



Elite Academic Academy - Lucerne

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<https://eliteacademic.zoom.us/j/97566202696?>

pwd=R2daZzJSNnZPNUV3Nk83K0diZXJtUT09 Meeting ID:

975 6620 2696 Passcode: 920373

May 4th, 2023 at 9:00 am

43414 Business Park Drive, Temecula, CA 92590

23504 Lyons Avenue, Santa Clarita CA 91321

13255 Black Mountain Road San Diego, CA 92129

109 Don Carlos Way, Ojai, CA 93023



Elite Academic Academy - Lucerne May 4th, 2023

Board Of Directors - Elite Academic Academy - Lucerne

Meeting Location

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

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

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 May 4th, 2023.

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 Authorizer Report

[EAA-LU CEO Report April 2023.pdf](#)

9.2 Consent Agenda

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

Motion: Second:
Vote:

A. Meeting Minutes from April 13th , 2023

[EAA-LU 04.13.23.pdf](#)

B. Warrant Register

[WarrantRegisterLU_Apr_2223.pdf](#)

C. New Instructional Materials Community Partners

[Elite Academic Instructional Service Community
Partner_April_23 - VCI Community Partners.pdf](#)

D. New Educational Materials Community Partners

E. Job Descriptions

[23.24 JD Temporary Level Up Lead POD Teacher \(pending board approval\) .pdf](#)

[JD - Esports Club Advisor \(pending board approval\).pdf](#)

[23.24 JD - Temp Onboarding Specialist \(pending board approval\) \(1\).pdf](#)

[JD - Associate Director of CTE \(pending board approval\).pdf](#)

[JD - Lead Counselor \(pending board approval\) .pdf](#)

[JD - \(Interim\) Director of Special Education \(pending board approval\).pdf](#)

[JD - Associate Director of Homeschool_SOAR \(pending board approval\).pdf](#)

[JD - Director of Special Education \(pending board approval\).pdf](#)

[JD - Associate Director of Special Education \(pending board approval\) \(1\).pdf](#)

10.0 Personnel Services

10.1 Employee Contract Addendums

It is recommended that the board ratify the following Employee Contract Addendums for Elite Academic Academy - Lucerne.

[23240075.pdf](#)

[22230361.pdf](#)

Motion: Second:
Vote:

10.2 Employee Contracts

It is recommended that the board ratify the following Employee Contracts for Elite Academic Academy - Lucerne.

[23240406](#)

[23240407](#)

Motion: Second:
Vote:

10.3 Letters of Intent for Temporary Certificated Hires

It is recommended that the board ratify the following Letters of Intent for Temporary Certificated Hires for Elite Academic Academy - Lucerne.

[B. Esposito LOI.pdf](#)

[D. Russell LOI.pdf](#)

Motion: Second:
Vote:

10.4 Independent Contractor Addendum

It is recommended that the board ratify the following

Motion: Second:
Vote:

11.0 Business Services

11.1 CLA/Sage Inacct Contract 23-24

It is recommended that the board approve the following CLA Contract 23-24 for Elite Academic Academy - Lucerne.

[Elite Academic Academy - 2023-2024 SI Renewal Quote.pdf](#)

[Statement of Work - 2023-2024 Intacct Renewal - EXECUTED.pdf](#)

Motion: Second:
Vote:

11.2 EPA Spending Plans

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

[22.23_LU_EPA.pdf](#)

Motion: Second:
Vote:

11.3 NXTLVL Proposal

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

[EliteX_-_NXTLVL - Leveling Up High School Credit Recovery \(1\).pdf](#)

Motion: Second:
Vote:

11.4 School Pathways/Canva Renewal Invoices

It is recommended that the board approve the following School Pathways/Canva Renewal Invoices for Elite Academic Academy - Lucerne.

[School Pathways Quote Form with Elite Academic Academy - Lucerne Canvas Bridge \(7.1.2023-6.30.2024\).pdf](#)

Motion: Second:
Vote:

11.5 Elite Graduation Vendor Proposals

It is recommended that the board approve the following Elite Graduation Vendor Proposals for Elite Academic Academy - Lucerne.

[StarWay Live Event Production Quote_LU and ME.pdf](#)

Motion: Second:
Vote:

12.0 Educational Services/Policy Development

12.1 Fiscal Policies 23-24 with Certification of Signatures

It is recommended that the board approve the following Fiscal Policies 23-24 with Certification of Signatures for Elite Academic Academy - Lucerne.

[EAA-LU_2024_Certification_of_Signatures.pdf](#)

[FY23.24_LU_REVISED FISCAL POLICIES_V1.pdf](#)

Motion: Second:
Vote:

12.2 Credit Card Authorization Resolution

Motion: Second:
Vote:

It is recommended that the board approve the following Credit Card Authorization Resolution for Elite Academic Academy - Lucerne.

[Board Resolution for authorized credit card users. .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 June 1st, 2023 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.

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.

