, with or without reason or advance notice.

3.2 Professional Boundaries

This policy is intended to guide all Organization faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of Organization employees. Trespassing the boundaries of a Student/Organization relationship is deemed an abuse of power and a betrayal of public trust.

Organization staff members are to interact with students in a professional manner. All staff must carefully review this policy along with each of the examples of acceptable and unacceptable employee behavior. It is each staff member's responsibility to both follow the policy as written, and to follow the intent of the policy by acting in a professional manner. It is each staff member's obligation to avoid situations that could prompt concern by parents, students, colleagues, or Organization leaders.

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This policy is not meant to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct. Some activities may seem innocent from a staff member's perspective but can be perceived as flirtation or sexual insinuation from a student or parent point of view. Sometimes students initiate inappropriate behavior and situations. In these instances, staff members must act professionally and immediately report the incident.

Staff members must understand their own responsibility for ensuring that they interact professionally with students, including abiding by the specific behavioral examples in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for discipline purposes. Thus, it is crucial that all employees learn and apply this policy thoroughly. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations, and intentions.

DUTY TO REPORT:

When any employee becomes aware of another staff member having crossed the boundaries specified in this policy, the employee must immediately report it to the Organization's Cabinet or a Director/Supervisor. All reports shall be as confidential as reasonable under the circumstances. It is the duty of the Cabinet Member or Director/Supervisor to investigate and thoroughly report the situation to the Human Resources Department.

When a student crosses the boundary of professionalism with a staff member, the staff member must act professionally and immediately report the incident to the Organization's Cabinet or a Director/Supervisor. All reports shall be as confidential as reasonable under the circumstances. It is the duty of the Cabinet Member or Director/Supervisor to investigate and thoroughly report the situation to the Human Resources Department.

USE OF ELECTRONIC & SOCIAL MEDIA:

Any use of electronic media or social media by an employee to interact or participate with students must be limited to Organization business and conducted on Organization technology systems. Any interaction not limited to Organization business is inappropriate. Refer to Sections 3.3 and 3.4 below.

EXAMPLES OF ACCEPTABLE AND RECOMMENDED BEHAVIORS:

- Getting Organization and parental written consent for any after-school activity.
- Obtaining formal approval to take students off Organization property for Organization-

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related activities.

- Keeping all communication with students through the use of technology and social media professional and related to Organization activities or classes and conducted on Organization technology systems.
- Keeping the door and/or blinds of an interior window open when alone with a student.
- Keeping reasonable physical distance from students.
- Stopping and correcting students if they cross your own personal boundaries.
- Keeping after-class discussions with a student professional and brief.
- Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- Involving the Organization's Cabinet members or your Director/Supervisor or your supervisor if an inappropriate situation, including conflict, arises with a student.
- Informing your Cabinet or your Director/Supervisor about situations that have the potential to become more severe.
- Making detailed notes about an incident that could evolve into a more serious situation later.
- Recognizing and acting in accordance with the responsibility to stop unacceptable behavior of students or coworkers.
- Asking another staff member to be present when you must be alone with a student.
- Giving students praise and recognition without touching them.
- Pats on the back, high fives, and handshakes are acceptable.
- Keeping your professional conduct, a high priority.

EXAMPLES OF UNACCEPTABLE BEHAVIORS (VIOLATIONS OF THIS POLICY):

- Giving gifts to an individual student that are of a personal and intimate nature.
- Kissing of any kind.

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- Any type of physical contact with a student except those noted above as acceptable.
- Making, listening to, or participating in sexual jokes, stories of a sexual nature, or inappropriate sexual comments.
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- Seeking emotional involvement with a student for your benefit.
- Being alone in a room with a student with the door and blinds of an interior window closed.
- Inappropriate remarks about the physical attributes or development of anyone.
- Allowing students in your home.
- Communication with students through use of technology or social media, where the content of such communication is not about Organization or Organization activities.
- Excessive attention toward a particular student.

3.3 Social Media

The Organization understands that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of your social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, the Organization provides the following guidelines for appropriate use of social media. The policy applies to all employees.

GUIDELINES:

In the rapidly expanding world of electronic communication, “social media” can mean many things. “Social media” includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else’s web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the Organization, as well as any other form of electronic communication.

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The same principles and guidelines found in the Organization's policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects customers, people or businesses working with the Organization, or people who work on behalf of the Organization or its legitimate business interests may result in discipline.

Carefully read these social media guidelines and the Organization's other policies contained in this Handbook, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to discipline.

BE RESPECTFUL

Always be fair and courteous to fellow employees, customers, and people or organizations working with or on behalf of the Organization. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers, management, Human Resources Department, or by utilizing the Organization's Open-Door policy. If you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage students, , or that might constitute harassment, abusive conduct, or bullying. Examples of such conduct might include offensive posts or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or Organization policy.

BE HONEST AND ACCURATE

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Organization, fellow employees, customers, people, or organizations working with or on behalf of the Organization, or competitors.

OBEY THE LAW

Respect privacy, copyright, trademark, libel, defamation, employment discrimination and other laws.

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HANDLING ORGANIZATION INFORMATION & CONFIDENTIALITY

Maintain the confidentiality of Organization business and trade secrets and confidential proprietary information such as information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures, or other internal Organization-related confidential communications.

Express only your personal opinions. Never represent yourself as a spokesperson for the Organization. If the Organization is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Organization, fellow employees, customers, and people or organizations working with or on behalf of the Organization. If you do publish a blog or post online related to the work you do or subjects associated with the Organization, make it clear that you are not speaking on behalf of the Organization. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the Organization.”

NON-USE OF SOCIAL MEDIA WHILE ON WORK TIME

Refrain from using social media while on work time or on equipment provided by the Organization, unless it is work-related as specifically authorized by your manager and consistent with Organization policy on using Organization technology and property. Do not use Organization email addresses to register on social networks, blogs or other online tools utilized for personal use.

Nothing in these Social Media Policy is intended to prohibit or infringe upon an employee’s rights under the National Labor Relations Act, the California Labor Code, or any other federal or state statute protecting employee workplace rights.

EMPLOYEE AND JOB APPLICANT RIGHTS:

The Organization will not request or require employees or job applicants to disclose their personal social media usernames or passwords, nor will it request or require employees or job applicants to access their personal social media sites in the Organization’s presence. Additionally, the Organization will not request or require employees or job applicants to divulge any personal social media, unless the Organization reasonably believes the media is relevant to an investigation or proceeding related to employee misconduct, violation of law or violation of regulation provided the Organization uses the divulged social media only for this purpose. The Organization is not restricted from requesting or requiring the disclosure of usernames, passwords or other access methods for Organization equipment or technology. The Organization will not retaliate against an employee or job applicant for not complying with a request or requirement in violation of this paragraph.

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Refer to Sections 3.4 and 4.20 of this Handbook for the Organization’s Electronic Communications and Internet Usage Policies. Each of the Social Media, Electronic Communications and Internet Usage policies must be followed.

3.4 Electronic Communications

All employees, independent contractors, advisors, and volunteers (“Personnel”) have a responsibility to maintain only appropriate communications with students and other individuals at all times. With the advances in communication technology, the school recognizes that more opportunities exist for school and non-school related communications between Personnel and students. As the opportunities increase for such communications, Personnel and students have an increased responsibility to ensure that all forms of communication between Personnel and students are appropriate and comply with applicable law and requirements to protect against inappropriate and unsolicited electronic and text messages.

The school realizes that there are many convenient and efficient means of communication available to Personnel who need to contact students. For example, Personnel can contact students via telephone, school email accounts, a school-wide notification system, texting messaging and/or other forms of electronic and social media.

Personnel should be respectful and courteous to students and other individuals. Each individual should consider the appropriateness of any content before sending the message to another. The sender will be solely responsible for what they communicate. Inappropriate content that may include discriminatory remarks, harassment, threats of violence, lewd, sexually explicit, or similar inappropriate or unlawful conduct will not be tolerated and may subject the sender to Corrective action.

Parents/guardians of all students (or students 18+) are requested in the school enrollment package to complete and submit a permission form as to whether the school’s Personnel may or may not send and receive text message to the cell phone of students and communicate by other forms of electronic communications. Before sending/receiving any electronic communications to/from specific students, Personnel must check as to whether such student’s parent/guardian (or student 18+) has given suitable consent to the types of electronic communications intended to be sent/received.

3.5 Complaint Procedures

As a matter of general policy, supervisors at all levels will provide an open door for discussion and a receptive ear and will review all employee suggestions or complaints concerning our work practices and procedures.

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If an employee wishes to make a formal complaint about something other than illegal activity, it should be done immediately after the incident has occurred or the issue has arisen. We consider an open discussion between employee and supervisor as the first step in the complaint procedure. The supervisor must respond to the complaint in a timely manner. If the supervisor does not resolve the complaint within a reasonable time frame or if the staff member disagrees with the supervisor's solution, the employee may appeal directly to a Director or Cabinet member.

At this point, the complaint must be written down, with the nature of the complaint clearly outlined. The Director or Cabinet member will investigate the complaint and notify the employee, in writing, of a decision within a reasonable amount of time. If the complainant employee disagrees with the decision, the complainant employee may direct complaints to the Human Resources Department.

As a last resort, an employee may take a complaint to the Chief Executive Officer. That Officer's decision constitutes the Organization's final word on the matter.

Complaints will not be disclosed to anyone except those persons involved in resolving the matter. While confidentiality cannot be guaranteed by the Organization, employees shall be free from retaliation of any kind for making good faith complaints.

3.6 Whistleblower Policy

Introduction. The Organization is committed to integrity and ethical behavior. The Organization thus encourages employees and affiliated non-employees (such as a board member) of the Organization (collectively, "Persons") who reasonably believe that they are aware of any actual or suspected violation of a federal or state law, or of a local rule or regulation (each, a "violation"), to report any such violation, without any fear of retaliation, discrimination, or harassment with respect to their employment or affiliation. This policy does not replace or supersede the Organization's Harassment, Discrimination, and Retaliation Prevention Policy (Section 1.5 above), other grievance procedures and any relevant local, state and/or federal laws governing whistleblowing applicable to the Organization. Such policies, procedures and laws are important components of the Organization's commitment to providing a professional work environment.

Prohibition: Reporting in Good Faith. The Organization strictly prohibits any retaliation, discrimination, or harassment against any person who reports what the employee reasonably believes to be violations of a federal or state law, or of a local rule or regulation. This includes non-retaliation against an employee because a family member of the employee has engaged in or perceived to have engaged in a protected whistle-blowing activity. The Organization will not retaliate against any

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person who participates in an investigation of such complaints. The Organization also strictly prohibits any retaliation or harmful action against any person on the basis that the person provided truthful information to law enforcement authorities relating to the violation (or possible violation) of any federal or state law.

No Retaliation. The Organization will not retaliate, discriminate, harass, or cause adverse employment consequences against a Person who discloses, or may disclose (or who the Organization believes disclosed or may disclose) information regarding alleged violations to (i) a law enforcement or government agency, (ii) an employee with authority over the Person, or (iii) an employee who has authority to investigate, discover or correct the violation. Any employee within the Organization who retaliates against a Person who in good faith has reported a claim or has cooperated or participated in the investigation of a violation is subject to discipline, including termination of employment with the Organization. If a person believes that they (or someone else) is suffering from harassment, retaliation or other adverse employment/affiliation consequences as a result of reporting a violation or having cooperated in the investigation of a violation, such individual should contact such officer of the Organization as designated below.

Report Procedure. A person who becomes aware of any act or behavior described above is encouraged to report such incidents immediately to the Chief Executive Officer of the Organization (“CEO”). Reports may be provided in writing or in person. Reports should be as complete as possible, including the details of the incident(s), names of the individual(s) allegedly involved, date(s), and the name(s) of any witness(es).

You may send the report or complaint by letter (which may be anonymous, at your discretion) to the CEO of the Organization, in a sealed envelope marked “Confidential” at the following address:

43414 Business Park Drive
Temecula, CA 92590

If the subject of the report involves the Chief Executive Officer of the Organization, you should report your concern directly to Blank Rome, our Corporate General Counsel, at the Elite Academic Academy Corporate Administration Office.

Investigation and Confidentiality. The Organization will promptly investigate the complaint and will endeavor to protect the privacy and confidentiality of all parties involved, to the maximum extent possible, consistent with the Organization’s obligations to conduct a thorough investigation, to comply with all applicable laws, and/or to cooperate with law enforcement authorities. The Organization will explore anonymous allegations to the extent possible but will weigh the prudence of continuing such investigations against the likelihood of confirming the alleged facts or circumstances from attributable sources. If necessary, legal counsel and/or an independent auditing firm will be involved in any investigation. Corrective

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action will be taken at the conclusion of the investigation if necessary.

The Organization's employees should be aware that certain violations of the Organization's policies and practices could subject the Organization and/or the individual(s) involved to civil and/or criminal penalties. Before issues or behavior rise to that level, employees are encouraged to report to the designated officer of the Organization any violation of federal or state law, or local rule or regulation, or any retaliation related to such reports.

3.7 Violence-Free Workplace

The Organization is committed to providing a safe workplace, and in this regard will not tolerate abusive or violent behavior that includes, but is not limited to, making threatening remarks, physical intimidation, or assault. Carrying firearms or any other dangerous weapon on Organization premises or at Organization sponsored events is prohibited.

Employees involved in physical altercations of any kind will be subject to immediate discipline.

3.8 Reporting Violent Behavior

Employees who believe they are being threatened, intimidated, verbally abused, or have been physically assaulted, must notify their supervisor immediately. If the behavior involves a supervisor, employees must immediately notify the Human Resources Department. The Organization will not tolerate any form of retaliation against any employee who makes a good faith report under this policy.

In addition, employees who witness such behavior or are informed of a co-worker's intention to harm another employee or student must immediately notify a supervisor or law enforcement authorities and the Human Resources Department. A 9-1-1 call may be appropriate first, in the good judgment of the employees or managers involved. Under this policy, decisions may have to be made quickly to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing. Nothing in this policy is intended to prevent a quick action to stop or reduce the risk of harm to anyone, including, requesting immediate assistance from law enforcement or emergency response resources.

The Organization reserves the right to conduct workplace inspections at any time, with or without notice for purposes of enforcing this policy, including, searching:

- Outer clothing, packages, handbags, briefcases, backpacks, lunch bags, boxes and/other containers being taken in or out of the Organization's buildings or to or from the

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Organization's premises;

- Vehicles parked on Organization property (owned, leased or occupied) or Organization-owned vehicles; and
- All workstations, computer files, files, books shelves, storage, desks, credenzas, work stations, file cabinets, storage rooms and other areas on the Organization's premises

Any refusal to permit an inspection upon request may result in disciplinary action, up to and including termination of employment. The discovery of any violation of any other Organization policy as a result of such a search may also result in disciplinary action, up to and including termination of employment. Any illegal activity discovered during an inspection is subject to referral to the appropriate law enforcement authorities.

3.9 Drug and Alcohol-Free Workplace

The Organization is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job, can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the Organization. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Organization to the risks of property loss or damage, or injury to other persons.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work. Employees who have prescription drug dependencies are to maintain the same job performance standards as other employees.

The following rules and standards of conduct apply to all employees either on Organization property or while working on behalf of the Organization (including meals and rest periods). Behavior that violates Organization policy includes:

- Possession, ingestion, or having an illegal or controlled substance (unless it is a legally-used prescription drug that does not affect safety or job performance), including alcohol, in your system while at work or on Organization business;
- Driving an Organization-provided vehicle or your own vehicle on Organization business while under the influence of a substance that alters or impairs judgment.

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- Distribution, manufacture, sale, or purchase of an illegal or controlled substance, including alcohol, while on the job.
- Providing false or misleading information about any of the foregoing with regard to themselves or others

Violation of these rules and standards of conduct will not be tolerated. The Organization also may bring the matter to the attention of the appropriate law enforcement authorities. In order to enforce this policy, the Organization reserves the right to conduct searches of Organization property or employees and/or their personal property, and to require employees who are reasonably suspected of having illegal or controlled substances, including alcohol, in their system to undergo a drug or alcohol test when the drug or alcohol test can accurately identify impairment caused by use. The Organization will pay the cost of any test taken. The results of this test may be used as a basis for discipline. Failure to cooperate in any such search or test will result in termination of employment.

The Organization will comply with California Labor Code Sections 1025, 1026 etc., relating to reasonable accommodation of employees who wish to enter a treatment program for substance use. However, the Organization retains the right to execute discipline up to and including the right to terminate employment of an employee whose drug or alcohol use interferes with job duties or workplace safety.

The Organization prohibits the use, abuse, sale, transfer, manufacture, or possession of illegal or controlled drugs or alcohol, the abuse of prescribed drugs, or being under the influence of illegal or controlled drugs or alcohol or abused prescription drugs whenever the employee is (1) on Organization premises; (2) conducting or performing Organization business, regardless of location; (3) operating or responsible for the operation, custody, or care of Organization equipment or other property; or (4) responsible for the safety of others in connection with, or while performing, Organization-related business.

The Organization will accommodate individuals with disabilities but will not permit employees to bring, manufacture, sell, purchase, transfer, ingest, or be under the influence of medical marijuana in the workplace, while working, and/or excuse policy violations related to medical marijuana unless otherwise required by law

Because even a minimal consumption of alcohol can negatively influence an individual's performance, the Organization strictly prohibits any consumption of alcohol in situations where the employee may be returning to the workplace.

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3.10 Alcohol at Organization-Sponsored Events and on Organization Premises

On occasion, alcohol is available at Organization-sponsored social events that are held off premises. At such events, employees may choose to purchase alcohol, but the Organization will not be purchasing alcohol for its employees. Additionally, alcohol will occasionally be available at community fundraisers held on Organization premises. Students will not be present for such fundraisers.

Employees who choose to consume alcohol at Organization-sponsored events or community fundraisers held on Organization premises are responsible for their own behavior and must remain professional at all times. The Organization requires employees to comply with legal requirements as to alcohol consumption and driving. The Organization strongly suggests that employees have a “Designated Driver” available should the need arise.

None of the Organization insurance carriers will be liable for the payment of workers’ compensation benefits for any injury that arises out of an employee’s voluntary participation in any off-duty recreational, social, athletic, or community fundraising activity that is not part of the employee’s work-related duties.

3.11 Employment Testing and Health Examinations

Following the acceptance of an offer of employment (i.e. a signed contract/offer letter), the Organization reserves the right to conduct drug screen tests, tuberculosis (TB) risk assessments, and/or tuberculosis (TB) tests, as part of the pre-employment process; and require an employee’s participation in a health examination to determine the employee’s ability for performing their essential job functions.

Following the extension of a conditional job offer, specific positions may require successful pass of a drug/alcohol screen and a job-related physical examination by a physician selected by the Organization before reporting to work. Testing requirements are fully set forth in the conditional offer of employment to the prospective employee well in advance of the start date.

The results of any health examination, tuberculosis (TB) risk assessment or test, or drug testing shall be kept confidential by the Organization subject only to legitimate requests for information from appropriate governmental agencies. The Organization is not liable for lab error.

The organization will reimburse the employee for any “out of pocket” fees, above the employee’s medical insurance, for any of the above referenced required state testing.

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3.12 Reasonable Suspicion

The Organization reserves the right to conduct drug/alcohol-screening tests when in its sole discretion there is reason to believe that the employee is under the influence of illegal or controlled substances, including alcohol, or when substance abuse, including alcohol, is affecting the safety, productivity, and/or work-related performance of any employee and the test can accurately identify impairment caused by use. An employee who is suspected of illegal or controlled drug and/or alcohol abuse (including the abuse of prescription drugs) will first be interviewed by a supervisor/manager. Should the supervisor observe behavior indicating the use of an illegal or controlled substance, including alcohol, without any reasonable explanation or a reasonable suspicion is determined, the employee shall be required to undergo a drug and/or alcohol test. The employee shall be placed on paid administrative leave pending the outcome of the test. Should the test results indicate no use of illegal or controlled drugs or alcohol (including prescription drugs), the employee shall be reimbursed for the workdays missed during the suspension. Refusal to participate in the testing procedures will be grounds for immediate termination of employment. An employee may be disciplined, up to and including termination, if the test is positive.

3.13 Reporting Substance Abuse

Any employee who believes that a co-worker is in violation of the Drug and Alcohol-Free Workplace policy or related policies must immediately notify a supervisor. When an employee believes that supervisory staff is in violation of the Drug and Alcohol-Free Workplace policy, the employee must notify the Human Resources Department.

If an employee voluntarily enters rehabilitation for drug or alcohol abuse, a leave of absence will be granted.

3.14 Attendance

As an employee of the Organization, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, your assigned work must be performed by others.

3.15 Absences

An absence is a failure to report to work as scheduled that is not due to a scheduled vacation or leave. If you are sick or injured and cannot come to work, the Organization needs

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your cooperation to properly cover your job. You must notify your supervisor/designee within one hour of your expected start time that you will be absent and when you will return to work unless an emergency prevents you from doing so. If you do not know your return date, you must call your supervisor/designee each day within one hour of the beginning of your regularly scheduled work time. Although voicemail may be available, the Organization expects you to speak directly with a supervisor/designee when you are unable to report to work.

Walking off shift, failing to report for a scheduled shift, and leaving early without supervisor permission are also grounds for discipline, including termination. If you are absent without communication to your Supervisor for one or more days, the Organization will assume you have voluntarily abandoned your job with the Organization unless a reasonable excuse is offered at the first opportunity and accepted by the Organization.

If you know in advance that you are going to be absent, you must schedule the absence with your supervisor at least one week in advance.

Excessive absences and failure to report absences on time may lead to discipline. Absences are excessive if they occur frequently (6 or more occasions in a rolling calendar year), and are not pre-approved; they may also be excessive if they show a pattern. Absences immediately before or after holidays and weekends are suspect.

The Organization reserves the right to request a physician's statement for absences due to illness or injury.

3.16 Tardiness

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal and rest periods or when required to leave on authorized Organization business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

We know that traffic or weather conditions may cause you to be late on occasion. If this happens, notify your supervisor that you will be late and when you will be able to report for work. However, you are expected to plan for traffic and weather problems and to allow for extra time to commute to work, if necessary.

Although voicemail may be available, the Organization expects you to speak directly with a supervisor when you will be late for work. You must call your supervisor as soon as possible.

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You will be considered tardy if you are not signed in or clocked in and/or are not ready to begin work when your period begins.

Repeated or excessive tardiness will lead to disciplinary action up to and including termination of employment. Tardiness is excessive if you are frequently or unnecessarily late. You may also be excessively tardy if you demonstrate a pattern of tardiness.

3.17 Excessive Absenteeism and Tardiness

Frequent or excessive absenteeism or tardiness affects the efficiency and effectiveness of the department or office, and will subject you to discipline, including possible termination.

In the case of absences or tardiness due to uncontrollable factors (such as personal health), every consideration will be given to the employee's circumstances. However, even in these situations, the Organization must also consider its business needs and therefore may not be able to accommodate such circumstances for extended periods.

3.18 Failure to Report an Absence

Should you fail to report to work for one or more of your scheduled workdays without notice to, or approval by, your supervisor, you will be deemed to have voluntarily terminated your employment unless a reasonable excuse is offered at the earliest possible time and accepted by the Organization. Notifying a supervisor consists of speaking in person or by telephone with the supervisor or their superior. Voicemail or email messages do not constitute notifying the supervisor.

3.19 Grooming and Attire

It is expected that employees will maintain a clean and neat appearance and will project a professional and businesslike image in dealing with other employees, students, parents, volunteers and the general public. Proper grooming and attire have a positive impact on the Organization's image.

The Organization reserves the right to define appropriate standards of appearance for the workplace. All employees are required to wear neat and clean clothing. Employees should dress professionally. Employees may not wear torn, ripped, or dirty clothing. The Organization will make reasonable accommodation for religious practices, including religious attire and grooming.

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A good rule of thumb is that if you are not sure if something is acceptable, choose something else or inquire first. Any questions regarding the Grooming and Attire policy should be directed to your supervisor or the Human Resources Department.

In work areas that have approval for specified “dress down” or “casual” days, management shall determine appropriate attire standards for those days.

The Organization is committed to not discriminating against employees on the basis of race or religion, including protected hairstyles and religious dress and grooming practices. Contact the Human Resources Department if you require a reasonable accommodation to the Grooming and Attire Policy due to religious practice.

Violation of this Grooming and Attire policy will subject the violating employee to appropriate discipline and the employee may be sent home without pay to change their attire.

3.20 Customer Relations

Our “customers” are our students and parents. Employees are expected to be polite, courteous, prompt, and attentive to every customer while in the course and scope of Organization business. When an employee encounters an uncomfortable situation that they do not feel capable of handling, their supervisor should be called immediately.

Customers are to be treated courteously and given proper attention at all times. Never regard a customer’s question or concern as an interruption or an annoyance. You must respond to inquiries from customers, whether in person or by telephone, promptly and professionally.

Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received.

Through your conduct, show your desire to assist the customer in obtaining the help needed. If you are unable to help a customer, find someone who can.

All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those whom we serve.

Never argue with a customer. If a problem develops or if a customer remains dissatisfied, please ask your supervisor to intervene.

We have developed certain guidelines to reflect what we believe are good business practices. We strive to develop and maintain a pleasant, efficient, and fair work environment

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that fosters cooperation and understanding.

All employees are expected to be:

- On time and ready for work at the beginning of their workday
- Careful and conscientious in the performance of their work
- Respectful and considerate of others
- Courteous and helpful when dealing with other staff members and with volunteers, supporters, and the general public

3.21 Confidentiality

Employees must keep matters relating to the Organization's business confidential.

Business matters which must be kept confidential and not disclosed to anyone outside of the Organization include but are not limited to any of the following items:

- Business or trade secrets and confidential proprietary information such as information regarding the development of systems, processes, products, know-how and technology.
- Intellectual property such as designs, ideas, or innovations.
- Organization business dealings.
- Organization financial documents, data, transactions, etc.
- Student information and records.
- Confidential financial data, or other non-public proprietary Organization information.
- Confidential information regarding business partners, vendors, or customers.

No employee may use trade secrets or confidential or proprietary information obtained during or through employment with the Organization for the purpose of furthering current or future outside employment or activities, for obtaining personal gain or profit, or for any other purpose not related to the employee's work with the Organization. Proprietary information is

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information that is the property of the Organization and includes all information obtained by employees from the Organization during the course of their work. Confidential information is any Organization information that is not known generally to the public or the industry.

No employee may make unauthorized copies of Organization business matters, or information, or remove Organization business matters or information from Organization premises without authorization.

At no time may an employee disclose business or trade secrets, or confidential or proprietary information, without the Organization's prior consent, except as may be necessary in the ordinary course of performing their duties as an employee of the Organization.

Employees must promptly advise the Organization of any knowledge that they may have of any unauthorized release or use of the Organization's trade secrets, or confidential or proprietary information, and shall take reasonable measures to prevent unauthorized persons or entities from having access to, obtaining, or being furnished with any trade secrets, or confidential or proprietary information.

During their employment, employees may not access confidential proprietary information which they are not authorized to access.

This policy also applies in a cybersecurity context.

This policy applies at all times during employment and at any time after termination of employment. Employees who violate this policy may be subject to discipline, including termination, and legal action.

Upon termination of employment, for any reason, employees must return all copies of documents pertaining to trade secrets, confidential, or proprietary information to the Organization, and employees must continue to maintain the confidentiality of such information. To the extent that such material is kept in electronic form, whether in a computer, a cell phone, or other electronic device or memory, including any online file system (e.g., Dropbox®, iCloud®, etc.), each employee must provide those records and documents to the Organization on an Organization -issued flash memory card or other device. Employees must otherwise delete and destroy such records and documents from their respective electronic devices and memory locations, including any backup records and documents on any device or any online file system. In the event an employee later discovers any other Organization records or documents, then they must either deliver them to the Organization or destroy them. The Organization does not agree to, nor authorize, the delivery of Organization records or documents to any third party.

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Notwithstanding the above, employees are not barred from disclosing trade secrets, confidential, or proprietary information and information, actions, events, behavior, or other conduct in accordance with the Whistleblower Policy above.

Employment is contingent upon signing the Confidentiality Agreement included in this Handbook. Employees should contact their supervisors with any questions regarding these provisions prior to disclosure or use of confidential proprietary information.

3.22 Business Ethics and Conduct Policy

The successful business operation and reputation of the Organization is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Organization is dependent upon our customers' trust ,and we are dedicated to preserving that trust. Employees owe a duty to the Organization, its customers, and authorizing school districts to act in a way that will merit the continued trust and confidence of the public.

The Organization will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and Organization policies, and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Human Resources Department for advice and consultation.

Compliance with this policy of Business Ethics and Conduct is the responsibility of every employee. Disregarding or failing to comply with this policy could lead to corrective action.

SECTION 4 - OPERATIONS

4.1 Inclement Weather

The Organization, through the Executive Office, may decide to close its offices due to

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inclement weather. All employees will be paid for such time off if normally scheduled to work that day and only for those hours which the employee would normally work.

When the Organization's offices are kept open during inclement weather conditions, all employees will be expected to make reasonable efforts to get to work. All employees who are unable to report to work should call their supervisor and report their absence as soon as possible prior to the start of their work shift. Employees unable to arrive for work will be charged their vacation hours. If no vacation hours are available, the absence will be unpaid.

4.2 Security and Safety

The Organization has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to a supervisor or manager immediately. Secure your desk or office at the end of the day by following "end-of-the day" shut-down procedures. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. Do not leave your computer logged-on and accessible by others.

The security of our facilities and the welfare of our employees depend upon the alertness and sensitivity of every individual to potential security risks. Refrain from wearing headphones and earphones (except for company-issued Personal Protective Equipment (PPE) that will prevent you from hearing alerts and emergency notifications. You should immediately notify your supervisor when unknown or known persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

Additional safety measures may be considered for employees that are victims of domestic violence, sexual assault, and stalking. If you feel that you are a victim of such situations and would like to know about or request additional safety measures, contact the Human Resources Department and the Security Coordinator.

4.3 Restraining Orders and Domestic Violence

One issue that crosses from home to work is domestic violence. If you are being threatened at work, immediately tell your supervisor, the Human Resources Department, or the Police. These situations can be very dangerous for you and other employees.

If you have a civil order, like an Emergency Protective Order, a Stay-Away Order, or a Temporary Restraining Order, you should tell your supervisor and Human Resources

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Department about it. We will keep it on a confidential basis, and we will work with you to develop a workplace safety plan.

Employees are encouraged to team up with a co-worker leaving at the same time of day, as the parking lot may be dark. When leaving your vehicle in the parking lot, be sure to lock your vehicle to secure personal property and your safety when returning to your vehicle at the end of your shift. When you get into your vehicle, immediately lock your doors and fasten your seatbelt. When departing from the parking lot, and if you feel you are being followed, you should contact 911 via your cell phone or drive to the nearest police/sheriff station to get help. Once you have contacted the authorities and are safe, be sure to report any incidents to your site administrator or supervisor immediately.

In order to promote the safety of employees and Organization visitors, as well as the security of its facilities, the Organization reserves the right to conduct video surveillance of its premises at any time. Video cameras will be positioned in appropriate places within and around Organization buildings. The only exception to this policy is private areas of restrooms and designated lactation areas. Requests for additional guidance on workplace security procedures should be directed to the Security Coordinator.

4.4 Workplace Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses, no matter how minor, immediately to your supervisor and to the Human Resources Department.

The Organization adheres to a Code of Safe Workplace Practice. Compliance to the Code of Safe Workplace Practices is a requirement for the continuation of your employment.

Violations of the Code of Safe Practices shall lead to discipline. In compliance with California health and safety laws, and to promote the concept of a safe workplace, the Organization maintains an Injury and Illness Prevention Program and Safety Manual. All employees should be aware of where the Injury and Illness Prevention Program Guide and Safety Plans are located at their worksite.

In compliance with Proposition 65, the Organization will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

In compliance with the Asbestos Hazard Emergency Response Act, information on asbestos at Organization sites can be found in site-specific Asbestos Management Plans. To review the Asbestos Management Plan for a given site, please contact the Safety Manager.

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The Organization requires that all equipment be in proper working order and safe to work with at all times. If any equipment breaks down, do not use it until a qualified technician makes sure that it is repaired and safe.

Never try to fix broken equipment yourself. Tell your supervisor of any equipment breakdown as soon as it happens. If the breakdown requires emergency repairs, your supervisor will deal with the emergency situation as soon as possible.

From time-to-time the Organization conducts formal safety training. Your attendance at safety training sessions is mandatory. The Organization also provides information to all employees through bulletin board postings, memos, or other written communication.

4.5 Communicable Illness

The Organization regards employees' health and wellness as a prime concern. All employees are to adhere to basic health guidelines by practicing good hand hygiene and respiratory etiquette. It is recommended that employees give careful consideration to reporting to the workplace when experiencing a communicable illness.

The Organization's decisions involving persons who have communicable illness shall be based on current and well-informed medical and legal guidance concerning the illness, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable illness, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable illness.

The Organization will not discriminate against an employee based on the individual having a communicable illness. It is permissible and legal for management to ask employees who appear to have symptoms to go home and not return to work until they have recovered. The Organization will comply with applicable laws and regulations that protect the privacy of an employee's medical information.

If applicable, any and all health and safety provisions specified in the Organization's Charter or Memorandum of Understanding with the authorizing school district are hereby incorporated into this Handbook.

4.6 Safety Suggestions

You are encouraged to suggest better and safer methods and routines. Please present and discuss your suggestions with your supervisor, the Safety Manager, or Human Resources

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Department. You have the right to report safety and security related matters anonymously to our Safety Manager without fear of retaliation.

4.7 Safety Equipment

If needed or legally required, the Organization will provide you with Personal Protective Equipment (PPE) Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to discipline.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Human Resources Department and their supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

4.8 On-The-Job Injuries

Every employee is responsible for their own safety as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be safety conscious at all times.

If you are injured on the job, no matter how minor, you must notify a supervisor immediately. Under workers' compensation law, you will receive help if you are injured. If necessary, an ambulance may be called to provide emergency medical care. If the injury is less serious, the supervisor must make arrangements to have the employee taken to a doctor. Injured employees will be referred to an Organization-designated Medical Provider Network physician for medical treatment unless the employee has Pre-designated a Personal Physician in writing before an injury occurs. However, in emergency situations, this may not be possible or practical.

All newly hired employees will be provided with workers' compensation information and the Medical Provider Network. For additional information, please contact the Human Resources Department.

4.9 Workers' Compensation Insurance

The Organization provides Workers' Compensation insurance coverage for all employees to protect them in the event of an on-the-job injury, illness or exposure. The Organization pays the full cost of the insurance. If the applicable insurance carrier determines that you cannot work

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because of a work-related injury, illness or exposure, you will be placed on a Workers' Compensation leave of absence in accordance with the laws of the State of California. A Workers Compensation leave may be designated in conjunction with State and Federal family and medical leaves.

You must notify your supervisor immediately upon knowledge of any accident, injury, illness, or occupational exposure. Failure to report any accident, injury, illness or occupational exposure may result in discipline.

Your supervisor, in conjunction with the Human Resources Department, will take the necessary steps, in accordance with applicable state law, to report a Workers' Compensation injury.

4.10 Ergonomics

The Organization is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The Organization will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The Organization encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

The Organization believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being and is essential to our business. We intend to provide appropriate resources to create a risk-free environment. If you have any questions about ergonomics, please contact the Safety Manager or the Human Resources Department.

4.11 Workplace Smoking Ban

The Organization is committed to providing a healthy and safe workplace. Smoking, vaping, or use of any tobacco product or e-cigarettes is strictly prohibited in any Organization building or within 25 feet of it, or in any enclosed premises of the Organization, including restrooms. Smoking will be permissible in outside areas designated by the Organization. This policy applies to all employees, customers, and visitors. Smoking is prohibited while inside Organization-owned, rented, or leased vehicles.

4.12 Housekeeping

All employees are expected to keep their work areas clean and organized. Common areas

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such as lunchrooms, locker rooms and rest rooms should be kept clean by those using them. Please clean up after meals. Please dispose of trash properly.

4.13 Solicitations

No soliciting or distribution is allowed during working time (working time means times when you are expected to be performing your work duties, as opposed to non-working time such as rest and meal periods and before and after your shift) or in working areas (working areas means areas where work duties are being completed, as opposed to nonworking areas such as break rooms and parking lots). We recognize an employee's right to be provided with working conditions free from the distractions which could result from fund-raising appeals or other solicitations on Organization premises.

The Organization recognizes the importance of community outreach and may engage in certain fund-raising campaigns for 501(c)3 Non-Profits only. Special campaigns on Organization premises may be conducted upon specific approval from Executive Management after liability review. Employee participation is completely voluntary and is not intended to interfere, advance, conflict, or be discriminatory in nature to an employee's employment relationship with the Organization. We respect an employee's individual right to voluntarily contribute to such campaigns.

4.14 Conducting Personal Business

Employees may not conduct personal business or business for another employer on Organization premises. However, employees may conduct reasonable personal business on Organization premises in case of emergency, or during meal or break periods, provided Organization property is not used in ways prohibited by Organization policies.

4.15 Organization Property

Lockers, desks, vehicles, computers, Internet access, and certain other property, are property of the Organization and must be maintained according to Organization rules and procedures. Organization property must be used only for work-related purposes, unless otherwise specified below. The Organization reserves the right to inspect all of its property to ensure compliance with its rules and procedures, without notice to the employee and/or in the employee's absence.

Telephones, voicemail and/or electronic mail (e-mail) and Internet access are to be used for business purposes, unless otherwise specified below. Chatting online, instant messaging,

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surfing and other similar misuses of Organization time, property and Internet services are strictly prohibited. Transmitting, retrieving, downloading or storing messages or images that are offensive, derogatory, defamatory, off-color, sexual in content (including all forms of pornography) are considered inappropriate in the business environment. Gambling, monitoring sports scores and playing electronic games are also restricted activities on Organization time.

The Organization reserves the right to listen to, monitor and record Organization phone and voicemail messages and to access and disclose Organization computer files, e-mail messages and Internet records to ensure compliance with this policy, without notice to the employee and/or in the employee's absence. Employees should not have, and do not have, an expectation of privacy in their workplace electronic communications, including e-mail messages and their use of the Internet. Violation of these guidelines may result in discipline.

It may be necessary to assign and/or change passwords and personal codes for Organization voicemail, e-mail, and computers. These items are to be used for the Organization's business and they remain the property of the Organization. The Organization may keep a record of all passwords/codes used and/or may be able to override any such password system.

4.16 Return of Organization Property

Any Organization property issued to you, such as keys, tools, badges, cell phones or any other items issued must be returned to the Organization at the time of your termination. You will be responsible for any lost or damaged items.

Regardless of whether your employment ends on a voluntary or involuntary basis, it is your responsibility to return all equipment, computers, telephones, Organization passwords, tools, keys, clothing, or any other property issued to you by the Organization. Failure to return property in good working condition may result in your being invoiced for the fair market value of such property in accordance with applicable state law.

4.17 Personal Property/Employee Property

Employees should not leave or store personal belongings of value in the workplace, for security reasons. The Organization is not responsible for personal belongings that are lost or stolen.

Terminated employees should remove all personal items at the time they leave the Organization. Personal items left in the workplace by previous employees are subject to disposal

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if not claimed at the time of the employee's termination.

4.18 Searches and Inspections

The Organization believes that maintaining a workplace that is free of weapons, illegal or controlled drugs, alcohol, and other harmful materials is vital to the health and safety of its employees and to the Organization's success. Accordingly, the Organization has established this Policy concerning inspections, searches and monitoring on Organization premises. The Organization intends to protect against the unauthorized use and removal of Organization property. In addition, the Organization intends to assure its access at all times to Organization premises and Organization property, equipment, records, documents, and files. This Policy applies to all employees of any and all subsidiaries and/or affiliates.

For purposes of this Policy:

“Prohibited materials” means firearms or other weapons; explosives and/or hazardous materials or articles; alcoholic beverages, illegal drugs, or other controlled substances; drug-related paraphernalia; and Organization property that an employee is not authorized to have in their possession.

“Organization property” includes all documents, records, software, data, and files belonging and relating to Organization business; and all inventories, equipment, hardware, and other property of any kind, whether owned, leased, rented, or used by the Organization.

“Reasonable suspicion” includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech, or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.

“Possession” means that an employee has the substance on their person or otherwise under their control on Organization property.

In order to assure access at all times to Organization property, and because employees properly in possession of Organization property or information related to Organization business may not always be available to produce the property or information when needed in the ordinary course of Organization business, the Organization reserves the right to conduct a routine inspection or search at any time for Organization property on Organization premises. (In addition, the Organization reserves the right to access information and communications and e-mail stored in Organization computer files, on Organization disk drives, and in employee voice mailboxes).

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Routine searches or inspections of Organization property may include an employee's office, desk, file cabinet, closet, computer files, voice mail, e-mail, Internet records or similar places where employees may store Organization property or Organization-related information, (whether or not the places are locked or protected by access codes).