Motion: Second:
Vote:



CEO Report



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



April Celebrations

This month we launched our Elite X initiative. The Development Team spent the entire month gathering data and working to define learning here at Elite. Teachers applied and were selected as fellows who will begin to test, refine and implement the definitions outlined by the development team and work to bring our portrait of a graduate to life. As we work to align our definitions of high-quality learning, this significant initiative will support all staff members in common language, expectations, and outcomes of learning experiences for our students and staff. Elite X aims to increase student skillsets and prepare them for their future. We are very excited to get this started and look forward to the potential partnership with NXLVL to bring these initiatives to life.

Staff Highlight |



Jamie Arpin is a Specialized Academic Instructor within Elite's Special Education Department. Jamie's ability to engage students in the learning process is amazing. Her students demonstrate growth, pride in their work, and a love of learning. Jamie brings learning to life through a variety of hands-on experiences. Additionally, Jamie has established great rapport with her students and their families. Her dedication to her students, families, and co-workers shows in all she does. Jamie is the definition of a "team player." We are so proud of the quality work that Jamie is doing and the commitment she shows to Elite! We are very fortunate to have such an amazing teacher!

Essential Highlights

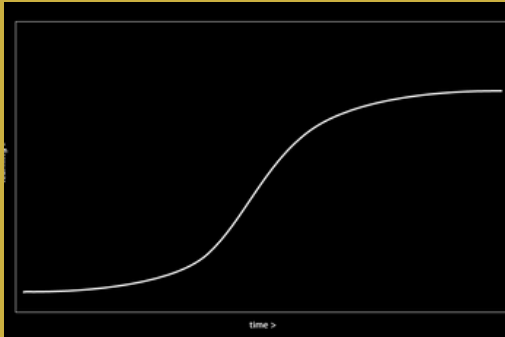
Six Elite Essentials  Celebrate On Target

Aligned Resources		
Professional Development		
Parents and Community		
Responsive Instruction		
Student Work and Data		
Shared Leadership		

ACADEMIC INNOVATION

THE EDUCATION REVOLUTION HAS BEGUN!

ELITEX FELLOWSHIP



The EliteX Development team has been meeting the past four weeks to define what **exponential learning** looks like for Elite students. We know that it includes **self-propelled experiences** that **spark curiosity, student-led inquiry**, and a desire to **keep learning**, as shown in the learning curve above.

Once that definition is finalized, the EliteX Fellowship team, comprised of 13 Elite Educators, will use that definition to determine how to create exponential learning experiences for Elite students.

LEVELING UP OUR GAME



This month, we began to build out our Peak Performance **partnership** with Downey Unified, as well as our Level Up **opportunities with NxtLvl**. Students in Credit Recovery this summer will be provided with two weekly NxtLvl sessions with their classmates, TOR, & NxtLvl facilitator. A cohort of students in SOAR will have the opportunity to help pilot twice-weekly NxtLvl sessions as well!

WOW!

40 interviews for temp positions held!

50 courses being offered

BUILDING SYSTEMS

Category	Students / Subitems
> 23-24 New Students in Onboardi...	384 Students / 397 Subitems
> Homeschool	722 Students
> Flex	

Coordinator Michelle Wood has been busy Integrating the 23-24 **Onboarding Process** with the **New Enrollment Tracking** Process in order to streamlining the two for more efficiency. **384 students** were sent custom emails from their academy directors to welcome them and let them know that an Onboarding Coach would be in touch in the next few weeks. By **building connections** with families early, we are setting the tone for a great new school experience!

ELITE EDUCATORS ON THE RISE!

Under the direction of Karen Makkai, 10 Elite Educators participated in SDCOE's Teacher Induction Program. This program is a two-year program for teachers seeking to clear their credential. Each teacher received individualized, job-embedded mentoring and support to build a reflective teaching practice based on his/her professional growth goal. It requires a lot of work on the part of each teacher to complete this program. We are very proud of their accomplishment!

CLEAR CREDENTIAL CANDIDATES:

TAMARA RADFORD
VALERIE ZAMORA
MELVIN THOMAS
CARRIE RICHARDSON

KATE CURTIS
ALEXA MYSZYNSKI
KYLEE CLEVELAND

COMPLETED YEAR 1 INDUCTION PROGRAM:

GEORGE BARAN
GABRIELA MADERO

STUDENT DEVELOPMENT

Our Songwriting and Creative Workshop intensive students, led by Mr. Derik Nelson, wrote a #BeElite school anthem. They collected over 150 submissions of Elite students and staff singing and showing their Elite talents off in order to participate in the music video. The special music video and song was a result of students learning songwriting techniques, learning how to overcome writers block and building their confidence through the intensive course. Don't forget to check out the video! [#BeElite Song Video Link](#)



FIELD TRIPS

In the month of April, we had a total of 6 in-person field trips! Our most popular field trip was our America's Got Talent field trip (80 Eagles in attendance!) where VAPA students were able to attend AGT and observe not only all of the talented acts but also learned about the TV production industry. This field trip was also a great fundraising experience where AGT donated money for our attendance to our Student Leadership to help with the cost of prom, graduation and more!



CTE ADVENTURE ACADEMY

In the Adventure Academy, April focused on practical hands-on skills in the 3rd and 4th units of the courses. This semester, Boating Career students are getting knot-ical and learning the essential knots that are essential to running a boat properly like the bowline! Students learn a series of 6 knots, hitches, and rope management skills that will catch an employer's attention while understanding the specific uses and limitations of those knots. On other fronts, students have just embarked on a journey to earn their CA Boater Card which is the foundation of the 4th unit. Students are introduced to the CA Course for Safe Boating in preparation for the test, which has been scaffolded into several different sections and readings to help with apprehension. Upon completing this unit, students can take the pre-exam to test their skills before applying for their boating license. The CA Boating Card never expires or needs to be renewed, and required for all boaters ages 16 years and older that wish to operate a vessel over 15 hp in the state of California; they can get their boating license before their driving license! Below you can see Ryan D.'s bowline knot!



QUEST CREW



April was jam-packed with outdoor learning in the Quest Crew. Over 40 students and their families met in both Riverside and San Diego counties for our Desert Discovery Day and Ocean Adventure Day, respectively. In the Palm Springs area, students explored the Living Desert Zoo and got up close and personal with some far-out animals and native CA critters like the Gray Fox and Golden Eagles – our school mascot! The group headed over to Taquitz Canyon afterward to meet with Ranger Wade for the Junior Ranger Program. Students got an exclusive tour of the canyon with Wade, discovered Indian metates, and cooled off in the icy waters of Taquitz Falls. Down in San Deigo, the adventure continued at the Mission Bay Aquatic Center where students took a day of courses in surfing, kayaking, and paddle boarding. We started this day off with a lesson on the energy transfer that makes surfing possible, as well as safety topics of rip tides, swim safety, ocean creatures, and how to wipe out properly. Smiles were seen across the water as students stood up for the first time on a longboard!

OPERATIONS

WE CURRENTLY HAVE 264 FAMILIES RETURNING TO ELITE FOR THE 23/24 SCHOOL YEAR WITH MORE ENROLLING EVERY DAY! OUR TEAM MAKING CONNECTION WITH ALL FAMILIES VIA PHONE CALLS AND NEWSLETTERS.

ADMISSIONS



Our Open Enrollment window for our Traditional Calendar went well. **In over a month's time, the Admissions Team enrolled over 400 students. Families who are still interested in Traditional Calendar enrollment will fill out a form to be placed on a waitlist.** We review where we have space weekly to see if we can enroll new students. All families who have received a link for enrollment have been contacted by one of our admissions team members to welcome them to our school, and let them know we are here for questions they may have. We also had great success with our Friday outreach emails where all new families were sent information on Elite. **We have had a great response with the Re-enrollment campaign with 89% of families choosing to return to Elite next year.** Very soon, we will be focusing on enrollment for our Level Up/Track A program!

COMPLIANCE



Our annual audit has been scheduled for the week of June 19th, 2023, and we are gathering documentation to submit. Re-checks of teachers files are going smoothly and we feel confident in our compliance files.

STATE REPORTING



We are happy to report that our P2 reporting has been submitted successfully. This reporting covered attendance earned for each student from the first day of school through March 24th. Next on the state reporting schedule will be CALPADs End of Year reporting.

TEAM MEMBER HIGHLIGHT



This month, the Operations Team would like to recognize **Rebecca Smith**. We have been incredibly lucky to have Rebecca as our main contact for families on the phone. Her warm presence and willingness to help has been amazing for both new families enrolling in our school and current families who need any type of assistance. She is always willing to go the extra mile to meet all of the support for our team internally as well. Rebecca will be moving on at the end of the school year to pursue teaching full time as Elite's CTE American Sign Language teacher. We are so excited and happy for her and will miss her greatly over here on the Operations Team! Rebecca's students will be so lucky to call her their teacher!

COMMUNITY RELATIONS

COMMUNITY PARTNERS



The Community Relations Department has received and processed **over 33 new VCI/EMR applications, emailed over 27 applications to prospective vendors, and received over 35 inquires to become a CP for the Spring semester so far.** We are excited to add new incoming vendors to our **CP interest list for the 2023-24 school year!**

REIMBURSEMENTS



The Community Relations Department has received and processed **over 200 New Pre-Approvals, 350 Reimbursement Submissions and 375 Reimbursements for payment.** These are all vetted to ensure alignment to personalized plans and common core standards. The deadline to submit reimbursements is quickly approaching on **Wednesday, May 17th!** Thank you to all of the families who completed their pre-approvals for the Spring semester!