Because even a routine search for Organization property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the work place any item of personal property that they do not wish to reveal to the Organization during the course of an inspection. Inspections or searches for prohibited materials in or on Organization premises also will be conducted whenever the Organization has reasonable suspicion to believe that a particular employee (or other employees) may be in possession of such materials in violation of this Policy.

In cases involving an inspection or search of an employee's pockets, purse, briefcase, or other item of personal property that is being worn or carried by the employee, the employee will be requested to conduct a self-search (i.e., by turning out or emptying pockets, purses, etc.) in the presence of an observer.

Employees who refuse to cooperate during an inspection or search will not be forcibly detained or searched. They will be informed, however, that the Organization will base any corrective action decision on the information that is available, including their refusal to consent to the search as well as the information that gave rise to a reasonable suspicion that the employee was in possession of prohibited materials, if applicable, and that their failure or refusal to cooperate could deprive the Organization of information that may clear them of suspicion. In addition, the Organization reserves the right to take appropriate action to prevent the unauthorized removal of Organization property from Organization premises.

The Organization reserves the right to monitor the use by employees of Organization telephones, computer networks, and electronic mail systems. Monitoring may be performed by observation, or through aural, mechanical, electronic, or other means.

Monitoring of Organization property (as referenced above) may take place on a regular or random basis and will be used to monitor an employee's job performance, for training or quality control purposes, or in instances in which the Organization has a reasonable suspicion that an employee is using Organization property in an unauthorized manner.

All inspections or searches of Organization property may be conducted as necessary and will be approved in advance by the Human Resources Department, who will inform supervisors of the impending inspection prior to its occurrence.

Employees who are found to be in possession of prohibited materials in violation of this

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Policy and the Drug and Alcohol-Free Workplace policy, or employees who are found to have used Organization property in an unauthorized manner, will be subject to discipline regardless of the Organization's reason for conducting the search, or inspection or monitoring.

Any prohibited materials, or any materials that are suspected of being prohibited by this Policy, that are found in an employee's possession during an inspection or search will be collected by the Organization or by the independent security service, and will be placed in a container, sealed, and marked with (1) the date collected, (2) names of persons present, (3) circumstances of discovery, and (4) a general description of the contents placed in the container.

The employee who was in possession, or who was suspected of being in possession of the prohibited materials will be given a receipt for the materials collected during the search. If, after further investigation, it is determined that the materials collected were not prohibited by this Policy, the collected materials will be returned to the employee, except as provided below, and a receipt will be obtained from the employee. In cases in which it is suspected that the collected materials consist of illegal drugs or other controlled substances, the Organization will arrange for disposition in accordance with advice from the Drug Enforcement Administration or other appropriate law enforcement authorities. In cases in which the collected materials consist of, or are suspected of consisting of, firearms or other weapons, explosives, or other hazardous materials or articles, the Organization reserves the right to dispose of the materials in whatever manner it deems to be in the interest of its employees' safety or to return the materials to the employee at a designated time and location.

In cases in which it is suspected that the collected materials consist of illegal drugs or other controlled substances, the Organization reserves the right to arrange for the materials to be tested and to be notified of the results, for the purpose of determining whether the employee has violated this Policy.

Supervisors should restrict communications concerning a violation or possible violation of this Policy to persons who have an important work-related reason to know.

4.19 Organization Equipment and Technology

The Organization maintains all rights pertaining to the use of its equipment. All Organization equipment, including desks, computer systems, computer software, diskettes, computer or computing device—specifically including but not limited to laptops, iPads, workstations, printers, servers, and handhelds—is to be used for Organization business only.

The Organization maintains all rights pertaining to the use of its resources. All Organization resources—specifically including but not limited to its electronic network,

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electronic mail, voicemail, and the data residing on its computer systems—are to be used for Organization business only, unless otherwise stated in this Handbook.

The primary purpose of the electronic mail (email) is to expedite necessary business communications between two or more individuals. Use of e-mail is a privilege and may be revoked at any time.

All employees are expected to maintain proper and ethical use of electronic mail.

Employee Privacy

Neither permission to use the Organization's computing resources, nor the issuance to any employee of a password, authentication credential, or digital certificate confers any right of privacy upon any employee of the Organization. Thus, employees must not expect that any information maintained on or transferred over the Organization's systems, including electronic and voicemail messages, are private.

Employees are encouraged and advised to retain personal records and engage in personal business using personal equipment at home, as employees have no right to privacy for information contained on the Organization's computer, electronic or telephonic systems.

DO NOT USE ORGANIZATION EQUIPMENT, COMPUTERS, OR INFORMATION SYSTEMS, FOR NON-ORGANIZATION BUSINESS, UNLESS OTHERWISE STATED IN THIS HANDBOOK.

Organization Access to Information

At all times, the Organization retains the right to access and search all directories, indices, diskettes, files, databases, e-mail messages, and other electronic transmissions contained in, or used in conjunction with, the Organization's computer, electronic, and voicemail systems and equipment without prior notice. This right applies both during your employment with the Organization, as well as after its cessation, whether the cessation is voluntary or involuntary, or by death or disability.

The Organization purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Organization does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Organization prohibits the illegal duplication of software and its related documentation.

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The Organization retains the right to enter any of its systems or any system connected to its network, at its sole discretion. The Organization reserves the right to monitor the use by employees of Organization telephones, computer networks, and electronic mail systems. Monitoring may be performed by observation, or through aural, mechanical, electronic, or other means. Monitoring may take place on a regular or random basis and may be used to monitor an employee's job performance, for training or quality control purposes, or in instances in which the Organization has a reasonable suspicion that an employee is using Organization property in an unauthorized manner, or other lawful reasons.

By placing information on the Organization's computer systems, employees grant to the Organization the right to edit, delete, copy, republish, and distribute such information. By connecting non-Organization equipment to the Organization's network, employees grant to the Organization the right to scan or monitor the electronic communication into and out of such equipment without limitation.

Computer, electronic, or voicemail messages deleted or erased by employees may remain stored in the Organization's computer or telephone systems. Accordingly, the Organization retains the right to access computer, electronic, and voicemail messages for as long as the information may be obtained from any source.

Employees should notify their immediate supervisor, the Human Resources Department, or any member of management, upon learning of violations of this policy. Employees who violate this policy will be subject to discipline.

Appropriate Use

Employees are expected to present a professional and business-like image when using Organization technology and e-mail. Employees may not send offensive or discriminatory messages, nor may they access inappropriate images or materials. Employees will be subject to discipline, for violations of this rule.

Passwords

Passwords, authentication credentials, and/or digital certificates are designed to allow employees access to all or part of the Organization's computer, electronic, and/or telephone systems, and to prevent unauthorized access to information. Employees are expected to maintain their passwords as confidential and must not access co-workers' systems without express authorization.

In the event of the cessation of employment, you will deliver to the Organization, if requested, all passwords or other authentication credentials to access all Organization

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documents, disks, computer, electronic or voicemail systems, whether these were issued to by the Organization or created by you or any other party.

4.20 Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by the Organization to assist employees in obtaining work-related data and technology. Remember, the truth and accuracy of information on the Internet should be considered suspect until confirmed by a separate reliable source. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the Organization and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the Organization. As such, the Organization reserves the right to monitor Internet traffic, and inspect, retrieve and/or read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or similarly disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, gender identity, gender expression, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not received authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

To ensure a virus-free environment, no files may be downloaded from the Internet without prior authorization from your Supervisor. Downloading of any executable files or programs which change the configuration of your system by anyone other than Information

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Systems personnel is prohibited. Installing programs or accessing sites that circumvent the Organization's Internet filtering system is prohibited.

In addition to this policy, employees must also comply with the other applicable policies contained in this Handbook, including but not limited to the Organization's Social Media policy.

Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are expressly prohibited and can result in discipline:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal advantage
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting trade secrets or confidential proprietary information such as information regarding the development of systems, processes, products, know-how and technology outside of the Organization
- Violating laws protecting the privacy of student information
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted internet services and transmissions
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Malicious tampering with or attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for any sort of gambling
- Jeopardizing the security of the Organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the Organization
- Engaging in any illegal activities

Abuse of the Internet access provided by the Organization in violation of law or Organization policies will result in discipline.

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Refer to Section 3.3 of this Handbook for the Organization's Social Media Policy. Both the Social Media and the Internet Usage policies must be followed.

4.21 Employee Emails

Routine emails generated by personnel will automatically be deleted from the Inbox, Sent and Deleted folders 180 days after they are generated. All personnel are to move any e-mails requiring retention beyond this period to a specific folder other than Inbox, Sent or Deleted.

4.22 Personal Use of Organization Telephones

Personal telephone calls should generally not be made during work time, except in the case of an emergency. Instead, they should be made during breaks or meal periods. Because telephones are a significant expense to the Organization, you should not use Organization telephones (including Organization-owned cell phones) for personal calls, unless it is an emergency. If you must make a personal call either during work hours or from an Organization telephone, please practice discretion and refrain from doing so in the presence of customers, vendors or visitors. Should circumstances require that you place a long-distance call, we ask that you use a personal calling card, call collect, or ask for authorization from your supervisor.

If the Organization determines that an employee is using Organization telephones to conduct personal business or is making or receiving excessive personal calls during work hours (whether or not using an Organization telephone), the employee may be subject to discipline or may be asked to pay for the charges associated with use of the Organization telephone.

4.23 Cell Phone Usage

The Organization provides cellular telephones to some employees as a business tool. They are provided to assist employees in communicating with management and other employees, their customers, associates, and others with whom they may conduct business. Organization cell phone use is primarily intended for business-related calls but may be used for personal reasons in emergency situations. 411 Calls are to be made only when business and telephone directories are not readily available. *Downloads* and *text messaging* are for business purposes only.

However, occasional, brief personal use is permitted within a reasonable limit. Cell phone invoices will be regularly monitored.

Employees may have access to a cell phone while in their cars and should remember that

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their primary responsibility is driving safely and obeying the rules of the road. Employees are prohibited from using cell phones for any reason when driving an Organization-provided vehicle or when driving on Organization business, unless they are using hands-free technology.

As employees of the Organization, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.

4.24 Use of Personal Cell Phones and Pagers

All use of personal cell phones during work hours is not allowed. Personal cell phones should remain in silent mode or turned off during working hours. Use of personal cell phones is limited to break and mealtimes only.

Use Of Personal Mobile Devices

Employees are not permitted to use any personal mobile device to store Organization information, communicate, transmit and/or connect to the Organization's computer systems or otherwise conduct any Organization business, unless agreed to in advance by the Organization.

Personal mobile devices ("PMD") include any technology resources not owned or issued by the Organization. PMD's include, but are not limited to, the following: computers (desktop and portable), tablets (iPads), cameras, cellular or home telephones, pagers, personal data assistants, fax machines, copiers, printers, scanners, wearable technology, and any other products, communication systems and/or services that permit access to Organization information, networks, databases, services and/or resources for Organization use.

The Organization reserves the right to revoke and/or change an employee's eligibility for PMD use and/or access at any time in its sole discretion. The Organization reserves the right to disconnect any PMD'S to the Organization's computer systems and discontinue use, without notification to the employee, at any time. Use will be discontinued immediately if employment ends for any reason.

Employees who use PMDs are required to sign a separate agreement (attached as Appendix G) regarding the terms of use. Nonetheless, employees who use PMDs agree to protect all Organization information stored or transmitted by PMD's. Any Organization information, including, student contact information, data, and communications transmitted or stored on an approved PMD is Organization property. Employees may not initiate wiping any portion of the PMD containing Organization information, without the express authorization of the Organization's IT Department.

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If you choose to connect personal or Organization devices to the Organization's computing and communication systems, you should be aware that the Organization may remotely "wipe" all information on any device that has been configured to access the Organization's systems without any notice. If the Organization chooses to exercise this option, all information on the device will be remotely deleted and reset to its factory settings without notice. This could occur if the device is lost, when your employment ends, or at other times during your employment. You may not receive any advance notice of the Organization's decision to execute a remote wipe command. The Organization will not be responsible for loss or damage of personal applications or data resulting from the use of Organization applications or the wiping of Organization information. You must notify IT immediately in the event an authorized personal device is lost or stolen.

Cloud-based applications or backup that allows Organization-related data to be transferred to unsecure parties are prohibited. Additionally, personal devices may not be synchronized to other devices that have not been authorized. Making any modifications to the device hardware or software beyond authorized and routine installation updates is prohibited unless approved by IT. You may not use unsecure Internet sites.

Non-exempt associates may not use their personal devices for work purposes outside of their normal work schedule without authorization in advance from management. Additionally, any employee who is on unpaid leave may not use a personal device for work without authorization from management. The Organization reserves the right to deactivate the Organization's application and access on the employee's personal device during periods of leave.

While using for work-related purposes, you are expected to exercise the same discretion in using your personal device(s) as is expected for the use of company devices. Organization policies pertaining to harassment, discrimination, retaliation, trade secrets, confidential information and ethics apply to the use of personal devices for work-related activities. Audio and/or video recording anywhere on Organization property during working time (breaks are not considered working time) is prohibited.

Upon request by the Organization and/or upon termination of employment, employees who have sent or received any Organization -related emails, documents, or any confidential information on any PMDs must delete any such Organization information from each of their PMDs in their possession in front of a Human Resources representative or another authorized Organization representative, regardless of how such information was placed on their electronic device. Upon further request, the employee will show such Organization representative that no files or other Organization information still exists on the employee's PMD(s).

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4.25 Keys and Key Cards

Certain positions within the Organization, approved by a member of the management team, will be issued a key/key card to the premises. Each individual to whom an Organization key/key card is given is responsible for proper use of that key/key card and will be required to sign for it. A lost or misplaced key/key card must be reported immediately. Never duplicate or loan a key/key card to anyone for any reason. Keys/key cards must be returned in the exit interview to either the Human Resources Department or a direct supervisor. Employees who take a leave of absence must turn in any keys prior to beginning their leave.

4.26 Media

The Organization strives to anticipate and manage crisis situations in order to reduce disruption to our employees and to maintain our reputation as a high-quality organization. To best serve these objectives, the Organization will respond to the news media in a timely and professional manner only through the designated spokespersons. Only Officers of the Organization are authorized to speak on behalf of the Organization. Please refer all inquiries to the CEO. If unavailable, please refer inquiries to any Cabinet member. Events may occur at our locations that will draw immediate attention from the news media. It is imperative that one person speaks for the Organization to deliver an appropriate message and to avoid giving misinformation in any media inquiry. Every employee is expected to adhere to the following media policy. Answer all media/reporter questions like this: “I am not authorized to comment for the Organization or I do not have the information you want. Let me have our public affairs office contact you.”

4.27 Publicity

In the course of advertising, public relations or other similar conduct for business purposes, the Organization may utilize media resources. With employee prior consent, the Organization may use employee photographs, pictures, and/or voice transcriptions for promotion or advertising at any time without compensation.

4.28 Internal Communication

We use bulletin boards, Intranet, and office email to communicate important information to employees on a regular basis. Each of our employees is responsible for reading posted or distributed information on a timely basis.

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4.29 Business Travel and Use of Organization Vehicles

Employees who drive an Organization vehicle (a vehicle owned, rented, or leased by the Organization) will be required to show proof of a current driver's license. Employees who drive a non-Organization vehicle (a vehicle that is not owned, rented, or leased by the Organization) for Organization business will be required to show proof of a current driver's license and proof of California minimum insurance. The Organization participates in a system that checks the DMV records of all such employees, with employee consent.

Before an employee may engage in Organization business travel or drive an Organization vehicle, the employee must speak with the Business Department regarding additional policies. The Business Department must verify that the employee meets Organization requirements for business travel and use of Organization vehicles, and the employee must agree to the additional Organization policies regarding business travel and use of Organization vehicles. All employees are prohibited from engaging in Organization business travel and driving Organization vehicles until this process has been completed.

Employees who use their own vehicles on Organization business must carry California minimum insurance coverage and have a valid Driver License. Employees will be reasonably reimbursed for mileage. Reimbursement rates are subject to change at the Organization's discretion, but the rate will always be at least that of the Internal Revenue Service.

If an employee whose position involves any driving is unable to maintain a valid California driver's license, obtain or maintain insurance coverage for his or her own vehicle, and/or is declined coverage as a driver by the Organization's insurance carrier, management shall decide whether that employee will be terminated, retained, transferred, or have his or her hours adjusted based upon management's judgment of the Organization's needs.

Only hands-free technology cell phone use is permitted while driving on Organization business or when driving an Organization vehicle. In the event of a traffic accident, employees are encouraged to cooperate fully with law enforcement authorities, collect as much information as possible and return it to the Human Resources Department. Employees injured as a result of the accident should seek immediate medical care and report information concerning the accident following receipt of medical treatment.

General Driving Safety:

PREPARING AND PLANNING

Poor weather conditions such as rain, ice, snow, high winds and fog will reduce visibility. They will also reduce the ability to stop quickly and affect steering and braking. In addition, traffic congestion may cause long delays or cause rerouting onto unfamiliar roads.

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The following advice will help you judge when it is safe to drive:

- Ensure the vehicle is in good working order.
- Spend time planning the route.
- Consult the Internet for driving directions and maps.
- Dress appropriately for the weather conditions.
- Carry food and warm drink in case the journey becomes prolonged or delayed.
- Do not drive if suffering from illness.
- Remember that prescription drugs can cause drowsiness.
- Be prepared to delay or cancel the trip if weather or traffic conditions worsen.
- Maintain contact with the Organization to apprise them of your whereabouts at all times.

SEAT BELTS SAVE LIVES

All available evidence shows that people are much less likely to be hurt in an accident if they are wearing a seat belt.

It is Organization policy that all drivers wear their seatbelt at all times when operating an Organization-provided vehicle and while driving on Organization business. There are no exceptions to this rule as it is the law. If you have an accident and are cited for not wearing a seatbelt, you may face discipline.

KEEP A SAFE DISTANCE

Failure to stop a car in time is one of the most dangerous and common mistakes that drivers make. To ensure safety, drivers must be confident that a complete stop can be made in the distance that is seen to be clear.

Typical stopping distances are listed below to help driver's judge safe speeds.

In good road conditions:

- At 30mph: The average car stops in 75 feet
- At 60 mph: The average car stops in 240 feet, or 18 car lengths

SAFE DRIVING

It is important that you drive safely at all times. Do not engage in distracting activities such as reading, eating, make-up application, attending to children, or making calls on a hand-held cell phone.

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While driving on Organization business or while driving an Organization vehicle, you are responsible for complying with all traffic, parking and other vehicular laws. You will be individually responsible for all driving, traffic, parking, etc. violations that you commit.

4.30 Outside Use of Organization-Provided Equipment

Some employees use Organization-provided equipment outside of the standard work environment as a regular part of their job. If you use Organization-provided equipment, you are responsible for:

- Ensuring the equipment is properly maintained and that only Organization authorized personnel performs all maintenance or repairs to the equipment.
- Ensuring that Organization equipment is not used in an unauthorized manner. You are the only one authorized to use the equipment. Third parties are not authorized to use your equipment unless approved, in advance, by senior management.
- Taking adequate safeguards to avoid loss, damage, or theft. If loss, damage, or theft occurs and it is determined to have occurred due to your negligence, the Organization may take discipline and/or you may be financially responsible for repair or replacement costs.
- Immediately reporting to your supervisor all incidents of loss, damage, or theft including a written account describing the events surrounding the incident. If necessary, a police report must be filed.
- Immediately returning all Organization-provided equipment when you transfer, are reassigned, or terminate employment.

4.31 Organization-Sponsored Social and Recreational Activities

The Organization may from time to time sponsor social and/or recreational activities for its employees. Employee attendance at such activities is completely voluntary and is not work-related. Neither the Organization nor its insurer will be liable for the payment of workers' compensation benefits for any injury that arises out of any employee's voluntary participation in any activity that is not part of work-related duties.

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SECTION 5 - EMPLOYEE BENEFITS

5.1 Eligibility

Regular, full-time employees are those who regularly work at least thirty-two (32) hours per week. Generally and unless otherwise stated, they will be entitled to participate in the employee benefits offered by the Organization.

For more information about insurance, benefits, and eligibility, please contact our Human Resources Department.

5.2 Vacation Time

We offer paid vacation time to eligible employees for their rest and recreation away from work. Because we believe that time away from work is beneficial for rest and rejuvenation, we do not allow staff members to take pay in lieu of vacation time.

Accrual:

Regular, full-time classified employees are eligible to begin accruing vacation on their first day of full-time employment.