INVENTORY



The Community Relations Department has packed and shipped **over 1,550 envelopes/boxes for GPA Certificates, Bloom Kits, Level Up Coach Swag Boxes and Marketing Materials, CAASPP Student & Teacher Kits, and Inventory Item Requests.** Thank you directors who have been working alongside our team to ensure that your minor and major projects are being completed in a timely manner!

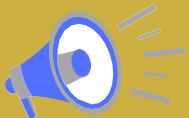
SUB DEPARTMENT SHOUT-OUTS



Elite has **83 new Instructional Services Community Partners (VCIs)** that have joined us this school year so far!



Our reimbursements team has **set a record by processing over 300 reimbursements for payment in one month!**

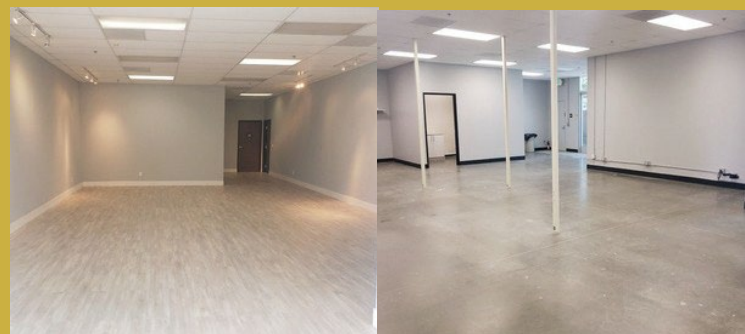


Our inventory clerk has filled **over 450 inventory item requests** this school year so far!



Community Relations Department is **MOVING!!**

One of our initiatives this year was to find a bigger facility with a warehouse and offices to house staff and school inventory. This shows how much our department has grown in the past few years!



HOMESCHOOL

ENROLLMENT: 724 STUDENTS
LU: 228 STUDENTS | ME: 496 STUDENTS

HOMESCHOOL: LEARNING BY DOING

We encourage families to learn deeply through experiences that they would not have had in the classroom. See below for examples from April!



Left to Right:

Marlee Rock Climbing, Lorelai as Marie Antoinette in her History Studies



Mills Family learning @ the Tide Pools

SENIOR SPOTLIGHT: AHMAD PAYAM YOUSUF



Ahmad immigrated from Afghanistan in 2021 and initially enrolled in a traditional school. Ahmad and his family discovered Elite and made the life-changing decision to enroll. Ahmad has worked diligently with a goal to graduate on time, completing up to 50 credits in a semester! Ahmad is also an accomplished MMA martial artist, currently holding a coveted blue belt in Jiu Jitsu. As he looks towards the future, Ahmad has set his sights on attending college and continuing his MMA career after graduation. We applaud Ahmad for his outstanding achievements and commend him for his unwavering dedication to excellence!

2023-24 ENROLLMENT



We are proud of the sibling enrollment and interest in the Homeschool Academy for the 2023-24 school year!

- **237** Newly Enrolled Students
- **41** Incoming Siblings of Current Students
- **93%** of Homeschool Families who have completed Re-Enrollment are returning for the 2023-24 school year



HOMESCHOOL TEACHER HIGHLIGHT: THERESA RUBIO

Theresa first joined Elite in 2020 as a **Homeschool Parent** to her two boys, and this year we were proud to welcome her to our Homeschool Team as a **Homeschool Teacher of Record!** Theresa comes to us with a wealth of expertise in **Academic counseling**, SEL, Art, and first-hand experience of Homeschooling to support her students and families.

You can find Theresa teaching "Who Was" **Art class** to Homeschool students in 4-8th grade, as well as the Elite-wide **Student Leadership Course** to inspire opportunities for growth and student voice at Elite.

Theresa's dedication to her students is **inspiring** as she guides families through targeted goal-planning and overall whole-child support. Thank you for your positivity and commitment to your students, Theresa!



FLEX



REENROLLING: 94%
NEW STUDENTS ENROLLED: 87



STUDENT SPOTLIGHT



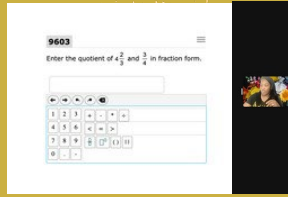
Milan is a gifted **entrepreneur**, **contortionist**, and **dancer**. At the age of 6, she has already started her own business and danced professionally with Abby Lee Miller and Debbie Allen.

Business Achievements: Adventures w/Milan – Paint w/Friends

- Milan will host and teach a painting class in LA & SD for up to 20 friends at each location. Milan says this was inspired by Ms. Macks's Literacy Cohort sessions, where she discovered her talent & passion for drawing and painting.

Dance Achievements: Performed in Debbie Allen's Hot Chocolate Nutcracker and performs yearly w/ The Divas of Compton.

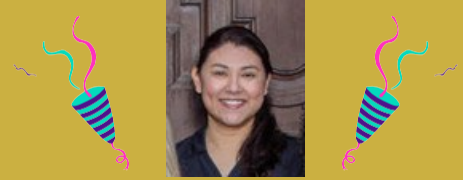
CAASPP PREP



Students & teachers have been working hard to prepare for state assessments.