Regular, full-time classified employees (non-Directors and non-Certificated) accrue a maximum of 5 days of paid vacation per calendar year for the first 5 years of employment. After 5 years of continuous employment, regular, full-time classified employees (non-Directors and non-certificated) accrue a maximum of 10 days of paid vacation per calendar year. After 10 years of continuous employment, regular, full-time classified employees (non-Directors and non-credentialed) accrue a maximum of 15 days of paid vacation per calendar year.

Regular, full-time Directors (classified and/or certificated) accrue a maximum of 15 days of paid vacation per calendar year for the first 5 years of employment. After 5 years of continuous employment, regular, full-time Directors accrue a maximum of 18 days of paid vacation per calendar year. After 10 years of continuous employment, regular, full-time Directors accrue a maximum of 20 days of paid vacation per calendar year.

Certificated, part-time, seasonal, and temporary employees are not eligible for vacation benefits.

Below is a chart explaining how the Organization calculates vacation accrual by job classification. This chart may be amended to accommodate changes in policy.

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Regular, Full-Time Classified (non-Director) Employee Accrual

Years of Qualifying Service	Maximum Annual Vacation Accrual (Days Per Calendar Year)	Accrual Per Pay Period
5 years or less	5	3.33 hours per month (or 1.67 per pay period if paid semi-monthly)
6 to 11	10	6.66 hours per month (or 3.33 per pay period if paid semi-monthly)
11 or more	15	10 hours per month (or 5 per pay period if paid semi-monthly)

Director Accrual

Years of Qualifying Service	Maximum Annual Vacation Accrual (Days Per Calendar Year)	Accrual Per Pay Period
5 Years or less	15	10 hours per month
6 to 11	18	12 hours per month
11 or more	20	13.33 hour per month

To earn vacation time, an employee must be “actively employed.” “Actively employed” does not include any period of unpaid absence, and no vacation time shall be earned during such absence. Employees out on paid sick time will still be accruing vacation time.

To use accrued vacation time, new hires must be employed for a period of 90 calendar days.

Cap:

The maximum benefits that an employee may have at any time will equal two year’s benefits. If an employee’s earned but unused benefits equal the total maximum benefits that the employee could earn, the employee will not accrue any additional benefits. If the employee later uses enough benefits to fall below the maximum, he or she will resume earning benefits

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from the date forward.

Use:

You should tell your supervisor as early as possible the dates you want for vacation time. The date on which the employee's vacation takes place should be arranged 30 days or more in advance, and the dates must be approved by the employee's supervisor. Vacation dates shall be arranged so as not to conflict with departmental peak work periods and shall not be arranged in a manner that might cause undue hardship to the Organization.

Every effort will be made to accommodate your request. Conflicts concerning priority for vacation dates will be resolved by seniority and date of vacation request, subject, of course, to our staffing requirements. Extenuating circumstances will be reviewed by a supervisor. Employees may utilize vacation time to observe religious holidays not covered in the Holiday policy (refer to Section 5.6 below). Vacation time may be used when an employee is unable to report to work due to severe weather conditions.

Accrued vacation must be taken in increments of no less than one day. Employees may not take more than 1 week of vacation time at any one time without the approval of management.

The Organization reserves the right to require employees to utilize their accrued vacation or to pay them for accrued vacation when the Organization deems it necessary.

Payment:

Payment of vacation time shall be made at the employee's regular rate of pay at the time of vacation and shall not include any premium or differential payment. Vacation time is not considered "hours worked" for purposes of calculating overtime. Employees who quit or are terminated will be paid their accrued and unused vacation benefit upon termination.

5.3 Sick Time

We provide paid sick time to eligible employees to provide protection against loss of income if you are ill or injured or if you need time off from work for necessary or routine health care for yourself or an immediate family member. Immediate family includes: a biological, adopted or foster child, stepchild, legal ward or a child to whom the employee stands in loco parentis; a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor; a spouse; a registered domestic partner; a grandparent; a grandchild; or a sibling. The designation of sick leave taken for a family member shall be made at the sole discretion of the employee.

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Accrued paid sick leave time is available to all employees who have worked in California for 30 or more days within a year from the beginning of employment.

Accrual:

Accrual of paid sick leave shall begin on the first day of employment.

All employees of the Organization, including part-time, seasonal, and temporary employees, will earn at least one hour of paid sick leave for every 30 hours worked but total accrued sick leave may not exceed forty-eight (48) hours or six (6) days.

Unused accrued paid sick leave shall carry over to the following year of employment, but total accrued sick leave may not exceed forty-eight (48) hours or six (6) days.

No paid sick leave will accrue during an unpaid leave of absence.

The Organization shall provide employees with written notice of the amount of paid sick leave available for use each payday on the employee's paycheck or in a separate writing.

Use:

An employee may use accrued paid sick time beginning on the 90th day of employment.

Eligible employees who are ill or injured and anticipate being away from work for more than 5 business days should speak with their health care provider or our Human Resources Department for information about Leave of Absence (LOA) or State Disability Insurance benefits.

Basis for Paid Sick Leave

Paid sick leave may be used for the following purposes:

- (1) Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's immediate family member; and
- (2) For an employee who takes time off pursuant to the Organization's policy on Leave Due to Domestic Violence, Sexual Assault, or Stalking.

Permissible Increments of Paid Sick Leave

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Paid sick leave may be taken in increments of two hours. If an employee must be away from work for a portion of any workday for the bases listed above, the hours missed will be charged against the employee's paid sick leave.

Compensation for Paid Sick Leave

The rate of pay for paid sick leave shall be the employee's regular rate of pay. If the employee had different hourly rates, was paid by commission or piece rate, or was a nonexempt salaried employee during the ninety (90) days prior to taking accrued sick leave, the hourly wage will be calculated by dividing the employee's total wages, not including any overtime premium, by the total number of hours the employee worked during the 90-day period.

Payment for sick leave will be made no later than the payday for the next regular payroll period after the sick leave was taken.

Requesting Paid Sick Leave

If the need for paid sick leave is foreseeable, employees shall provide reasonable advance notice to their supervisor. If the need for paid sick leave is not foreseeable, employees must provide notice of the need for the leave to their supervisor as soon as practicable and at least one-half hour in advance, if possible. If your supervisor is not available, leave a message with the Human Resources Department.

Payment of Sick Leave Upon Separation of Employment

Any accrued and unused paid sick leave will not be paid at the time of termination, resignation, retirement, or other separation of employment.

However, if an employee who has separated from employment is rehired by the Organization within one year from the date of separation, the previously accrued and unused paid sick leave will be reinstated, and the employee may use the previously accrued and unused paid sick leave. The employee may also accrue additional paid sick leave upon rehiring as set forth in this policy.

No Discrimination

The Organization will not discharge, threaten to discharge, demote, suspend, or in any manner discriminate or retaliate against any employee for using accrued sick leave, attempting to use accrued sick leave, filing a complaint regarding paid sick leave, cooperating in an investigation or prosecution regarding paid sick leave, or opposing any policy or practice or act regarding sick leave that is prohibited by law.

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5.4 Paid Holidays and “Non-contract” Days

For regular full-time employees, the organization provides 10 paid holidays per year (please see the chart below), as well as a certain number of paid “non-contract” days (please refer to your staffing calendar for these dates).

Paid Holidays
New Years Day
Martin Luther King Day
President’s Day
Memorial Day
Independence Day
Labor Day
Veteran’s Day
Thanksgiving Day
Day After Thanksgiving
Christmas Day

Employees must work their full scheduled workday immediately before and after the holiday unless prior written management approval has been received.

Holidays will be paid at the straight time hourly rate for regularly scheduled hours. If a paid holiday falls on a Saturday or Sunday, the preceding Friday or following Monday may be observed as the holiday. If a holiday falls during your vacation period, you may either be paid for the holiday, or you may take one additional day off with pay as part of your vacation.

Management, at its discretion, may designate additional days, or parts of days, as unscheduled holidays. Management reserves the right to require employees to work on holidays when management deems it necessary. Payment of holiday pay is not considered as time worked in the computation of overtime.

Part-time and temporary employees are not eligible for this benefit.

5.5 Insurance Benefits

For all regular full-time employees, the Organization offers Health and Welfare benefits, totaling *\$10,800 a year (or *\$900 a month), which can be used to purchase medical, dental, and vision insurance benefits offered through the Charter providers. Regular full-time employees may “opt out” of medical insurance provided by the charter and retain a monthly allotment of

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\$200. Employees are eligible for the Health and Welfare benefits, after one month of employment.

[*Note: The above referenced amounts are subject to change and are not resolute.]

The Organization may offer Short-Term and Long-Term Disability Insurance, Long Term Care, Basic and Voluntary Life Insurance, Basic and Voluntary Accidental Death and Dismemberment and other supplemental insurance benefits as well.

If electing benefits for dependents, the Organization will require eligible employees to provide proof for legal guardianship for dependents, and copies of valid marriage licenses or divorce decrees and domestic partnership certificates or dissolutions.

As with most policies, our insurance benefits are subject to change, and employees may be subject to a waiting period before coverage and benefits begin. For more information about insurance and retirement benefits and eligibility, please speak with our Human Resources Department.

Part-time and temporary employees are not eligible for this benefit.

Benefits during a Medical Leave:

The Organization will continue to provide insurance benefits to employees during an approved medical leave depending on the type of leave as described below, provided that the employee regularly continues to pay their share of the premium, if applicable.

Benefits that accrue for hours worked, including sick time and vacation accrual, will not accrue during an unpaid medical leave. Leave time will be counted toward your years of service.

5.6 State Disability Insurance (SDI)

Employees who are absent because of their own disability may be eligible for State Disability Insurance (SDI) benefits.

As a California employee, you pay for State Disability Insurance through payroll deduction and should apply for State Disability Insurance benefits whenever you are medically unable to work due to an illness or injury outside of the workplace and are unable to work for one week. Claim forms are available from your doctor, hospital or the Employment Development Department.

SDI benefits do not replace all of your usual wages. Your SDI benefits may be supplemented with any accrued sick or vacation time.

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5.7 Paid Family Leave

The state-operated plan may pay employees directly if he or she is out of work due to the illness or injury of certain family members or to bond with a new child. This protection is provided through employee contributions (the S.D.I. deduction on your payroll check stub).

Decisions regarding eligibility for SDI are made by the state, not by the Organization.

5.8 COBRA/Cal-COBRA

Federal Law and California State Law require most employers sponsoring health plans, or their insurance carrier, to offer employees and their families the opportunity to elect a temporary extension of health coverage through the Consolidated Omnibus Budget Reconciliation Act (COBRA) (called “continuation coverage” or “COBRA coverage”) in certain instances where coverage under the health plan would otherwise end. You do not have to show that you are insurable to elect continuation coverage. However, you will have to pay the entire premium for your continuation coverage and applicable third-party administrator service fees. The Human Resources Department can assist you with respect to your COBRA or Cal-COBRA needs.

If you resign or leave the Organization, or if your hours are reduced below 30 per week due to a schedule change or leave of absence; or if another “qualifying event” such as death, divorce or legal separation occurs; or if a dependent child no longer meets eligibility requirements, you and/or your eligible dependents may be eligible for continuation of your benefits through COBRA. However, it is the employee’s responsibility to notify the Human Resources Department in writing of any qualifying events and to keep the Human Resources Department informed of current addresses for the employee and all covered family members. At the time you become eligible, you will receive information regarding COBRA and HIPAA benefits.

For more information about COBRA and HIPAA benefits, please contact the Human Resources Department.

5.9 Health and Wellness

The Organization provides voluntary physical and recreational activities to support the health and well-being of its employees (i.e. FitBit challenge).

The Organization values the health of its employees and encourages staff to take advantage of the organizational wellness opportunities provided. Participation does not require

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disclosure of medical history nor will it discriminate against an employee based on their health status.

5.10 Retirement Savings Plan

The Organization participates in the California State Teachers Retirement System (STRS) for credentialed employees.

Full-time regular classified employees of the organization may participate in a 403(b) retirement savings plan. You may make pre-tax contributions to the plan and the Organization may make matching contributions to the amounts you have contributed. You will receive a quarterly statement of your retirement benefits through the plan.

[Note: Credentialed employees participating in STRS may also participate in the Organization's 403(b) plan; however, the company will not make any matching contributions.]

SECTION 6 - LEAVE OF ABSENCE AND MISCELLANEOUS REQUEST FOR TIME OFF

6.1 Leaves of Absence

Sometimes employees may need to take a Leave of Absence (LOA) from their employment. Employees of the Organization are eligible for leaves of absence insofar as required by applicable federal and state leave laws.

Generally, leaves are unpaid. However, some leaves such as up to two hours for voting leave may be paid, as set forth below, and that portion of leaves in which vacation or sick time, if any, are used are also paid. Employees may also apply for State Disability Insurance benefits or workers' compensation insurance benefits, if appropriate. Staff members are considered inactive when they are no longer being paid and are on a leave of absence. No vacation benefits or sick time will accrue while you are on unpaid leave. You do not receive payment for holidays or Organization breaks that occur while you are on unpaid leave.

Request/Notification:

You must provide a written (or email) request, to the Human Resources Department, for a Leave of Absence. Typically, you must ask for approval in advance to take a LOA. *If the need for leave is foreseeable (for example, in cases of military or pregnancy leave), or intermittent leave is required*, the Organization requires 30 days' written notice of the intention to take leave,

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prior to the date leave is to begin. *If the leave is not foreseeable*, as in cases of medical emergency or other unforeseen events, such as a premature birth, or unexpected pregnancy complication, 30 days' advance notice is not required. Instead, you must give verbal notice as soon as possible. This verbal notice must be followed with written notice as soon as possible, but not later than 72 hours after you have begun the emergency leave, unless the emergency makes that impossible.

Use of Accruals:

Use of your accrued sick or vacation benefits provides pay for you during the LOA until the accrued time is exhausted; however, using accrued time does not extend the period of the leave. Employees must use any accrued sick leave at the beginning of a medical leave. After accrued sick leave is exhausted, an employee may use accrued vacation time.

Return to Work/Reinstatement:

If you take a LOA, you must return to work on the next regular working day after your leave of absence ends. If you fail to return to work promptly at the end of your leave, without prior approval of the Organization, the Organization may assume that you voluntarily resigned.

If you are ready to return from a leave of absence before the scheduled date of return, you are to notify the Human Resources Department as soon as practical to request a new scheduled date of return.

Under most circumstances, you will be reinstated to the same position held at the time the leave began. If your original position is no longer available or has been filled or eliminated, the Organization will try to find you an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

An employee returning from a LOA has no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if an employee on a LOA would have been laid off had they not gone on leave, or if the employee's position has been eliminated during the leave and there is no equivalent or comparable job available, the employee would not be entitled to reinstatement.

Employees returning from a medical LOA are required to provide a signed release from their physician that releases them from care and outlines any job duty limitations, if applicable. The Organization reserves the right to determine whether a limited/modified duty release can be accommodated.

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Benefit Continuation:

If you are eligible for health insurance benefits at the time you begin a LOA, the Organization will maintain your health benefits to the extent required by law; however, you must pay your portion of the premium costs, if applicable. The Human Resources Department will notify you of your payment obligations and you must pay this amount each month you are on leave in order to maintain your insurance benefits. If paid leave is used for any portion of an approved LOA, premium payments may be deducted from your paycheck. If benefits are canceled during the leave, you may re-enroll during a subsequent Open Enrollment period. If an employee does not return to work after an approved leave, then they may be required to reimburse the Organization for any premiums paid on the employee's behalf during the leave.

Accumulated fringe benefits such as retirement and service credit shall be preserved at the level accrued as of commencement of the leave, but shall not accrue further during any such unpaid leave period.

Listed below are the types of leaves of absence or accommodations available.

6.2 Family and Medical Leave of Absence

Eligible employees may be entitled to take family care and personal medical leave in accordance with the provisions of the California Family Rights Act ("CFRA") and the federal Family and Medical Leave Act ("FMLA"). If you have any questions about such benefits, please contact the Human Resources Department.

The Organization will not discriminate against employees as a result of the approved use of family care or medical leave or a proper request for such leave. Requests for family care and medical leave will be considered without regard to race, color, citizenship status, national origin, ancestry, gender, genetic characteristics, genetic information gender identity, gender expression, transgender status, sexual orientation, age, religion, creed, physical or mental disability, perceived disability or perceived potential disability, marital status, military and veteran status, and a status as a victim of crime or any other unlawful basis for consideration.

Eligible employees may be entitled to job-protected family or medical leaves of absence if they are unable to come to work due to pressing family or medical concerns as described within this Family and Medical Leave of Absence Policy. This policy shall be administered in accordance with applicable state and federal laws, and the Organization will not interfere with, restrain or deny the exercise of employee rights provided by these laws.

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Eligibility Requirements:

- Employees are eligible for CFRA/FMLA leaves if they have been employed for twelve (12) months with the Organization at any time prior to the commencement of the CFRA/FMLA leave and worked at least 1250 hours in the 12 month period immediately preceding the date the employee wants to begin his/her leave. This twelve (12) month period “rolls back” from the date of leave to the prior twelve (12) month period.
- If an employee is not eligible for CFRA leave at the start of a leave because the employee has not met the 12-month length of service requirement, the employee may nonetheless meet this requirement while on leave, because leave to which he/she is otherwise entitled counts toward length of service (although not for the 1,250 hour requirement) and the Organization will designate the portion of the leave in which the employee has met the 12-month requirement as CFRA/FMLA leave.
- Employees may request one (1) or more CFRA/FMLA leaves, however, the total amount of leave taken cannot exceed twelve (12) work weeks in any twelve (12) month period except for certain military leaves as described below.

Leave Reasons: An eligible employee may take a CFRA/FMLA leave of absence for the following reasons:

- For reason of the birth of a child of the employee or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee;
- To care for a child, parent, parents-in-law, grandparent, grandchild, sibling, spouse, or domestic partner who has a serious health condition;
- For incapacity due to pregnancy, prenatal medical care or childbirth (FMLA only);
- Because the employee’s own serious health condition makes the employee unable to perform the essential functions of their job. In appropriate circumstances, we may require you to be examined by an Organization-designated physician, at Organization’s expense;
- For reasons related to service member military leave as described below.

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Military:

- Qualifying Exigencies Leave. Eligible employees with a spouse, domestic partner, child, or parent on active duty or call to active duty status in the Regular Armed Services, National Guard or Reserves in support of a contingency operation may use their 12 week entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, leave for certain activities related to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- Injured Servicemember Leave (FMLA Only). Eligible employees may take up to 26 weeks of leave to care for a covered servicemember or covered veteran who is the employee's spouse, parent, child, or relative for whom the employee is the next of kin during a single 12 month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, and certain covered veterans who have a serious injury or illness incurred or aggravated in the line of duty on active duty that may render the servicemember or veteran medically unfit to perform his or her duties.
- Requests for Military Family Leaves. A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a servicemember shall be supported by a certification by the servicemember's healthcare provider. These certifications may be obtained from Human Resources.
- Intermittent Leave. Leave due to qualifying exigencies may be taken on an intermittent basis.

Military families taking family and medical leaves should contact the Human Resources Department for additional relevant information.

Making A Request for a FMLA/CFRA Leave

If the employee's need for CFRA/FMLA leave is foreseeable, the employee shall provide the Organization with reasonable (generally 30 days) advance notice of the need for leave.

If the employee's need for CFRA/FMLA is foreseeable due to a planned medical treatment or supervision, the employee shall make a reasonable effort to schedule the treatment or supervision to avoid disruption to the operations of the Organization, subject to the approval of the health care provider of the individual requiring the treatment or supervision.

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If the need for leave is not foreseeable, employees must submit the request for leave as far in advance as practicable and generally must comply with the Organization's normal call-in procedures.

Failure to comply with these notice rules or respond to permissible Organization inquiries regarding the leave request is grounds for, and may result in either, deferral of the requested leave until you comply with this notice policy or Organization request or denial of leave protection if the Organization is unable to determine whether the leave is CFRA qualifying.

Certification for CFRA/FMLA Leave

If you wish to take a CFRA/FMLA leave, you must provide sufficient information for the Organization to determine if the leave may qualify for CFRA/FMLA protection.

For an employee's request for leave to care for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner who has a serious health condition, the employee must provide a certification issued by the health care provider of the individual requiring care that includes all of the following:

- A. The date on which the serious health condition commenced.
- B. The probable duration of the condition.
- C. An estimate of the amount of time that the health care provider believes the employee needs to care for the individual requiring the care.
- D. A statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the individual requiring care.

Upon expiration of the time estimated by the health care provider in subparagraph C., the Organization may require the employee to obtain recertification, in accordance with these procedures if additional leave is required.

For leave because of the employee's own serious health condition, the employee must provide a certification issued by the employee's health care provider that includes all of the following:

- A. The date on which the serious health condition commenced.
- B. The probable duration of the condition.
- C. A statement that, due to the serious health condition, the employee is unable to perform the function of the employee's position.