- Small group ELA/Math CAASPP Prep in pod sessions (**CAASPP prep WBs mailed home, i-Ready Standards Mastery, CAASPP Content Explorer, Nearpod** lessons & more!
- Middle School Math CAASPP with Tancy
- Middle School English CAASPP Performance Task embedded into curriculum & live sessions with Ms. Radford

TEACHER SPOTLIGHT



Melissa Figueroa is a fantastic teacher who excels at making **personal connections** with her students and families.

She is **kind** and **compassionate** and brings a **sense of calm** into the most hectic situations. She handles difficult situations **gracefully** and does a beautiful job of bringing out the **best in her students**.

She is skilled at **personalizing** the Flex experience to meet the needs of each student and motivates families to dive deeper and explore different ways of learning. She is a **gift** to our **Flex community!**



FLEXPERIENCE APRIL PARK DAY



Bottle Rocket Launching

- Students **assembled** & **designed** their own bottle rockets.
- Students met up w/Flex teachers in **4 different locations** (Murrieta, San Diego, Rancho Cucamonga, & Victorville).
- Students learned about **chemical reactions** and **rocket anatomy** and systems.
- Students tested their theories through **trial and error**.



STUDENT SUPPORT

869 ELA & 2028 MATH LEARNING LAB SESSIONS HELD THIS YEAR
71% COMPLETED PFT TESTING
90% STARTED ELPAC TESTING

183 STUDENTS ATTENDED POWER WEEK
11 STUDENTS NO LONGER IN SST PROCESS
195 STUDENTS INVITED TO SUMMER GROWTH ACADEMY

SPED SUCCESSES

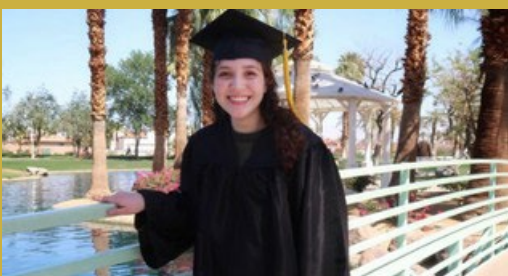


All SPED staff participated in a **transition training** for high school students. This helps us better support students as they develop **post-high school plans**. We've had a lot of student successes, too! The student above has become more **confident** with reading skills and is **proud** to show her work!



This student has been studying about an **abstract expressionist painter** and is now applying his skills!

COUNSELING SERVICES



Approximately 42+ hours of direct counseling provided

Accomplishments:

- ◆ First **"Goal-Getters" group session** was held on April 19th
- ◆ **Resume building workshop** held on 4/26/23 for high school students helped them prepare to enter the workforce after graduation
- ◆ The Class of 2023 has been receiving their **graduation regalia** and are getting excited to celebrate! Check out that smile on Victoria's face in her graduation photo.

LEARNING LAB SUCCESS



McKenna shared with her ELA Learning Lab Coach how proud and excited she was to be chosen for the Monday minute and to have her t-shirt design chosen by Student Leadership. She is truly an example of **living without limits and displays a constant growth mindset**.

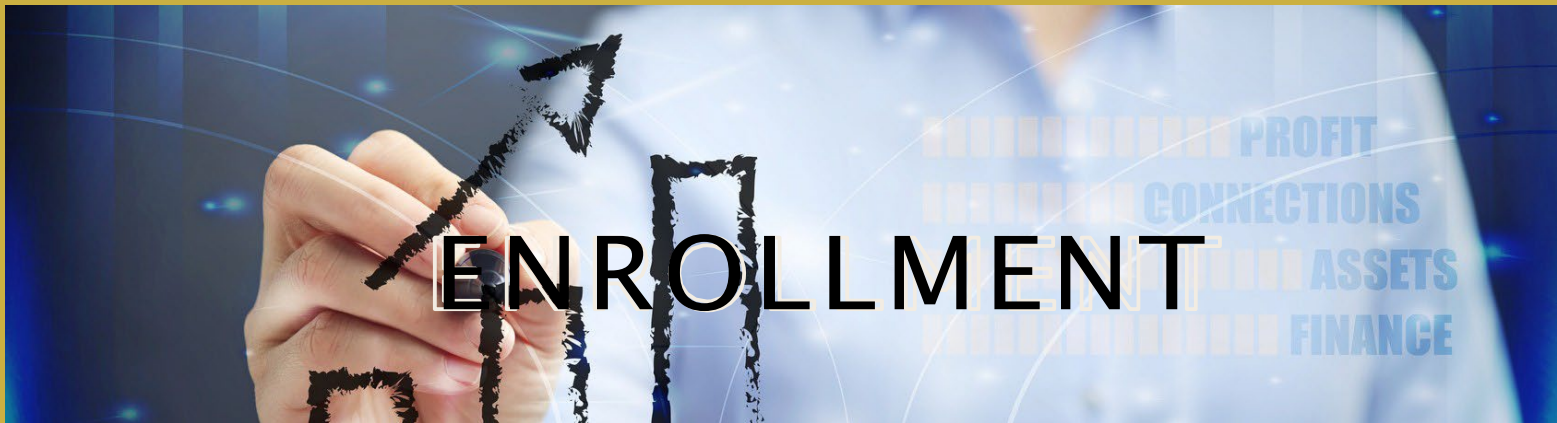


Student Show and Tell during labs included sharing a baby chick!