The Organization may require that the employee obtain subsequent recertification regarding the employee's serious health condition on a reasonable basis, in accordance with these procedures if additional leave is required.

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Employees must also inform the Organization if the requested leave is for a reason for which the leave was previously taken or certified.

Please see the Organization for a copy of a medical certification form to give to your health care provider to complete. The certification must be submitted within no less than 15 calendar days of the Organization's request for such certification unless it is not practicable for the employee to do so despite the employee's good faith efforts. Absent extenuating circumstances (e.g., unavailability of healthcare provider), if the employee fails to timely return the certification, the Organization may deny protections for the leave following the expiration of the 15-day time period until a sufficient certification is provided.

In any case in which the Organization has reason to doubt the validity of the certification provided by the employee's health care provider, the Organization may require, at its expense, that the employee obtain the opinion of a second health care provider, designated or approved by the Organization. In any case in which the second opinion differs from the opinion in the original certification, the Organization may require, at its expense, that the employee obtain the opinion of a third health care provider, designated or approved jointly by the Organization and the employee, concerning the information previously certified by the employee's health care provider. The opinion of the third health care provider concerning the information certified by the employee's health care provider shall be considered to be final and shall be binding on the Organization and the employee.

Designation of Leave

The Organization will respond to the leave request as soon as practicable and in any event no later than five business days after receiving the employee's request. The Organization will inform employees requesting leave whether they are eligible under the FMLA or CFRA. If an employee is eligible, the Organization will advise the employee of any additional information required as well as the employees' rights and responsibilities. If an employee is not eligible for leave under the FMLA or CFRA, the Organization will provide the reason for the ineligibility. In addition, the Organization will inform employees if leave will be designated as FMLA or CFRA protected and the amount of leave counted against the employee's leave entitlement. If the Organization determines that the leave is not FMLA or CFRA protected, the Organization will notify the employee.

Definitions:

- A parent is defined as the employee's or their spouse's biological, adoptive, or foster parent, step-parent, loco parentis, or legal guardian.
- "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, a child of a domestic partner, or a person to whom the employee stands in

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loco parentis.

- “Grandchild” means a child of the employee’s child.
- “Grandparent” means a parent of the employee’s parent.
- “Sibling” means a person related to another person by blood, adoption, or affinity through a common legal or biological parent.
- A serious health condition is an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse or registered domestic partner of the employee that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.
- “Inpatient care” means (i.e., an overnight stay) in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity.
- “Incapacity” means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

An employee is not to perform any work duties during an approved LOA. Employees are not to be contacted for work purposes while on a LOA. An employee who is engaged in outside employment during a LOA may be subject to disciplinary action.

Intermittent or Reduced Leave

Employees do not need to take FMLA or CFRA leave in one block. The leave may be taken intermittently or on a reduced work schedule when medically necessary as determined by the treating health care provider. However, intermittent or reduced work schedule leave may be taken for absences where the employee or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition, even if he or she does not receive treatment by a health care provider.

If you are taking a leave for the birth, adoption or foster care placement of a child, the basic minimum duration of the leave is two weeks and you must conclude the leave within one year of the birth or placement for adoption or foster care. However, the Organization will grant a request for a leave of less than two weeks' duration on any two occasions and may grant requests for additional occasions of leave lasting less than two weeks. Employees must make reasonable

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efforts to schedule leave for planned medical treatments so as not to unduly disrupt the employer's operations.

Whether CFRA/FMLA Leave Is Paid

CFRA/FMLA leave is unpaid; however, employees will be required to take accrued vacation time as part of their family care leave and both accrued vacation and sick time as part of their personal medical leave.

For leave for an employee's own serious health condition, the employee may also substitute leave taken pursuant to a short- or long-term disability leave plan, if applicable, as determined by the terms and conditions of the plan, during the otherwise unpaid portion of the CFRA/FMLA leave. This paid disability leave runs concurrently with CFRA/FMLA leave and may continue longer than the CFRA/FMLA leave if permitted by the disability leave plan. An employee receiving any form of disability payments is not on "unpaid leave" and, therefore, the Organization will not require the employee to use sick leave or accrued vacation.

An employee receiving paid family leave to care for the serious health condition of a family member or to bond with a new child is not on "unpaid leave," and, therefore, the Organization will not require the employee to use accrued vacation.

State Paid Family Leave While on FMLA/CFRA Leave

Employees who are granted a leave of absence to care for a family member who is seriously ill or to bond with a new child may be eligible for California State paid family leave benefits through the State Disability Insurance (SDI) program, whether or not that leave of absence is approved and granted by the Organization. Decisions regarding eligibility for SDI are made by the state, not by the Organization.

Pregnancy Disability Leaves Under the FMLA and CFRA

Pregnancy disability leaves may run concurrently with medical leaves under the FMLA but not under the CFRA. An employee who is no longer entitled to pregnancy disability leave because the employee has given birth and is no longer disabled may be eligible to take a CFRA leave for the care of a newborn child if the CFRA leave has not been previously exhausted.

The time that the Organization maintains and pays for group health coverage during pregnancy disability leave shall not be used to meet the Organization's obligation to pay for 12 weeks of group health coverage during leave taken under CFRA. This shall be true even where the Organization designates pregnancy disability leave as family and medical leave under

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FMLA. The entitlements to Organization-paid group health coverage during pregnancy disability leave and during CFRA leave are two separate and distinct entitlements.

Physician's Release Upon Return to Work

A physician's release will be required prior to your returning to work from a personal CFRA or FMLA leave of absence. The Organization reserves the right to have any employee examined at its expense by a physician of its choice to verify fitness for work following a CFRA/FMLA leave of absence if job-related and consistent with business necessity.

Reinstatement/Return to Work:

When a definite date of return has been determined at the beginning of the leave, the employee must return to work on the designated date. If an employee's health care provider determines that an extension of the original agreed upon date of return is necessary, the employee must notify the Organization not less than four working days prior to the agreed upon date of return and present to the Organization a doctor's verification of continued need for leave. If the employee has not requested an extension of the original leave return date or that of any subsequent agreed upon extension and does not return to work on the last agreed upon return date, the employee will be considered to have abandoned his/her job.

When an employee returns from a CFRA/FMLA leave, the Organization will restore the employee to the same position the employee held prior to the CFRA/FMLA leave or a comparable position that is equivalent to the employee's former position in terms of pay, benefits, shift, schedule, geographic location, and working conditions, including privileges, perquisites, and status, subject to defenses allowable by law. The comparable position will involve the same or substantially similar duties and responsibilities and entail substantially equivalent skill, effort, responsibility, and authority. An approved CFRA/FMLA leave does not guarantee in every situation that your prior position, a comparable position, or that any position will be available at the conclusion of your leave. An employee returning from a CFRA/FMLA leave has no greater right to reinstatement than if the employee had been employed continuously rather than on leave. For example, if an employee on CFRA/FMLA leave would have been laid off had he/she not gone on leave, or if an employee's position is eliminated during the leave, then the employee would not be entitled to reinstatement.

Returning employees retain all benefits they had accrued at the start of their leave but do not accrue any benefits, including vacation, during an unpaid leave. Benefits such as vacation and sick time will continue to accrue only during the paid portion of your leave of absence.

An employee who fraudulently obtains or uses CFRA/FMLA leave from the Organization is not protected by CFRA/FMLA's job restoration or maintenance of health benefits provisions. Employees cannot be employed elsewhere or apply for unemployment

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benefits while on CFRA/FMLA leave.

Benefits:

While an employee is on CFRA or FMLA leave of absence, the Organization will normally continue to pay the health insurance premiums for the employee under the same conditions as coverage would have been provided if the employee had not taken CFRA/FMLA leave for up to (i) 12 weeks for CFRA/FMLA leave or (ii) 26 weeks for an injured service member leave under the FMLA.

If an employee's approved leave of absence exceeds this amount of time (and any other applicable leave time), the employee must make arrangements with the Human Resources Department to pay the insurance premium at his/her own expense to the extent permitted by the plan. Failure to do so may result in cancellation of coverage. If employees are required to pay premiums for any part of their group health coverage, the Organization will provide the employee with advance written notice of the terms and conditions under which premium payments must be made. If the employee does not return to work from the leave, the employee may be required to reimburse the Organization for the cost of his/her medical benefits during the leave.

If your leave extends beyond twelve (12) weeks and any other applicable leaves, you shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules.

During a CFRA/FMLA leave, employees shall retain their employee status with the Organization, and the leave will not constitute a break in service for purposes of longevity or seniority.

While an employee is on CFRA/FMLA leave of absence, the employee will be entitled to participate in benefits plans, including life insurance or short-term or long-term disability or accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as apply to other unpaid leaves of absences. However, the employee may be required to pay his/her premiums during any unpaid leave.

Job Abandonment:

YOU WILL BE CONSIDERED TO HAVE ABANDONED YOUR JOB IF EITHER OF THE FOLLOWING OCCURS:

1. You start a leave of absence or extend a leave of absence without following these procedures for having a leave of absence properly approved.

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2. You do not return from a leave of absence or an extension of a leave of absence on the stated return date.

Unlawful Acts by Employers and Enforcement

CFRA/FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under the FMLA or CFRA or related regulations; or
- Discharge, discriminate, or retaliate against any person for having exercised or attempting to exercise family leave rights for him or herself or another person or for opposing any practice made unlawful by the FMLA or CFRA or for involvement in any proceeding under or relating to the FMLA or CFRA.

An employee may file a complaint with the U.S. Department of Labor or the Department of Fair Employment and Housing and may bring a private lawsuit against an employer. Neither the FMLA nor CFRA affects any Federal or State law prohibiting discrimination or supersedes any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

6.3 General Medical Leave

Employees who are not eligible for a medical leave under the CFRA or FMLA, and who are temporarily disabled and unable to work due to either a work related or non-work related medical condition, may be granted a general medical leave of absence for the period of their disability.

Employees shall be required to take accrued vacation time and accrued sick time as part of their medical leave of absence.

To obtain a general medical leave you must submit to your supervisor a letter from your attending physician as soon as you learn that you are, or will become, temporarily disabled and unable to work due to a medical condition. The letter must contain the following information: (a) the date the leave will begin; (b) the estimated date of your return to work; and (c) that the leave is requested due to a medical condition.

It is the employee's responsibility to make certain that any and all written verifications by physicians of illness or disability are received by the Organization. Thus, if anyone other than an employee provides a physician verification to the Organization, the employee must contact the

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Organization to make sure that itA received the verification. Employees may also be required to provide a certification and periodic recertification supporting the need for leave.

When a definite date of return has been determined at the beginning of the leave, the employee must return to work on the designated date. If an employee's health care provider determines that an extension of the original agreed upon date of return is necessary, the employee must notify the Organization not less than four working days prior to the agreed upon date of return and present to the Organization a doctor's verification of continued need for leave. If the employee has not requested an extension of the original leave return date or that of any subsequent agreed upon extension and does not return to work on the last agreed upon return date, the employee will be considered to have abandoned his/her job.

While an employee is on general medical leave of absence, the Organization will normally continue to pay the health insurance premiums for the employee, to the same extent it paid for the employee's premium before the leave, for up to 12 weeks. If an employee's approved leave of absence exceeds this amount of time, the employee must make arrangements with the Human Resources Department to pay the insurance premium at his/her own expense, to the extent permitted by the plan. Failure to do so may result in cancellation of coverage. If the employee does not return to work from the leave, the employee may be required to reimburse the Organization for the cost of his/her medical benefits during the leave.

A physician's release will be required prior to your returning to work from a medical leave of absence. The Organization reserves the right to have any employee examined at it's expense by a physician of its choice to verify fitness for work, to verify the existence or continuation of a disability/serious health condition, to verify fitness for work following a disability/serious health condition, or for any other reason the Organization deems necessary in accordance with applicable law.

When an employee is ready to return to work following a general medical leave of absence, the Organization will endeavor to place the employee in the same or similar position held by the employee before the leave. An approved leave of absence does not guarantee in every situation that your prior position, a comparable position, or that any position will be available at the conclusion of your leave. An employee returning from a leave has no greater right to reinstatement than if the employee had been employed continuously rather than on leave. For example, if an employee on leave would have been laid off had he/she not gone on leave, or if an employee's position is eliminated during the leave, then the employee would not be entitled to reinstatement.

Returning employees retain all benefits they had accrued at the start of their leave but do not accrue any benefits, including vacation, during an unpaid leave. Benefits such as vacation, holidays and sick time will continue to accrue only during the paid portion of your leave of absence.

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Employees cannot be employed elsewhere or apply for unemployment benefits while on leave.

You will be considered to have abandoned your job if either of the following occurs: (a) you start a leave of absence or extend a leave of absence without following these procedures for having a leave of absence properly approved; or (b) do not return from a leave of absence or an extension of a leave of absence on the stated return date.

The Organization may offer Long Term Disability Insurance and Long-Term Care coverage. Information can be obtained from the Human Resources Department.

6.4 Personal Leave

A personal leave of absence without pay may be granted at the discretion of the Organization. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay. Personal leaves of absence will be limited to thirty (30) calendar days in duration. Request for extended time off under a Personal Leave designation requires approval from the Human Resources Department.

6.5 Leave to Obtain Services Due to Domestic Violence, Sexual Assault, Stalking, or Other Crimes

An employee who is a victim of stalking, domestic violence, sexual assault, a crime that caused physical injury or mental injury and a threat of physical injury, or whose immediate family member is deceased as the direct result of a crime or whose immediate family member is a victim of domestic violence, sexual assault, or stalking may request a leave of absence:

- To seek medical attention for injuries caused by crime or abuse.
- To obtain services from a domestic violence shelter, program, or rape crisis center, or victim services organization or agency as a result of the crime or abuse.
- To obtain psychological counseling or mental health services related to an experience of crime or abuse, including temporary or permanent relocation.
- To participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent location.

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Immediate family member means any of the following: a biological, adopted or foster child, stepchild, legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis or stood in loco parentis when the person was a minor; a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or domestic partner, or a person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor; a spouse; a domestic partner; a biological, foster, or adoptive sibling a stepsibling, or a half sibling; or any other individual whose close associate with the employee is the equivalent of a family relationship described herein.

Employees who wish to take a leave under this policy must give reasonable advance notice, unless advance notice is not feasible. The Organization will require certification of the need for a leave such as a police report, a court order, or a note from a healthcare professional.

The Organization will maintain confidentiality of the employee's request for time off pursuant to this policy to the extent required by law. No employee will be subject to discrimination or retaliation because of his/her status as a victim of a crime.

Employees are encouraged to use benefits, services and resources available through the Employee Assistance Program.

Leave under this policy is without pay; however, employees may use accrued and unused paid vacation or sick time. Please contact the Human Resources Department for additional information.

6.6 Leave to Attend Court Proceedings or Seek Relief If A Victim Of A Crime

Employees may take time off of work to attend court proceedings and the Organization will not discharge or in any manner discriminate or retaliate against an employee for taking time off under the following circumstances:

- When the employee has been subpoenaed to appear and testify as a witness.
- When the employee is a victim of domestic violence, sexual assault, or stalking and needs to attend court proceedings related to those matters or needs to obtain or attempt to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child.
- When the employee or a member of the employee's immediate family is a victim of a crime and needs to take time off from work to appear in court at any proceeding, including any delinquency proceeding, any proceeding involving a post-arrest release decision, plea,

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sentencing, post conviction release decision, or any proceeding in which a right of the victim is at issue. “Immediate family” includes an employee’s spouse, domestic partner, parent, guardian, child, or sibling.

- When the employee is a victim of a crime takes time off from work to obtain or attempt to obtain any relief, including but not limited to a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child.

Employees must give the Organization reasonable advance notice of their need to take time off under this policy. A copy of the relevant subpoena, police report, court order, or other documentation regarding the court proceeding at issue or that verifies that the crime or abuse occurred should be brought to Human Resources immediately after it is served or received so that we can make appropriate arrangements to cover your work in your absence.

The Organization will not discharge or in any manner discriminate or retaliate against an employee because of the employee’s status as a victim of a crime or abuse if the employee provides notice to the Organization of the status or the Organization has actual knowledge.

Employees can use accrued sick and vacation time for this leave or take the leave unpaid. The Organization will maintain the information surrounding an employee’s absence from work for this purpose as confidential as possible.

Please contact the Human Resources Department for additional information.

6.7 Pregnancy Disability Leave

Length of Leave and Bases for Pregnancy Disability Leave

Employees who are temporarily disabled and unable to work due to a pregnancy-related medical condition (e.g., pregnancy, childbirth, or a related medical condition) will be granted a leave of absence for the period of their disability up to a maximum total leave of four months for each pregnancy. A “four-month leave” means time off for the number of days or hours the employee would normally work within four calendar months (one-third of a year or 17 1/3 weeks). For a full-time employee who works 40 hours per week, “four months” means 693 hours of leave entitlement, based on 40 hours per week times 17 1/3 weeks. For employees who work more or less than 40 hours per week, or who work on variable work schedules, the number of working days that constitutes four months is calculated on a pro rata or proportional basis.

Time off needed for prenatal or postnatal care, doctor-ordered bed rest, gestational

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diabetes, pregnancy-induced hypertension, preeclampsia, childbirth, postpartum depression, loss or end of pregnancy, or recovery from childbirth would all be covered by pregnancy disability leave.

Intermittent or Reduced Leave

Pregnancy disability leave does not need to be taken in one continuous period of time. When medically necessary, leave may be taken on an intermittent or reduced work schedule, all of which counts against your four-month entitlement to leave.

Reasonable Accommodation

The Organization will also reasonably accommodate your medical needs (such as allowing more frequent breaks) and transfer you to a less strenuous or hazardous position if it is medically advisable because of your pregnancy.

Pregnancy Disability Leaves Under the FMLA and CFRA

Pregnancy disability leaves will run concurrently with medical leaves under federal law, but not under state family and medical leave law (the CFRA). When an employee has completed her pregnancy disability leave, she may apply for additional leave for the birth of her child under the CFRA provided that the CFRA leave was not exhausted prior to the pregnancy disability leave.

The time that the Organization maintains and pays for group health coverage during pregnancy disability leave shall not be used to meet the Organization's obligation to pay for 12 weeks of group health coverage during leave taken under CFRA. This shall be true even where the Organization designates pregnancy disability leave as family and medical leave under FMLA. The entitlements to Organization-paid group health coverage during pregnancy disability leave and during CFRA leave are two separate and distinct entitlements.

Whether Pregnancy Disability Leave Is Paid

The Organization shall provide pay for 4 weeks of pregnancy disability leave; thereafter, employees are required to use any accrued and unused paid sick leave during their pregnancy disability leave. Employees may also elect to use accrued paid vacation during a pregnancy disability leave. Employees may also be eligible for state disability insurance or Paid Family Leave (PFL), administered by the California Employment Development Department.

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Making A Request for Pregnancy Disability Leave

To obtain a pregnancy disability leave, you must submit to your supervisor a letter from your attending physician as soon as you learn that you are, or will become, temporarily disabled and unable to work due to a pregnancy-related condition. If possible, you must provide at least 30 days advance notice for foreseeable events (such as expected birth of a child or a planned medical treatment for yourself). For events that are unforeseeable, you must notify the Organization, at least verbally, as soon as you learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.

The letter must contain the following information:

- a. The date the leave will begin;
- b. The estimated date of your return to work; and
- c. A written communication that the employee is disabled because of pregnancy or a pregnancy-related medical condition or that it is medically advisable for the employee to be transferred to a less strenuous or hazardous position or duties or otherwise to be reasonably accommodated.

Please see the Organization for a copy of a medical certification form to give to your health care provider to complete.

Employees may also be required to provide a certification and periodic recertification supporting the need for leave.

Date of Return

When a definite date of return has been determined at the beginning of the leave, the employee must return to work on the designated date. If an employee's health care provider determines that an extension of the original agreed upon date of return is necessary, the employee must notify the Organization not less than four working days prior to the agreed upon date of return and present to the Organization a doctor's verification of continued need for leave. If the employee has not requested an extension of the original leave return date or that of any subsequent agreed upon extension and does not return to work on the last agreed upon return date, the employee will be considered to have abandoned her job.

Health Insurance While On Leave

While an employee is on a pregnancy disability leave of absence, the Organization will normally continue to pay the health insurance premiums for the employee, to the same extent the Organization paid for the employee's premium before the leave, for up to four months. If an

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employee's approved leave of absence exceeds this amount of time (and CFRA time, if applicable), the employee must make arrangements with the Human Resources Department to pay the insurance premium at her own expense, to the extent permitted by the plan. Failure to do so may result in cancellation of coverage. If the employee does not return to work from the leave, the employee may be required to reimburse the Organization for the cost of her medical benefits during the leave.