Woohee!

We are all so proud of Shellsea L. who has been working so hard in all of her classes daily. She attends all Live Sessions, daily meetings with Ms. Pollock, Power Week sessions, MTSS Support Meetings, Tutoring Sessions and any opportunity that comes her way to help her find success in all of her classes. Shellsea has taken up roller skating, painting and singing as an outlet for some fun. Her Elite team is beyond proud of Shellsea for reaching for the stars!



Lucerne

*This number is not reflective of credit recovery/acceleration enrollement.

NEXT MONTH

Student Work/Data



Next month the entire **school is taking the CAASPP assessments**. Our students have been working hard without TOR/CT's to prepare. They know it and we look forward to showing the state just how far we have come!

Yearbook



Our CTE Marketing class is hard at work making the final **edits to our 22.23 year book**. Thank you to all of the students and families who have submitted photos too make this years annual extra special. We are so proud of our students and staff for making this come to life!

Graduation



We are working hard to prepare for the **2023 Elite Graduation and Promotion ceremonies**. We are excited to celebrate our wonderful students and thier accomplishments.



Elite Academic Academy - Lucerne April 13th, 2023

Board Of Directors - Elite Academic Academy - Lucerne

Meeting Location

Due to requirements of the Brown Act, for any Director/member attending remotely, an address will be posted where the Director/member is attending. Agendas are posted at all locations. Any public vote will be done by roll call to ensure the public knows who is speaking and voting. Members of the public may easily 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](https://eliteacademic.zoom.us/j/97566202696?pwd=R2daZzJSNnZPNUV3Nk83K0diZXJtUT09) Meeting ID: 975 6620 2696 Passcode: 920373.

Time: 9:00 a.m.

1.0 Call To Order

Roll Call:
Susan McDougal, Cody Simms, Kent Christensen
Present Present Present

Cody Kent
Motion: Second:

2.0 Approve/Adopt the Agenda

It is recommended the Board of Directors adopt as presented the agenda for the Board Meeting of April 13th, 2023.

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

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.

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5.2 Employer/Employee Relations (With respect to every item of business to be

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Time: 9:01 a.m.

6.0 Pledge Of Allegiance

Led By: [Susan McDougal](#)

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 Authorizer Report

[EAA-LU CEO Report March 2023.pdf](#)

9.2 Consent Agenda

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

A. Meeting Minutes from March 2nd, 2023

[EAA-LU 03.02.2023.pdf](#)

B. Warrant Register

[WarrantRegisterLU_Mar_2223.pdf](#)

C. New Instructional Materials Community Partners

[Elite Academic Instructional Service Community
Partner_March_23 - VCI Community Partners \(1\).pdf](#)

D. Job Descriptions

[JD - Remote Teacher on Special Assignment](#)

Time: 9:16 a.m.

Cody Kent

Motion: Second:

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

[\(TOSA\)_Compliance Liaison \(pending board approval\).pdf](#)

[JD - Temporary Remote Teacher on Special Assignment \(TOSA\) \(pending board approval\) \(1\).pdf](#)

10.0 Personnel Services

10.1 Employee Letters of Intent

****Items 10.1-10.4 were opened together. A vote was taken for each item separately.
Motion: Cody
Second: Kent
Vote: Susan: Aye; Cody: Aye; Kent: Aye
Aye; Kent: Aye
Item carries 3-0**

It is recommended that the board ratify the following Employee Letter of Intent for Elite Academic Academy - Lucerne.

[23.24 B. Craig Contract](#)

10.2 Employee Release and Resignations

It is recommended that the board ratify the following Employee Release and Resignations for Elite Academic Academy - Lucerne.

[22230060.pdf](#)

10.3 Staffing Calendars - 23.24

It is recommended that the board approve the following Staffing Calendars 23.24 for Elite Academic Academy - Lucerne.