Physicians Release Upon Return to Work

A physician's release will be required prior to your returning to work from a pregnancy disability leave of absence. The Organization reserves the right to have any employee examined at the Organization's expense by a physician of its choice to verify fitness for work, to verify the existence or continuation of a disability to verify fitness for work following a disability, or for any other reason the Organization deems necessary in accordance with applicable law.

Job And Benefits Upon Return From Leave

When an employee returns from a pregnancy disability leave, the Organization will restore the employee to the same or comparable position at the same rate of pay and same benefits subject to defenses allowable by law. An approved leave of absence does not guarantee in every situation that your prior position, a comparable position, or that any position will be available at the conclusion of your leave. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been employed continuously rather than on leave. For example, if an employee on a pregnancy disability leave would have been laid off had she not gone on leave, or if an employee's position is eliminated during the leave, then the employee would not be entitled to reinstatement.

Returning employees retain all benefits they had accrued at the start of their leave but do not accrue any benefits, including vacation, during an unpaid leave. Benefits such as vacation and sick time will continue to accrue only during the paid portion of your leave of absence.

Employees cannot be employed elsewhere or apply for unemployment benefits while on leave.

Job Abandonment While On Leave

YOU WILL BE CONSIDERED TO HAVE ABANDONED YOUR JOB IF EITHER OF THE FOLLOWING OCCURS:

a. You start a leave of absence or extend a leave of absence without following these procedures for having a leave of absence properly approved.

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b. You do not return from a leave of absence or an extension of a leave of absence on the stated return date.

6.8 Organ and Bone Marrow Donor Paid Leave

Leave Entitlement for Organ Donation

Employees who have been employed by the Organization for at least 90 days and need to take a leave of absence for the purpose of donating his or her organ to another person shall be entitled to a paid leave of absence for up to a maximum of thirty (30) days in any one-year period. Employees who are organ donors who exhaust this thirty (30) days of paid leave shall be entitled to an additional unpaid leave of absence, not exceeding 30 business days in a one-year period, for the purpose of donating the employee's organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months.

Leave Entitlement for Bone Marrow Donation

Employees who have been employed by the Organization for at least 90 days and need to take a leave of absence for the purpose of donating his or her bone marrow to another person shall be entitled to a paid leave of absence for up to a maximum of five (5) days in any one-year period. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months.

Payment for Leave

Leave taken in accordance with this policy will be paid by the Organization. However, employees who take leave for bone marrow donation shall be required to take five (5) days of their accrued and unused sick or vacation time for the leave and employees who take leave for organ donation shall be required to take up to two (2) weeks of their accrued and unused sick or vacation time for the leave.

Making A Request

To receive an organ or bone marrow donation leave of absence, employees must provide written verification that he or she is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow. The verification should also state the date the leave will begin and the estimated date of return to work. The verification must be submitted to the Organization at least 15 calendar days prior to the expected date of the leave of absence, unless doing so is not possible because of emergent circumstances.

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Intermittent or Reduced Leave

Employees do not need to take organ or bone marrow donation leave in one block. The leave may be taken intermittently or on a reduced work schedule when medically necessary as determined by the treating health care provider. Employees must make reasonable efforts to schedule leave for planned medical treatments so as not to unduly disrupt the Organization's operations.

Leave Not Concurrent with FMLA or CFRA

Leave for organ or bone marrow donation will not run concurrently with any medical leaves under federal or state law. When an employee has exhausted his or her paid organ or bone marrow donation leave, he or she may request additional unpaid leave from the Organization, in accordance with state or federal family and medical leave law, if applicable.

Date of Return

When a definite date of return has been determined at the beginning of the leave, the employee must return to work on the designated date. If an employee's health care provider determines that an extension of the original agreed upon date of return is necessary, the employee must notify the Organization not less than four working days prior to the agreed upon date of return and present to the Organization a doctor's verification of continued need for leave. If the employee has not requested an extension of the original leave return date or that of any subsequent agreed upon extension and does not return to work on the last agreed upon return date, the employee will be considered to have abandoned his/her job.

Health Insurance While On Leave

While an employee is on a paid organ or bone marrow leave, the Organization will pay the health insurance premiums for the employee, to the same extent it paid for the employee's premium before the leave, for the full duration of the permitted leave. If the employee's leave of absence is longer than the period of time he/she is entitled to paid or partially paid premiums, the employee is entitled to continue insurance benefits at his/her own expense, to the extent permitted by COBRA.

Benefits While On Leave

Any period of time during which an employee is on leave by reason of being an organ or bone marrow donor is not a break in continuous employment for the purpose of his or her right to salary adjustments, sick leave, vacation, annual leave, or seniority.

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Physicians Release Upon Return to Work

A physician's release will be required prior to your returning to work from an organ or bone marrow leave of absence. The Organization reserves the right to have any employee examined at its expense by a physician of its choice to verify fitness for work.

Job And Benefits Upon Return From Leave

When an employee is ready to return to work following a paid leave of absence for organ or bone marrow donation, the Organization will restore the employee to the position held by him or her when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment, unless conditions unrelated to the exercise of the right to the leave prevent restoration to the same or equivalent position.

No Discrimination Because of Leave

The Organization shall not discharge, fine, suspend, expel, discipline, or in any other manner discriminate against an employee because he or she exercises the right to take paid leave under this policy or because he or she opposes any practice made unlawful by this policy or by state or federal law.

Job Abandonment While On Leave

YOU MAY BE CONSIDERED TO HAVE ABANDONED YOUR JOB IF EITHER OF THE FOLLOWING OCCURS:

- a. You start a leave of absence or extend a leave of absence without following these procedures for having a leave of absence properly approved.
- b. You do not return from a leave of absence or an extension of a leave of absence on the stated return date.

6.9 Military Leave

The Organization will allow qualified military leave and will re-employ an individual returning from military leave, pursuant to the standards established by law.

Military Leave is also available for employees who are members of the National Guard in another state and are called into service by the other state or by the President.

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Job Protection

Employees will be granted all military service leave provided under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and California law. In addition, the Organization will not discharge or otherwise discriminate against an employee because he or she is a member of the state or U.S. military or is ordered to duty or training.

Employees who serve less than ninety-one (91) days will be reinstated to the same position they held prior to their leave. Employees who serve ninety-one (91) days or longer will be reinstated to their same position, or one of comparable status and pay. In both cases, job protection is granted if they:

- a. Have a certificate of satisfactory completion of service, and
- b. Apply in writing within ninety (90) days of active duty or within such extended period, if any, as their rights are protected by law.

Returning to Work

Employees returning from Military Leave are entitled to the seniority and other rights and benefits determined by seniority that they would have attained had they not gone on leave. Thus, returning employees are entitled to accrue vacation time upon their return at the rate they otherwise would have attained if they had continued working.

6.10 Leave For Spouses Of Qualified Military

In addition to the federal military service leave set under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), the Organization also provides up to 10 days of unpaid leave for spouses or registered domestic partners of qualified military personnel (including those serving in the National Guard and reserves) who work an average of 20 or more hours per week.

Employees must notify the Organization within two business days of receiving official notice of a spouse/registered domestic partner's leave from deployment of the intent to take spousal/registered domestic partner leave. The employee must also provide documentation certifying that the time period of the leave from deployment corresponds to the dates that the employee is requesting leave.

Employees may, but are not required to, use accrued unused paid time off during military spouse/registered domestic partner leave.

The Organization will not retaliate against any employee who requests or takes military

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spouse/registered domestic partner leave. Employees who take leave under this policy will be reinstated to their position upon return from leave.

6.11 Unpaid Family-School Partnership Leave

Employees may be eligible for forty (40) hours of unpaid leave in a calendar year, not exceeding eight (8) hours in any calendar month of the year, to participate in school-related activities, school or child care emergencies, or licensed child care provider activities for your children, grandchildren, step child, foster child or ward kindergarten age through grade 12.

“Childcare provider or school emergency” means that an employee’s child cannot remain in a school or with a childcare provider due to one of the following:

- A. The school or childcare provider has requested that the child be picked up, or has an attendance policy, excluding planned holidays, that prohibits the child from attending or requires the child to be picked up from the school or child care provider.
- B. Behavioral or discipline problems.
- C. Closure or unexpected unavailability of the school or childcare provider, excluding planned holidays.
- D. A natural disaster, including, but not limited to, fire, earthquake, or flood.

Employees must submit a request in writing to their respective supervisor in order to obtain approval for such leave and, if granted, must provide evidence of attending such school-related activity to their supervisor. Employees shall use accrued vacation time for this leave.

Eligible Parent employees include the following: Parents, Guardians, Grandparent, Step-parent, Foster-parent, and a person standing in loco parentis to a child.

No disciplinary action or discrimination will be taken against the employee for taking time off for this purpose or for taking time off to appear at their child’s school to discuss possible suspension as long as the employee gives reasonable notice to their supervisor.

6.12 Jury Duty/Witness Leave

Both regular full-time exempt and non-exempt employees are eligible for up to 5 work days paid leave when called on to serve as a juror or witness at a trial, unless otherwise approved by Senior Management. Any time served by the employee beyond this 5 day period shall be without pay. However, the salary of an exempt employee will not be reduced for any week in which they perform work, even if they miss part of the week due to jury duty. Any

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compensation however may be reduced by the amount of jury duty pay (other than travel expenses) received by the employee from other sources and employees are required to immediately advise Human Resources about any such pay. The employee is required to notify their supervisor within 48 hours of receiving any Jury Summons and/or subpoena. You are required to provide documentation showing your required days of attendance. If the court releases you after serving a partial day, you are expected to report to work and complete your normal workday unless you make other arrangements with your supervisor. Employees are required to notify the Organization and promptly return to work upon completion of jury duty service

Part-time, seasonal, and temporary employees will be granted a leave of absence to serve as a juror or witness at a trial in accordance with their legal obligation to do so but are not eligible for paid leave for these purposes.

6.13 Bereavement Leave

Bereavement leave allows time for making funeral arrangements and attending the funeral. Regular, full-time employees are eligible for bereavement leave on their first day of full-time employment.

Eligible full-time employees receive up to three (3) paid days per occurrence for bereavement leave in cases of a death in the immediate family. Employees who need additional time to attend to the affairs of the deceased or for personal reasons may request to use accrued vacation or sick time or take time off without pay. Verification of the need for bereavement leave is required and to be submitted with an employee's timesheet.

Immediate family includes the employee's spouse, registered domestic partner, parent, stepparent, child, sibling, grandparent, grandchild, stepchild, child of spouse, child of registered domestic partner, registered domestic partner's parent, or spouse's parent.

The Organization understands the deep impact that death can have on an individual or a family, therefore special circumstances will be considered in the area of bereavement leave.

Part-time, seasonal, and temporary employees are not eligible for this benefit.

6.14 Time Off for School Appearance or to Attend Child's School Discipline

Any employee who is a parent or legal guardian of a child that has received written notice from the child's school requesting their attendance at a disciplinary conference is entitled to take unpaid leave to attend the conference. Please notify your Supervisor regarding a request for time

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off and provide a copy of the notice or document from the school stating that the employee's presence is required.

6.15 Time Off for Civil Air Patrol

Eligible employees who are volunteer members of the California Wing of the civilian auxiliary of the US Air Force, commonly known as the Civil Air Patrol, who have been directed by the US Air Force, the California Emergency Management Agency or other authorized state agency to respond to an emergency operational mission are entitled to 10 days per calendar year of unpaid leave. Leave for a single emergency operational mission shall not exceed three days, unless an extension of time is granted by the authorizing governmental entity and the extension is approved by the Organization.

An eligible employee requiring Civil Air Patrol leave must give the Organization as much notice as possible of the intended dates upon which the leave will begin and end. Please notify the Human Resources Department of requested leave under this section. The Organization may require certification from the proper Civil Air Patrol authority to verify the employee's eligibility and may deny the leave if the employee fails to provide the required certification.

Time off taken for Civil Air Patrol will be unpaid, but employees may use accrued and unused paid time off upon request.

6.16 Voting

If an employee does not have sufficient time outside of working hours to vote in an official state- sanctioned election, the employee may, without loss of pay, take off enough working time (up to 2 hours) to vote. No more than two hours of the time taken off for voting shall be without loss of pay. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed.. When possible, an employee requesting time off to vote shall give their supervisor at least two days' notice.

6.17 Volunteer Civil Service Leave / Emergency Responder

Volunteer emergency responders include reserve peace officers, volunteer firefighters, and emergency rescue personnel. Non-exempt employees will be granted time off (without pay) to perform emergency duties as a recognized volunteer emergency responder. Exempt employees who work any portion of a workweek in which they also perform emergency duties as a

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recognized volunteer emergency responder will receive their full salary for that workweek. Otherwise, exempt employees will be granted time off without pay. A Request for Time Off is to be submitted to your Supervisor.

Volunteer emergency responders are eligible for time off, up to 14 days per calendar year, to engage in training. Employees may substitute accrued vacation time for any unpaid portion of leave to perform emergency duties as a recognized volunteer emergency responder. Retaliation for time off is prohibited.

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Appendix A
ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK AND COMPLIANCE WITH HANDBOOK

I hereby acknowledge that I have received a copy of the Employee Handbook (the “Handbook”) for Elite Academic Academy – Lucerne (the “Organization”), which specifically includes a policy on unlawful harassment and discrimination, and I will read all of its provisions. If I have any questions or if there is anything I do not understand I will ask my supervisor.

I agree to abide by the provisions of this Handbook at all times during my employment and understand that failure to do so can result in discipline, including termination. I understand that by continuing in my employment. I am reaffirming my agreement to abide by then-current Organization policies.

I understand that the Organization retains the right and sole discretion to modify, delete, or add to any of the policies set forth in the Handbook at any time, with the exception of the policy on at-will employment, which may only be modified by a written agreement signed by the CEO of the Organization.

I also understand and agree that nothing in the Handbook creates or is intended to create a promise or representation of continued employment and that my employment with the Organization is at-will and not for any specific period of time. This means that I am free to resign my employment with the Organization at any time, with or without cause, and with or without notice, and that the Organization has the right to terminate my employment at any time, with or without cause, and with or without notice. Employment at-will also means that the terms and conditions of my employment may be changed at any time, with or without cause and with or without notice, including but not limited to transfer, promotion, demotion, compensation, benefits, duties, work hours, and location of work.

I further understand that I will continue to be an at-will employee at all times during my employment with the Organization regardless of my job position, status, compensation, or length of employment. The Organization’s discretionary use of any discipline, counseling, or warning does not in any way change my at-will employment status.

I understand that the only way in which the Organization’s at-will policy can be amended or modified is by a written agreement signed by me and the CEO of the Organization.

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My signature certifies that I understand the foregoing regarding the Handbook and that the agreement on at-will status is the sole and entire agreement between the Organization and me concerning the duration of my employment, the terms of my employment and the circumstances under which my employment may be terminated. Unless another written agreement signed by the CEO of the Organization provides otherwise, it supersedes all prior agreements, understandings, and representations concerning my employment with the Organization both oral and written.

Employee Name: _____

Employee Signature

Date Signed

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Appendix B

HARASSMENT, DISCRIMINATION, AND RETALIATION PREVENTION POLICY ACKNOWLEDGEMENT

The Organization is committed to providing a work environment free of unlawful harassment, discrimination, intimidation or retaliation. Harassment based on race (including natural hair style and hair texture), color, creed, gender, gender identity, gender expression, transgender status, pregnancy or related medical conditions, childbirth or related medical conditions, breastfeeding or related medical conditions, religion, including religious dress and grooming practices, marital status, registered domestic partner status, military and veteran status, age (40 and above), national origin or ancestry, including language use and possession of a driver's license, citizenship, physical or mental disability, perceived disability, including HIV and AIDS, medical condition, including cancer or a record or history of cancer, genetic characteristics, genetic information, sexual orientation, status as a victim of crime, protected medical leaves (e.g., leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other basis protected by federal, state or local law or ordinance or regulation or any other proscribed factors or personal attributes ("Protected Categories") will not be tolerated by the Organization.

In addition, the Organization prohibits retaliation against a person who engages in activities protected under this policy. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy.

Everyone at our Organization is expected to assume responsibility for maintaining a work environment that is free from harassment, discrimination, and retaliation. Employees are encouraged to promptly report conduct that they believe violates this policy so that we have an opportunity to address and resolve any concerns. We are committed to responding to alleged violations of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

Scope of Protection

The Organization's harassment-free workplace policy applies to all persons involved in the operation of the Organization and prohibits unlawful harassment by any employee of the Organization, including supervisors and managers, as well as vendors, customers (students and parents), volunteers and any other persons with whom employees come into contact. It is the policy of the Organization to also prohibit unlawful harassment based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

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Training

The Organization provides Harassment Prevention Training to supervisors and managers, including prevention of abusive conduct, in accordance with State law.

Discrimination

As used in this policy, discrimination is defined as the unequal treatment in any aspect of employment, including discrimination based solely or in part on the employee's, or applicant's, Protected Category. Discrimination may include, but is not necessarily limited to: hostile or demeaning behavior towards applicants or employees because of their protected category; allowing the applicant's or employee's protected category to be a factor in hiring, promotion, compensation or other employment related decisions unless otherwise permitted by applicable law, and providing unwarranted assistance or withholding work-related assistance, cooperation, and/or information to applicants or employees because of their protected category.

Harassment

As used in this policy, harassment is defined as disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on any of the Protected Categories listed above. Harassment can be verbal (such as slurs, jokes, insults, epithets, gestures, or teasing), visual (such as the posting or distribution of offensive posters, symbols, cartoons, drawings, computer displays, or emails), or physical conduct (such as physically threatening another person, blocking someone's way, making physical contact in an unwelcome manner, etc.).

Sexual Harassment

As used in this policy, sexual harassment is defined as harassment based on sex or conduct of a sexual nature, and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity or gender expression. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal. Harassment can also include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex. The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

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Sexual harassment includes many forms of offensive behavior. The following is a partial list of the types of behavior that could constitute sexual harassment and is prohibited:

- Verbal harassment such as derogatory comments or slurs, comments about an individual's body, use of sexually degrading words, suggestive or offensive notes, letters, or invitations;
- Physical harassment such as any touching of another, assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual;
- Visual forms of harassment, such as sexual gestures, displaying derogatory posters, cartoons or drawings that are offensive;
- Requests for sexual favors or unwanted sexual advances; and
- Any other conduct that unreasonably interferes with the performance of the job or that creates an intimidating, hostile or offensive working environment.

Conduct similar to that described above, which is based upon or motivated by any Protected Category, is also prohibited and will not be tolerated.

Retaliation

As used in this policy, retaliation is defined as any adverse employment action taken against an employee because the employee engaged in a protected activity. Protected activities may include, but are not limited to, reporting or assisting in reporting suspected violations of this policy and/or cooperating in investigations or proceedings arising out of a violation of this policy. Adverse employment action is conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.

Examples of retaliation under this policy include but are not limited to: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing someone's work assignments for identifying harassment or other forms of discrimination in the workplace; treating people differently such as denying an accommodation; or not talking to an employee when otherwise required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Reporting Violations of this Policy:

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Anyone who is subjected to or witnesses behavior that they believe violates this policy is encouraged, if they feel comfortable doing so, to immediately tell the offending individual that the behavior is inappropriate and to stop the behavior. The individual should also report the alleged violation to their supervisor or the Human Resources Department of the Organization immediately after the incident. If the alleged offender is the employee's supervisor or manager, the employee should report the conduct to any other supervisor, manager, or the Human Resources Department. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. If you prefer to make a complaint in person, contact the Human Resources Department. The Organization wants you to use these procedures so that you can help us put a stop to unlawful discrimination and harassment

Supervisors who observe harassing conduct or who receive a report or other information regarding alleged unlawful harassment should immediately refer all harassment complaints to the Human Resources Department of the Organization.

Anonymous complaints will also be investigated. The method will depend on the details provided in the anonymous complaint.

The reported matter will be promptly and thoroughly investigated by qualified personnel in a timely and impartial manner and the investigation will be documented and tracked. To the extent possible, the Organization will endeavor to keep the reporting of the concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with the Organization's ability to fulfill its obligations under this policy. It is the obligation of all employees, volunteers, or interns to cooperate fully in the internal investigation process.