[HR 2023-2024 Calendar Drafts - for Staffing \(pending board approval\) - 23_24 Employee Payroll Calendar.pdf](#)

[HR 2023-2024 Calendar Drafts - for Staffing \(pending board approval\) - 237 \(12 month\) Classified Calendar.pdf](#)

[HR 2023-2024 Calendar Drafts - for Staffing \(pending board approval\) - 232 \(12 month\) Director_Coordinator Calendar.pdf](#)

[HR 2023-2024 Calendar Drafts - for Staffing \(pending board approval\) - 224 \(12 month\) Certificated Calendar.pdf](#)

[HR 2023-2024 Calendar Drafts - for Staffing \(pending board approval\) - 195 \(New Hire\) Certificated Calendar.pdf](#)

[HR 2023-2024 Calendar Drafts - for Staffing \(pending board approval\) - 189 \(11 month\) Certificated Calendar.pdf](#)

[HR 2023-2024 Calendar Drafts - for Staffing \(pending board approval\) - Temp Level Up Calendar.pdf](#)

10.4 Independent Contractor Agreements

It is recommended that the board approve the following Independent Contractor Agreements for Elite Academic Academy - Lucerne.

[Elite X - Growth Alianza IC Agreement.pdf](#)

[L. Olson IC Agreement.pdf](#)

11.0 Business Services

11.1 Monday.com Contract Renewal Proposal

It is recommended that the board approve the following Monday.com Contract Renewal Proposal for Elite Academic

Cody Kent

Motion: Second:

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

Cody Kent

Motion: Second:

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

Cody Kent

Motion: Second:

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

Cody Kent

Motion: Second:

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

Cody Kent

Motion: Second:

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

Academy - Lucerne.

[Monday.com Inv 150386.pdf](#)

[Monday IN23010003345-open-invoices.xlsx](#)

[Monday.com invoice.pdf](#)

11.2 Video Approach Amended Contract

It is recommended that the board approve the following Video Approach Amended Contract for Elite Academic Academy - Lucerne.

[Video Approach Contract 22.23 EAA-LU.pdf](#)

11.3 Sexual Education Course-Vendor

Proposal

It is recommended that the board approve the following Sexual Education Course-Vendor Proposal for Elite Academic Academy - Lucerne.

[Talking THETalk_CHYA.pdf](#)

[The Talk Contract 23.24.pdf](#)

11.4 Level Up Program Invoices

It is recommended that the board approve the following Level Up Program Invoices for Elite Academic Academy - Lucerne.

[DMA Academy - Level Up Program.pdf](#)

[STEM Fuse LLC - Level UP program.pdf](#)

11.5 Staff Professional Development Event

Proposal and Contract

It is recommended that the board approve the following Staff Professional Development Event Proposal and Contract for Elite Academic Academy - Lucerne.

[Group Contract- SCW - Elite June 2023 Staff Professional Development.pdf](#)

11.6 Board Effects Contract Renewal

Proposal

It is recommended that the board approve the following Board Effects Contract Renewal Proposal for Elite Academic Academy - Lucerne.

[Board Effects Contract Proposal.pdf](#)

11.7 Additional Office Space Lease-Elm St.

It is recommended that the board approve the following Additional Office Space Lease for Elite Academic Academy - Lucerne.

[Elm Street Lease Agreement](#)

11.8 Graduation/Prom Vendor Proposals

It is recommended that the board approve the following

[Cody](#) [Kent](#)

Motion: Second:

Vote: [Susan: Aye; Cody: Aye; Kent: Aye](#)
Item carries 3-0

[Cody](#) [Kent](#)

Motion: Second:

Vote: [Susan: Aye; Cody: Aye; Kent: Aye](#)
Item carries 3-0

[Cody](#) [Kent](#)

Motion: Second:

Vote: [Susan: Aye; Cody: Aye; Kent: Aye](#)
Item carries 3-0

[Cody](#) [Kent](#)

Motion: Second:

Vote: [Susan: Aye; Cody: Aye; Kent: Aye](#)
Item carries 3-0

[Cody](#) [Kent](#)

Motion: Second:

Vote: [Susan: Aye; Cody: Aye; Kent: Aye](#)
Item carries 3-0

[Cody](#) [Kent](#)

Motion: Second:

Vote: [Susan: Aye; Cody: Aye; Kent: Aye](#)
Item carries 3-0

[Cody](#) [Kent](#)

Motion: Second:

Vote: [Susan: Aye; Cody: Aye; Kent: Aye](#)
Item carries 3-0

Graduation/Prom Vendor Proposals for Elite Academic Academy -Lucerne.

[Hawk Ranch - Graduation Quote 5739164 LU.pdf](#)

[Hawk Ranch - Prom Quote 5739267 LU.pdf](#)

11.9 OPS Proposal for 23.24 /Summer

It is recommended that the board approve the following OPS Proposal for 23.24 /Summer for Elite Academic Academy - Lucerne.

[Elite Level Up Service Agreement 23_24.pdf](#)

[Elite Lucerne Service Agreement 23_24.pdf](#)

Cody Kent

Motion: Second:

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

12.0 Educational Services/Policy Development

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 4th, 2023 at 9:00 a.m.

** Cody made a motion to change the regularly scheduled June 15, 2023 board meeting, to June 14, 2023 in order to meet in person before graduation. Kent seconded the motion.
Vote: Susan: Aye; Cody: Aye; Kent: Aye

15.0 Board Comments and Future Planning

Roll call was taken for the May 4, 2023 meeting and Susan, Cody, and Kent can all attend.