After reviewing all the evidence, a timely determination will be made concerning whether reasonable grounds exist to believe that discrimination, retaliation and/or harassment has occurred. If the investigation determines that prohibited discrimination, retaliation, harassment or other conduct which violates the Organization's policy has occurred, the Organization will take disciplinary action against those who engaged in the misconduct, up to and including termination of employment, and appropriate action will be taken to remedy the injury, if any, to the employee subjected to the misconduct. If appropriate, the Human Resources Department will advise all parties concerned of the results of the investigation. The Organization will not retaliate against you for filing a good faith complaint or for cooperating in providing information in the investigation of any complaint, and will not tolerate or permit retaliation by management, employees or co-workers.

Filing Complaints Outside Our Organization

The Organization encourages all employees to report any incidents forbidden by this policy immediately so that complaints can be timely, fair, and completely resolved. If any employee, volunteer, or intern believes that the above procedure has not resolved his or her

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situation, that person may contact the California Department of Fair Employment and Housing ("DFEH") or the federal Equal Employment Opportunity Commission ("EEOC") to file a claim. The DFEH and EEOC serve as neutral fact-finders and will attempt to assist the parties to voluntarily resolve their disputes. In the event that the DFEH or EEOC is unable to obtain voluntary resolution and finds that harassment or discrimination has occurred, the DFEH and the EEOC may award reinstatement or monetary damages. To obtain the telephone number for the most convenient EEOC office, call 800-669-4000. For the most convenient DFEH office, call 800-884-1684.

By signing and dating this acknowledgement, I am indicating that I have read, understand and will comply with all elements of this Harassment, Discrimination, and Retaliation Prevention Policy.

_____ EMPLOYEE SIGNATURE	_____ DATE
_____ PRINT EMPLOYEE NAME	
_____ SIGNATURE, EMPLOYER REPRESENTATIVE	_____ DATE

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Please note that this handbook is confidential and proprietary and must not be circulated or disclosed to third parties at any time during or after your employment with the organization.

Appendix C
AMERICANS WITH DISABILITIES
COMMITMENT TO THE INTERACTIVE PROCESS & REASONABLE ACCOMMODATION
ACKNOWLEDGEMENT

I understand that Elite Academic Academy is committed to fulfilling its obligation under the Americans with Disabilities Act, and Amendments Act of 2008, and any applicable state or other laws prohibiting discrimination against qualified individuals with disabilities. As part of this commitment, I understand my employer wishes to make reasonable accommodation for qualified individuals with known disabilities, consistent with its legal obligations to do so. My employer also invites all individuals with disabilities to participate in good faith in the interactive process and identify reasonable accommodations that can be made without imposing an undue hardship.

I understand my employer's desire to participate in an interactive process and make reasonable accommodations in order to comply with all applicable legal requirements. I agree to provide the Human Resources Department any information necessary to achieve this goal if I wish to receive accommodations now or in the future for a disability.

EMPLOYEE SIGNATURE	DATE
PRINT EMPLOYEE NAME	
SIGNATURE, EMPLOYER REPRESENTATIVE	DATE

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Please note that this handbook is confidential and proprietary and must not be circulated or disclosed to third parties at any time during or after your employment with the organization.

Appendix D

MEAL & REST PERIOD ACKNOWLEDGEMENT

The law requires that non-exempt employees working in excess of five (5) hours be provided a duty-free, uninterrupted unpaid meal period of at least thirty (30) minutes. The Organization permits its employees to take a duty-free, uninterrupted unpaid meal period of thirty (30) minutes each day. Accordingly, it is Organization policy that a meal break must be taken each day by employees working five (5) or more hours per shift, unless six (6) hours completes the shift and the non-exempt employee waives their meal break in writing.

If a non-exempt employee's workday exceeds ten (10) hours, then that employee will be provided with a second meal period of thirty (30) minutes. However, if the workday does not exceed twelve (12) hours, the second meal period may be waived if the employee and the Organization voluntarily agree, so long as the first meal period was not waived.

Said meal breaks must be taken at a location separate from the employee's desk or work area, and employees are not permitted to work during their meal break. Employees will be relieved of all duties during the meal period and are permitted to leave the Organization premises during their meal break. The schedule for meal periods will vary according to business hours and work schedules but the first meal period must begin by the end of the fifth hour of work, and if applicable, the second meal period must begin by the end of the tenth hour. Your supervisor will advise you of your scheduled meal break. Unless approved by your immediate supervisor, a meal break may only be taken at the employee's regularly-scheduled meal break time.

A meal break may not be skipped in order to accommodate a late arrival or early departure from an employee's normal workday unless waived in writing and approved by the employee's immediate supervisor.

Rest breaks are provided at the rate of ten (10) consecutive minutes for each four (4) hour work period or major fraction thereof for non-exempt employees. No break is provided for employees working less than 3.5 hours. Those employees who work between 3.5 hours and six (6) hours are provided a ten (10) minute break. Those employees working between six (6) and (10) hours are provided two ten (10) minute breaks. The rest period should occur as near as possible to the middle of the work period. Upon request, reasonable accommodations, including privacy and increased break time, will be made to accommodate lactating employees.

Non-exempt employees will be relieved of all duties during the rest break and are permitted to leave the Organization's premises during their rest breaks. Rest breaks will be scheduled as close to the middle of each four-hour period work period (or major fraction thereof). Check with your manager for the appropriate time to take your rest break.

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It is Organization policy that employees are required to take all meal and rest breaks as set forth above (unless you waive a meal period as set forth above). If you miss a meal or rest period (other than a waived meal period), you must report to your supervisor or the Human Resources Department that you missed the meal or rest period and whether you missed the meal or rest period due to employer needs.

I hereby certify that I fully understand the rules regarding meals and rest periods and will comply fully with those rules. If I am denied a meal or rest period to which I am entitled, or fail to take a meal or rest period as required by law or by my employer's policies, I agree to notify the Human Resources Department within 24 hours so that the matter can be fully and carefully investigated and appropriate corrective action taken.

EMPLOYEE SIGNATURE

DATE

PRINT EMPLOYEE NAME

SIGNATURE, EMPLOYER REPRESENTATIVE

DATE

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Appendix E
ELECTRONIC SIGNATURE POLICY ACKNOWLEDGEMENT

I hereby acknowledge that I have read and agree to the Organization's electronic signature policy designed to comply with California's Uniform Electronic Transaction Act (UETA, Cal. Civ. Code §§ 1633.1-1633.17) which policy reads as follows:

I understand, agree and authorize all transactions relating to my potential employment or actual employment to be conducted by electronic means.

This means that the Organization will rely upon my signature electronically for all electronic employment related documents or records signed by me in electronic format.

I understand that my electronic signature is any electronic sound, symbol or process attached to or logically associated with a record executed by me or adopted by me with the intent to sign the record.

The term electronic employment document or record means a contract or other record created, generated, sent, communicated, received or stored by electronic means.

I hereby acknowledge that this authorization is voluntary on my part and may be relied upon by the Organization when determining whether I have received, understood and signed any and all employment related documents.

EMPLOYEE SIGNATURE	DATE
PRINT EMPLOYEE NAME	
SIGNATURE, EMPLOYER REPRESENTATIVE	DATE

Board Approved March 04, 2021

Board Approved: Pending Board Approval



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— A C A D E M I C —
A C A D E M Y

CONTENTS

Fiscal Policies

1. Purchases	2
2. Banking	4
3. Accounting	5
4. Travel Policies	5
5. Other Practices	6

APPENDICES

- **APPENDIX A, Certification Of Signatures**
- **APPENDIX B, General Ledger Accounts**
- **APPENDIX C, Segregation of Duties Matrix**

FISCAL POLICIES

The Board of Directors for Elite Academic Academy has reviewed and adopted the following policies to ensure that the school's funds are used to effectively support the school's mission and to ensure that the funds are budgeted, accounted for, expended, and maintained in order to maintain the fiscal stability of the school. The financial policies and procedures will implement all applicable State and Federal regulations regarding expenditure of, and accounting for, public funds. To provide an accurate and auditable record of all financial transactions, the school's books, records, and accounts are maintained in conformity with generally accepted accounting principles as required by the CDE, applicable to Charter Schools.

1. PURCHASES

a. Authorization of Expenditures:

- i. All purchases of goods and services shall be consistent with the Board approved budget. All proposed expenditures must be approved by the CEO (Chief Executive Officer), who will review the proposed expenditure to determine whether it is consistent with the Board adopted budget and sign the check request and purchase order forms. Professional consulting services, in total annual amounts greater than \$10,000, will require Board approval/execution.

b. Contracts:

- i. All professional consulting services require a board approved contract.
- ii. Contracts for other goods and services, exceeding \$10,000 on an annual basis, shall be presented to the Board for approval.
- iii. The CEO may make a finding to the Board for sole sourcing a contract, exceeding \$10,000; in this case, the Board may approve the contract retroactively at the time of the contract execution. (The basis for such a finding may include; time/urgency issues; the absence of competitors; high service/quality for a particular contractor; etc.)

c. Commitments and Purchase Orders:

- i. Purchase orders under \$10,000 must receive final approval by one of the following authorized positions: CEO or any board approved designee.
- ii. Purchase Orders over \$10,000, must be presented to the Board for approval and approved by the CEO or board approved designee. The CEO may make a finding to the Board for sole sourcing a purchase order, exceeding \$10,000; in this case, the Board may approve the contract retroactively, at the time of the contract execution. (The basis for such a finding may include: time/urgency issues; the absence of competitors; high service/quality for a particular contractor; etc.)

d. Accounts Payable:

- i. The school shall abide by all accounts payable policies and procedures set forth separately.

e. Credit Card Usage:

- i. The use of credit cards shall be allowed for school purchases only in instances where executing payment through the General Checking Account is not practical.

- ii. A single charge exceeding \$10,000, not Board approved, will need to be approved by the CEO.
 - iii. There shall be a maximum of ONE card issued to, and used by, the Cabinet Level employees. Use by any other person not stated herein is prohibited.
 - iv. Authorized credit card holders are responsible for submitting itemized receipts, or other printed documentation from the vendor, for all transactions; and providing sufficient reporting as to the necessity of the charge.
 - v. For any purchases that are charged without adequate supporting documentation as provided above, the authorized user/card holder shall explain the purchase and witnesses to the expense; and, if necessary, pay the school the amount of such purchase(s).
 - vi. Credit card balances shall be paid in full each month unless a different amount is pre-approved by CEO and/or Chief Financial Officer.
- f. **Debit Card Usage:**
- i. Unless otherwise specified by the Board of Directors and/or school management, the use of school debit cards shall not be allowed for any school purchases.
- g. **Other Electronic Payments:**
- i. Board approved electronic methods (wire, ACH, transfer between bank accounts, etc.) shall not be permitted for payment of any expenses or reimbursements without express written consent of CEO.
- h. **Employee Reimbursements:**
- i. Business meals, travel expenses, or mileage shall be reimbursed using standard applicable IRS guidelines. All reimbursements must receive prior approval from their direct supervisor. Under no circumstances shall alcohol be reimbursed.
- i. **Petty Cash - Purpose and Usage:**
- i. All efforts to eliminate usage of petty cash shall be taken.
 - ii. The purpose of the Petty Cash Checking Account is for payment of incidental expenses when there is insufficient time for processing through the General Checking Account. Petty cash shall not be used for teacher reimbursements, employee expense reimbursements, or independent contractor payments.
 - iii. The CEO and Cabinet shall have access to petty cash not to exceed \$5,000. Such funds shall be used at the discretion of the CEO, subject to Board oversight and consistent with the approved budget and school rules and regulations. Use of the petty cash shall require original receipts for all purchases.
 - iv. All cash must be submitted to the Business Office. The CEO, or an authorized administrator, shall keep supporting documentation when cash is received indicating the amount(s). Cash must be stored in a safe with access limited to an authorized administrator and CEO. An authorized administrator or the CEO will deposit the cash at the bank at minimum once per week if the amount exceeds \$500. For amounts below \$500, the designated school personnel will wait until the amount reaches \$500 before making a bank

deposit. Replenishment and/or deposit of the Petty Cash Checking Account shall be processed through the General Checking Account under the normal accounts payable process.

j. Personal Use of School Funds:

- i. Use of School funds for personal use is prohibited. Violation of this policy shall result in discipline up to and including dismissal.

2. BANKING

a. General Checking Account

- i. The Board shall authorize the establishment of commercial bank accounts for the purposes of School operations. Funds will be deposited in non-speculative accounts, including federally-insured savings or checking accounts, or invested in non-speculative federally-backed instruments, or standard money market accounts.
- ii. The General Checking Account shall be the primary account for School needs. Authorized signatories to this account shall be the CEO and any board approved designees. Checks for amounts greater than \$10,000, and checks payable to an authorized signer, must be approved/signed by two authorized signatories.

b. Petty Cash Checking Account - Account Setup and Maintenance

- i. The Petty Cash Checking Account shall have a maximum balance of \$5,000. The Account shall be funded from the school's business General Checking Account as necessary. A simple ledger shall be maintained by the CEO for review by the Treasurer, who shall reconcile the Account periodically.
- ii. Check writing requires signatures from one of the following people: Board Treasurer, Board President, Executive Director/Principal and Assistant Principal.

c. Stripe Account

- i. The Stripe Account shall be used for collection of donations and/or fees related to school fundraisers, events and activities.
- ii. As funds become available, all funds in excess of \$10,000 shall be removed from this account and deposited into the General Checking Account.

d. Deposits of Receipts

- i. The school will deposit all funds received as soon as practical upon receipt. An authorized administrator will open all mail daily, immediately sort all checks, and forward such to the CEO or designee. The CEO or designee will immediately endorse the checks to the appropriate school account, and prepare appropriate deposits as soon as practical, ideally the same day, and in no case later than three working days.

3. ACCOUNTING

a. Accounting Methods:

- i. All bookkeeping tasks and practices shall be conducted in accordance with Generally Accepted Accounting Practices (GAAP) and the most current revision of the California Department of Education's School Accounting Manual (CSAM).
- ii. The school shall utilize the accrual basis of accounting.

b. Journal Entry Approval:

- i. All entries into the General Ledger shall be reviewed and approved by the CEO in writing. All revisions of prior approved journal entries are subject to CEO approval as well, in writing. Review and approval of the General Ledger in its totality by the CEO will be conducted during the first and second interim submission process, and the budget submission/end year reconciliation period.

c. Wage/Benefit Allocation:

- i. Wages and benefits will be properly allocated between appropriate employee object codes three times during the fiscal year. This process will be conducted during First Interim, Second Interim, and during the budget creation process/year end closing of the books. This allocation will be calculated as a function of FTE and/or case load, which shall be dependent upon each individual employee's contractual duties.

d. Administrative Oversight:

- i. Accounts Payable Aging Reports, Bank Reconciliations and Credit Card Reconciliations will be conducted monthly. Internal General Ledger audits shall be conducted by the business department, with oversight by the CEO or designees, in order to ensure accuracy of accounting practices and alignment with CDE fiscal performance standards.

4. TRAVEL POLICIES

a. Employee Mileage Reimbursement:

- i. Unless they receive a mileage stipend as part of their regular pay, all employees are reimbursed at the standard mileage rate per mile, as determined by the Internal Revenue Service, for use of their own vehicle for preapproved business-related travel. In addition, parking fees and tolls paid are reimbursable if supported by receipts.
- ii. All employees requesting such mileage reimbursement are required to furnish an Expense Report containing the destination of each trip, its purpose and the miles driven, parking fees and tolls, within one month after the travel date, supported by receipts, if applicable.

5. OTHER PRACTICES

a. **Budget Adoption:**

- i. A balanced budget shall be adopted by the Board of Directors no later than June 30 prior to the start of each new fiscal year, or earlier if required by the authorizing entity. During the course of the year, the Board may adopt an amended budget as expenses and revenue projections change.

b. **Audit:**

- i. An annual audit, by an outside firm, shall be performed each year on the close of the prior year's books. The audit shall be performed in advance of the December 15th statutory audit deadline. The audit shall include, but not be limited to:
 1. an audit of the accuracy of the school's financial statements;
 2. an audit of the school's attendance accounting and revenue claims practices;
 3. an audit of the school's attendance accounting and revenue claims;
 4. an audit of the school's internal controls practices.
- ii. At the conclusion of the audit, the CEO will present the report to the board of finding and recommendations.

c. **Board Meetings:**

- i. The Board shall review financial statements (cash flow forecasts, and profit and loss) at periodic Board meetings. The Board shall also review and approve the monthly check registers from the General Checking, Petty Cash, and Stripe Accounts.

ii. **Conflict of Interest:**

1. Any Board member with a financial interest in a matter presented to the Board shall fully disclose such interest prior to Board discussion on the issue, and shall recuse themselves from the discussion and voting on the matter. The Board shall develop a more comprehensive policy on conflict of interest, hiring of relatives, and compliance with Government Code 1090 and the Fair Political Practices Act.

d. **Payroll:**

- i. **New Employees:** Requests for new employees shall be consistent with approved annual personnel budget. New hires are approved by the CEO or designee.
- ii. New employees shall complete an application for employment and all necessary paperwork for payroll. New employees shall also be fingerprinted and TB tested before starting work.
- iii. Employees sick and vacation time is outlined in the employee handbook.
- iv. Timekeeping (hourly staff) is outlined in the employee handbook.

e. **Independent Contractors:**

- i. The school shall only engage with Independent Contractors if all the following practices are followed:
 1. The expense is within the approved budget or separately approved by the board;

2. The contractor provides proof of insurance;
3. IRS rules are followed regarding classification of staff as contractors vs. employees; and
4. The work is done under contract.

f. Capitalization and Depreciation:

- i. The school will capitalize and depreciate all assets costing \$5,000 or more. All other assets are charged to expense in the year incurred. Capitalized assets are recorded at cost and depreciated under the straight-line method over their estimated useful lives which range from:
 1. Leasehold improvement -Lease term or 5 years, whichever is shorter.
 2. Equipment-3 years.
 3. Furniture- 5 years.
- ii. Repair and maintenance costs, which do not extend the useful lives of the assets, are charged to expense. The cost of assets sold or retired and related amounts of accumulated depreciation are eliminated from the asset accounts, and any resulting gain or loss is included in the earnings in the year.
- iii. Disposal of Surplus Property and Donations:
 1. Surplus property shall mean property that is no longer in use, is damaged beyond repair, or that the school feels will have no future value to the school's program; and that is declared to be surplus property by the Board. If the school wishes to dispose of equipment or other surplus property, the Board shall declare the property surplus and shall direct the staff on the actual means of disposal of the property, such as sale, donation, or destruction and disposal.
 2. If the school wishes to sell equipment or other surplus property, the Board shall direct the staff by giving specific guidance regarding the manner in which such property is to be sold.
 3. If the school wishes to donate equipment or other surplus property, the Board shall declare the property surplus and authorize the donation. Requirements for potential donee organizations shall include:
 - a. the donee organization is fully independent of the school, with none of the school's Board members are key personnel involved in the donee organization; and
 - b. the donee organization shall be a non-profit or government entity related to education.
 4. In addition, the school shall secure a receipt from the donee organization for the donated property, and shall remove the asset from the school's books and record the donation as required by state and federal audit guidelines.

The Elite Academic Academy Board of Directors approved the attached FINANCIAL POLICIES and PROCEDURES.

President _____

Date: 4/7/2022

Secretary/Treasurer _____

Date: 4/7/2022

CEO _____

Date: 4/7/2022

APPENDIX A

Certification of Signatures

DocuSign Envelope ID: 23CCACA6-66D9-4D05-8CDC-5085051FE8C6

Elite Academic Academy-Lucerne

DISTRICT

CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the district. These certifications are made in accordance with the provisions of Education Code Sections:

K-12 Districts: 35143, 42632, and 42633

Community College Districts: 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: July 1, 2021 to June 30, 2022

In accordance with governing board approval dated June 3, 2021.

Signature *Kent Christensen*
Clerk (Secretary) of the Board

Typed Name Kent Christensen
Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature.

Column 1

Signatures of Members of the Governing Board

SIGNATURE <small>DocuSigned by: Susan McDougal</small>	INITIALS <small>SM</small>
TYPED NAME Susan McDougal	
President of the Board of Trustees/Education	
SIGNATURE <small>DocuSigned by: Kent Christensen</small>	INITIALS <small>KC</small>
TYPED NAME Kent Christensen	
Clerk/Secretary of the Board of Trustees/Education	
SIGNATURE <small>DocuSigned by: Cody Simms</small>	INITIALS <small>CS</small>
TYPED NAME Cody Simms	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

Column 2

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE <small>DocuSigned by: Meghan Freeman</small>	INITIALS <small>MF</small>
TYPED NAME Meghan Freeman	
TITLE Chief Executive Officer	
SIGNATURE <small>DocuSigned by: Teresa Schaffer</small>	INITIALS <small>TS</small>
TYPED NAME Teresa Schaffer	
TITLE Director of Educational Business Services	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	

Number of Signatures required: **5**

ORDERS FOR SALARY PAYMENTS	ORDERS FOR COMMERCIAL PAYMENTS
NOTICES OF EMPLOYMENT	CONTRACTS

APPENDIX B

General Ledger Accounts

1000	UNALLOCATED WAGES
1100	Teachers
1145	Special Education Teachers
1200	Pupil Support & Counselors
1300	Certificated Supervisors & Administrators
1900	Other Certificated
2100	Non-certificated Instructional Aides'
2200	Non-certificated Pupil Support & Counselors
2300	Non-certificated Supervisors' and Administrators'
2400	Clerical and Office
2900	Other Non-certificated
3101	STRS
3202	Social Security
3301	Medicare
3401	Health Insurance
3501	SUI/ETT
3601	Workers Compensation
3901	Other Employee Benefits
4100	Approved Core Curriculum, Teacher Manuals & Textbooks
4150	Core Teaching/Student Supplies
4200	Library Books & Other Reference Materials
4300	Materials & Supplies - Office
4340	Parent & Staff meeting food & supplies
4410	Technology Equipment - Staff
4420	Technology Equipment - Students
5201	Board Stipends - Attendance
5210	Registration Fees - conferences
5212	Professional Development
5215	Mileage, Parking & Tolls
5220	Travel, Lodging & Meals
5300	Dues & Memberships
5400	General Liability Insurance
5505	Janitorial Services
5510	Utilities - Gas/Electric/Water
5511	Fire, Alarm & Pest control
5605	Copier Lease, Service, Toner & Repair
5611	Rent - Facilities Lease
5615	Repairs & Minor Site Improvements
5801	Educational Services
5803	Accounting Fees / Audit
5804	County STRS Fees
5805	District Oversight Fees
5806	Special Education Oversight Fees
5807	Accreditation
5809	Banking Fees
5812	Business Services
5815	Back Office Fees
5830	Physical Examination - employees
5836	Fingerprinting
5845	Legal Fees
5851	Marketing

5855 Staff Recruiting
 5857 Payroll Processing Expenses
 5878 Student Assessments
 5880 Special Education Services
 5886 Technology Services & Software - Business
 5887 Technology Services & Software - Educational
 5899 Misc. Operating Expense
 5910 Phone / Internet / Website Fees
 5914 Postage & Delivery - Business
 5915 Postage & Delivery - Educational
 6900 Depreciation Expense
 6901 Exchange Rate Gain/Loss
 7438 Interest
 8011 State Aid
 8012 EPA
 8019 PY Adjustments
 8096 In Lieu Property Taxes
 8181 Federal:Special Ed
 8290 Federal:PCSGP
 8291 Title I Revenue
 8292 Title II Revenue
 8297 Coronavirus Relief
 8299 Other Federal Revenue
 8381 Special Ed - State
 8550 K-12 Mandate Block Grant
 8551 K-12 Mandate - One Time Outstanding Claims
 8560 Lottery NonProp 20 (Unrestricted)
 8561 Lottery Prop 20 (Restricted)
 8570 GF-Learning Loss Mitigation Funding
 8590 All Other State Revenue
 8660 Interest Earned
 8690 Donations
 8695 Fundraising Events
 8699 Misc. Revenue
 9101 Bill.com AP Clearing - Lucerne
 9102 Bill.com AP Clearing - Mountain
 9103 Bill.com AP Clearing - Adult
 9104 Bill.com AR Clearing - Lucerne
 9105 Bill.com AR Clearing - Mountain
 9106 Bill.com AR Clearing - Adult
 9110 Cash in County Treasury - San Diego
 9121 Checking - Lucerne
 9122 Checking - Mountain
 9123 Checking - Adult
 9131 Checking - Fieldtrips- Lucerne
 9199 Undeposited Funds
 9200 Accounts Receivable
 9201 Accounts Receivable - LCFF
 9202 Accounts Receivable - ILPT
 9203 Accounts Receivable - SPED
 9204 Accounts Receivable - Lottery
 9205 Accounts Receivable - Federal
 9210 Accounts Receivable - CTE Grant
 9215 Accounts Receivable - ELO Grant
 9222 Accounts Receivable - ESSER 2
 9223 Accounts Receivable - ESSER 3

9240	Interest Receivable
9251	Due from (to) Lucerne
9252	Due from (to) Mountain
9253	Due from (to) Adult Workforce
9300	Employee Advance
9330	Prepaid Rent
9335	Prepaid Expense
9340	Security Deposit - Rent
9350	Security Deposit - Utilities
9500	Accounts Payable
9501	A/P Manual
9510	Accrued Payroll
9512	Garnishment Payable
9515	Accrued Vacation
9520	Deferred Rent
9590	Due to Grantor Governments
9592	STRS Payable
9597	CC - AFWI
9598	CC - Mountain
9599	CC - Lucerne
9630	Other Current Liabilities
9640	Charter School Revolving Loan (S/T)
9641	Primavera Loan (S/T)
9642	Paycheck Protection Program (PPP) Loan
9645	Charter School Capital Bridge Loan
9646	CAM Term Loan
9650	Unearned Revenue
9660	Charter School Revolving Loan (LT)
9661	Primavera Loan (L/T)
9790	Net Assets

APPENDIX C

Segregation of Duties Matrix

- A – Authorization function
- R – Recordkeeping function
- REC – Reconciliation function
- C – Custody function

Listing of Key Employees		
	First & Last Name	Title
A	Meghan Freeman	CEO
B	Teresa Schaffer	Director of Community Relations
C	Adam Woodard	Director of Finance - Prime Educational Solutions
D	Bryan Adams	Contracted CFO
E	Tracy Hasper	Chief Personnel Officer - Prime Educational Solutions
F	Ashlea Kirkland Haynes	Chief Student Development Officer
G	Dr. Laura Spencer	Chief Academic Innovation Officer
H	Evan Jorgensen	Director of Homeschool
I	Allison Watters	Asst. Director of Virtual
J	Monique Waithe	Director of Flex

	Cash Receipts & Donations Function	A	B	C	D	E	F	G	H	I	J	Comments
		<i>NOTE: Cash Receipts include cash, check and credit card receipts. Please indicate in the comments section if any of these are not applicable.</i>										
C	1. Opens mail		X	X								
C	1. Receives from public/walk-in		X	X								
C	1. Prepares list of receipts (receipt log)											No cash, checks are deposited immediately
C	1. Prepare deposit		X	X								
R	1. Post receipt to receivable subsidiary ledger			X								
C	1. Transports deposit to bank		X	X								We are working towards no checks of any kind.
R	1. Determines general ledger account	X		X	X							

Rec	1. Monitors daily cash report or Cash in County postings	X	X	X	X									
Rec	1. Compares receipt log with bank deposits													N/A - we do not maintain cash logs
R	1. Maintains cash receipts journals													We do not maintain a cash receipts journal
Rec	1. Compares bank deposits with general ledger posting	X		X	X									
R	1. Posts receipt to General Ledger	X		X	X									All Journal entries are approved by the CEO
Rec	1. Reviews general ledger and cash receipt information/documentation periodically for reasonableness, completeness and appropriateness.	X	X	X	X									
R	1. Assures compliance with donor restrictions and/or compliance with grant agreement.	X	X	X	X									
A	1. Determine the allowance for doubtful accounts	X		X	X									
R	1. Post journal entries to update the allowance			X	X									
R	1. Write off balances in the general ledger	X		X	X									
C	1. Add a donor to the donor database													N/A (No donors)
R	1. Add/delete/edit payments in the donor database													N/A (No donors)
R	1. Write off balances in the donor database													N/A (No donors)
Rec	1. Reconcile the donor database to the general ledger													N/A (No donors)
Rec	1. Review the reconciliation of the donor data base to the general ledger													N/A (No donors)

	Cash Disbursement Function:	A	B	C	D	E	F	G	H	I	Comments
C	1. Access to blank check stock	X	X	X							All checks must be approved by the CEO Prior to printing.
A	1. Approves disbursement	X	X	X							We have formal approval and checks and balances for all disbursement. Large purchases must be approved by the CEO
R	1. Prepares checks	X	X	X							For manual checks only (Bill.com generates most checks)
A	1. Signs checks	X									For manual checks only (Bill.com generates most checks)
A	1. Counter signs checks	X									For manual checks only (Bill.com generates most checks)
A	1. Has access to authorized signature stamp	X									N/A (no stamps)
C	1. Prepares checks for mailing/mail checks		X	X							For manual checks only (Bill.com generates most checks) Must be approved by the CEO.

R	1. Posts disbursement to general ledger		X	X	X							Using Bill.com, but checked by Bryan Adams, Adam Woodard and Teresa Schaffer.
R	1. Change on-line master files for accounts payable or vendors		X	X								Done within Bill.com, initiated by Adam Woodard
Rec	1. Reconciles vendor statements to accounts payable subsidiary records											We do not issue vendor statements
Rec	1. Reconciles accounts payable subsidiary records to general ledger account		X	X	X							
R	1. Makes transfers	X										
Rec	1. Reviews bank transfers	X	X	X	X							
C	1. Receives, opens, and scans bank statement contents	X	X	X	X							Online only
Rec	1. Reviews canceled check endorsements											N/A
Rec	1. Reconciles bank accounts		X	X	X							
Rec	1. Reviews bank reconciliation	X	X	X	X							
Rec	1. Reviews general ledger and cash clearing information/documentation periodically for reasonableness completeness and appropriateness	X	X	X	X							

	Capital Expenditures:	A	B	C	D	E	F	G	H	I	Comments
A	1. Initiate a capital expenditure	X	X								
A	1. Approves a capital expenditure	X	X								
A	1. Initiate a capital asset disposal	X	X								
R	1. Record capital expenditures in the general ledger or other tracking system		X	X	X						

R	1. Obtains competitive quotes or bids	X	X	X	X						
Rec	1. Review depreciation calculations	X		X	X						
Rec	1. Review proper coding of purchases as capital, or other	X		X	X						

	Purchasing & Receiving Functions:	A	B	C	D	E	F	G	H	I	Comments
C	1. Access to blank Purchase Order(PO) stock		X	X							N/A so far (using OPS)
C	1. Controls Requisition numbers										N/A - requisitions not used
C	1. Controls Purchase Order numbers		X				X	X	X	X	Generated through OPS
R	1. Maintains PO log or equivalent		X				X	X	X	X	OPS
R	1. Creates requisitions										N/A - requisitions not used
A	1. Approves purchase requisition										N/A - requisitions not used
R	1. Determines general ledger account number	X	X	X	X						
A	1. Compares potential expenditure to budget	X	X	X	X						
R	1. Issues purchase order		X				X	X	X	X	OPS
A	1. Approves purchase orders (other than services)	X	X				X	X	X	X	
A	1. Approves purchase of services	X	X				X	X	X	X	
C	1. Orders/buys the requested goods/services		X	X			X	X	X	X	
C	1. Receives item		X				X	X	X	X	In many cases the teachers receive items
C	1. Issues/signs receiving documents	X	X				X	X	X	X	Often teachers as well
R	1. Matches invoices to supporting documents		X	X			X	X	X	X	

R	1. Reviews invoices for accuracy		X	X			X	X	X	X	
A	1. Approves invoices for payment	X	X				X	X	X	X	
Rec	1. Reconciles/Monitors unmatched P.O.'s to PO listing		X								
Rec	1. Reviews general ledger and purchasing documents/information periodically for reasonableness, completeness and appropriateness	X	X	X							

Payroll Functions:		A	B	C	D	E	F	G	H	I	Comments
A	1. Hires new employee	X	X								
R	1. Maintains personnel files			X		X					
R	1. Creates employee in the computer system					X					
A	1. Authorizes salary and salary changes	X									In alignment with board approved salary schedules.
R	1. Changes rate of pay in the computer system	X				X					These changes will only go into effect after the CEO Approves them in the Paycom system.
R	1. Terminates employees pay	X				X					
A	1. Approves time sheet cards, etc.	X	X	X		X	X	X	X	X	
R	1. Inputs time to be paid into computer	X	X	X		X	X	X	X	X	Staff primarily inputs time, director

																				supervisor approves, final approval by Teresa and Meghan before payroll.
A	1. Approves payroll input	X	X																	
Re c	1. Compares time entry to output reports	X	X	X																
R	1. Prepares payroll journal/checks																			N/A - outsourced to Paycom
A	1. Signs payroll checks																			N/A - outsourced to Paycom
C	1. Distributes checks																			N/A - outsourced to Paycom
C	1. Maintains custody of unclaimed wages																			N/A
A	1. Determines benefits for employee	X	X																	Upon board approval on benefit offerings.
R	1. Adds employee to benefit vendor record/invoice				X															Must be board approved
R	1. Terminates benefits for employee	X						X												
Re c	1. Reconciles bank balances to the general ledger account (if different for payroll accounts)	X			X															
Re c	1. Reconciles employee payroll records to the control account/ master payroll list	X			X			X												
Re c	1. Reviews general ledger and payroll and benefits information/documentation periodically for reasonableness,	X	X	X	X	X														

	completeness and appropriateness											
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	Journal Entry Functions:	A	B	C	D	E	F	G	H	I	Comments
R	1. Initiates journal entries			X	X						
R	1. Prepares journal entries			X	X						
A	1. Approves journal entries	X									
R	1. Inputs journal entries			X	X						
R	1. Files journal entry back-up			X	X						
Rec	1. Review appropriateness of journal entries	X			X						
Rec	1. Reviews general ledger and journal entry information/documentation periodically for reasonableness, completeness and appropriateness.	X	X	X	X						

	Financing Account Functions	A	B	C	D	E	F	G	H	I	Comments
A	1. Authorize financing transactions	X				X					
C	1. Access online financing accounts	X	X	X	X	X					
C	1. Issue a check from a financing account	X	X								
R	1. Record financing transactions into the general ledger		X	X	X						
R	1. Change computer master files affecting financing information	X	X	X	X	X					
Rec	1. Reconciles financing statements to the general ledger	X	X	X	X	X					

Elite Academic Academy
Residency Policy

Elite Academic Academy shall offer independent study to students who are legal residents of the state of California and reside within the Charter's enrollment boundaries. The policies found herein define the standards of residency which will be used by Elite Academy Academic (the Charter School).

The following written policies have been adopted by the Board for implementation at the Charter School:

1. Definition of Residency: A student has residency in the state and county of the residence of the parent/guardian with whom that student maintains their place of abode. Residence denotes any factual place of abode of some permanency that is more than a mere temporary stay. Owning a home in California or any particular county does not qualify a student to attend Elite Academic Academy unless this is the student's primary residence.

Only students who are residents within Elite Academic Academy's enrollment boundaries shall be permitted to enroll pursuant to the following California Education Code:

Notwithstanding paragraph (1) of subdivision (e) of Section 47605 or any other law, community school and independent study average daily attendance shall be claimed by school districts, county superintendents of schools, and charter schools only for pupils who are residents of the county in which the apportionment claim is reported, or who are residents of a county immediately adjacent to the county in which the apportionment claim is reported. [EC §§ 51747.3 (b)(1)]

Likewise, only students who are residents of the state of California shall be permitted to enroll pursuant to the following California Education Code:

Thus, the average daily attendance in a charter school may not, in any event, be generated by a pupil who is not a California resident. Therefore, a student who is not a resident of the state of California is not eligible to attend Elite Academic Academy. [EC §§ 47612(b)]

Additionally, reasonable evidence of residency for a pupil living with his or her parent or legal guardian shall be established by current documentation showing the name and

address of the parent or legal guardian within the school's boundaries, including, but not limited to, any of the following documentation [EC §§ 48204.1]:

- (1) Property tax payment receipts
- (2) Rental property contract, lease, or payment receipts
- (3) Utility service contract, statement, or payment receipts
- (4) Pay stubs
- (5) Voter registration
- (6) Correspondence from a government agency
- (7) Declaration of residency executed by the parent or legal guardian of a pupil

2. Residency for a Student on an Extended Traveling* Vacation: A student on an extended vacation lasting longer than four weeks, but no longer than six weeks, will not be deemed to have lost California residency by the Charter. Prior approval will be needed by the CEO, or designee, for any travel longer than six weeks.

*Families that are residing in a family-owned home, out of attendance areas, for more than four weeks in a school year **are not considered to be traveling** and will have lost eligibility to attend our school. The school does not allow for out-of-state education for extended periods of time (more than 4 weeks in a school year) even if the family continues to own a home, they are not residing, in our attendance area.

3. Location Material Will Be Mailed To: All materials will ONLY be mailed to the address identified in the student's records in their proof of residence documentation. Elite Academic Academy is not obligated to provide services to and include Special Education or schedule meetings while students are out of their enrollment boundaries.

3. Student's Residency is in Question: If there is reason to believe that a student's residency is in question, Elite Academic Academy may investigate to determine the home address's authenticity.

When it is determined that a student lives outside of its boundaries, Elite Academic Academy will provide written notice of the determination of nonresidency within five days of its intention to disenroll the student. If the parent/guardian has not provided the Proof of Residency or affidavit within five (5) school days, Elite Academic Academy will disenroll the student from the school.

4. Children of Military Families: Elite Academic Academy will serve children of military families, as defined by Education Code section [48204.6 (b)], as follows:

(b) Notwithstanding Section 48200, the local educational agency serving a pupil who is a child of a military family shall do either of the following:

(1) Allow the pupil to continue his or her education in the school of origin, regardless of any change of residence of the military family during that school year, for the duration of the pupil's status as a child of a military family.

(2) For a pupil whose status changes due to the end of military service of his or her parent during a school year, comply with either of the following, as applicable:

(A) If the pupil is enrolled in kindergarten or any of grades 1 to 8, inclusive, allow the pupil to continue his or her education in the school of origin through the duration of that academic school year.

(B) If the child is enrolled in high school, allow the pupil to continue his or her education in the school of origin through graduation.

5. Homeless Youth: Elite Academic Academy will be considered to be a pupil's school of origin for a homeless youth when the child attended Elite Academic Academy when permanently housed or was last enrolled in Elite Academic Academy before becoming homeless. Elite Academic Academy will serve homeless youth, as defined below, whose residency has changed as follows:

(48852.7) (a) At the point of any change or any subsequent change in residence once a child becomes a homeless child, the local educational agency serving the homeless child shall allow the homeless child to continue his or her education in the school of origin through the duration of homelessness.

(b) If the homeless child's status changes before the end of the academic year so that he or she is no longer homeless, either of the following apply:

(1) If the homeless child is in high school, the local educational agency shall allow the formerly homeless child to continue his or her education in the school of origin through graduation.

(2) If the homeless child is in kindergarten or any of grades 1 to 8, inclusive, the local educational agency shall allow the formerly homeless child to continue his or her education in the school of origin through the duration of the academic school year.

6. Foster Youth: Elite Academic Academy will be considered to be a pupil's school of origin for a foster youth when the child attended the Elite Academic Academy at the initial detention or placement, or any subsequent change in placement of a foster child for the duration of the jurisdiction of the court. EAA will serve former foster youth, as defined below, whose residency has changed as follows:

(48853.5 (f)) (1) At the initial detention or placement, or any subsequent change in placement of a foster child, the local educational agency serving the foster child shall allow the foster child to continue their the foster child's education in the school of origin for the duration of the jurisdiction of the court.

(2) If the jurisdiction of the court is terminated before the end of an academic year, the local educational agency shall allow a former foster child who is in kindergarten or any of grades 1 to 8, inclusive, to continue the former foster child's education in the school of origin through the duration of the academic school year.

(3) (A) If the jurisdiction of the court is terminated while a foster child is in high school, the local educational agency shall allow the former foster child to continue the foster child's education in the school of origin through graduation.

7. Migratory Youth: Elite Academic Academy will be considered to be a pupil's school of origin for a migratory youth when the child attended the Elite Academic Academy at the time the pupil's status changed to a pupil who is a migratory youth. Elite Academic Academy will serve migratory youth, as defined below, whose residency has changed as follows:

For purposes of this section, the following definitions apply:

(48204.7) (a) (b) Notwithstanding Section 48200, the local educational agency serving a pupil who is a migratory child shall do either of the following:

(1) Allow the pupil to continue their education in the school of origin, regardless of any change of residence of the migratory child during that school year, for the duration of the pupil's status as a pupil who is a migratory child.

(2) For a pupil whose status changes as a pupil who is a migratory child during a school year, comply with either of the following, as applicable:

(A) If the pupil is enrolled in kindergarten or any of grades 1 to 8, inclusive, allow the pupil to continue their education in the school of origin through the duration of that academic school year.

(B) If the child is enrolled in high school, allow the pupil to continue their education in the school of origin through graduation.