Cody Kent
Motion: Second:

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

Time: 9:33 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 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.

Staff Present:

- Meghan Freeman
- Tracy Hasper
- Laura Spencer
- Scott Michaelson
- Ashlea Kirkland
- Christopher Waithe
- Catherine Heredia
- Adam Woodard
- Allison Watters
- Kris Mason
- Monique Waithe
- Valerie Zamora
- Karen Makkai
- Evan Jorgensen
- Antoinette Sims

DocuSigned by:

A4137E408BF5494...
CEO

DocuSigned by:

D2A093FF776F42E...
Board
Treasurer/Clerk

Elite Academic Academy - Lucerne

Date	Vendor Name	Account Name	Ref Number	Amount
4/3/2023	Anthem Blue Cross	Health Insurance	202303926525	\$23,257.08
4/4/2023	Valley Office Equipment**	Copier Lease, Service, Toner & Repair	IN2208-1667	\$23.22
4/4/2023	Valley Office Equipment**	Copier Lease, Service, Toner & Repair	IN2303-1549	\$15.62
4/4/2023	Guardian	Health Insurance	004Apr2023	\$5,259.74
4/5/2023	All About Learning Press, Inc.	Approved Core Curriculum, Teacher Man	914884	\$227.08
4/5/2023	All About Learning Press, Inc.	Approved Core Curriculum, Teacher Man	914883	\$225.06
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	16QH-4RG6-X7QQ	\$95.05
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1NNT-DNNG-WY6H	\$30.16
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1PJW-6FWH-1WKV	\$20.55
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1YF3-6KGN-7NM3	\$13.43
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1GQ9-CXKC-19X7	\$16.30
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1V31-RCWD-GM1W	\$7.50
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1YG3-D937-4TM3	\$6.45
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1PJW-6FWH-4KPQ	\$6.45
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1V31-RCWD-9MRP	\$13.64
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1CW4-MJFH-9796	\$13.55
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1M3D-QWQ1-D34J	\$11.52
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	11CR-FGLP-9GCN	\$10.72
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	141X-TDVC-6QHF	\$6.45
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1RKF-P6CN-6TCQ	\$6.56
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1LVD-RCHD-71XF	\$6.35
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1NLY-Q7RC-67TV	\$6.51
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	19MM-D41C-6QCN	\$6.45
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1DLM-QJFF-LNKD	\$170.21
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1JPN-YFRG-6DYV	\$81.76
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1HKX-LXWK-6MJL	\$80.90
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1JHV-MD1K-69WN	\$52.16
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1MND-KKDP-KKC1	\$29.34
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1VY6-NQ3N-31QV	\$16.15
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1YKL-YFQC-FRX7	\$18.95
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	16LR-M399-JD6P	\$13.74
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1FXH-VDJQ-1YXX	\$13.55
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1VM6-1G4X-74VC	\$13.55
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1WVD-HH7R-HFD3	\$13.64

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4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	14VF-P1WT-4FM9	\$13.55
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1LFM-RN97-K9GJ	\$13.55
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1G7R-WR17-LJPW	\$13.55
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1W49-KDP3-JLLH	\$13.43
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	14YK-JT6M-FLKP	\$13.43
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	14VF-P1WT-KHQ1	\$13.43
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1VC3-16YF-LQ3D	\$13.43
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1QPY-GW97-LVCD	\$13.43
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1LFM-RN97-K9HG	\$13.43
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1VC3-16YF-KCKW	\$13.43
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1P9N-R37W-6DLV	\$9.24
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1LT9-7V77-K7CC	\$9.24
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1C1P-H6KP-4H7K	\$9.31
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1HR3-XTYW-4YN4	\$9.37
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	14VF-P1WT-34R9	\$9.16
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	17WT-XLFP-4L4N	\$7.53
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	14YK-JT6M-3HYJ	\$6.16
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1KY7-9J79-19NJ	\$6.16
4/5/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1YKL-YFQC-3RPC	\$6.16
4/5/2023	AoPS Incorporated	Approved Core Curriculum, Teacher Man	INV229386	\$167.00
4/5/2023	Beautiful Feet Books, Inc.	Approved Core Curriculum, Teacher Man	19170	\$176.24
4/5/2023	Beautiful Feet Books, Inc.	Approved Core Curriculum, Teacher Man	19171	\$297.66
4/5/2023	Beautiful Feet Books, Inc.	Approved Core Curriculum, Teacher Man	19247	\$293.00
4/5/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	BI0017927	\$335.26
4/5/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	BI0017928	\$180.51
4/5/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	BI0017929	\$246.11
4/5/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	BI0017921	\$285.74
4/5/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	BI0017926	\$265.25
4/5/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	BI0017930	\$313.88
4/5/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	BI0018031	\$276.18
4/5/2023	Elemental Science, Inc.	Approved Core Curriculum, Teacher Man	IN-5287	\$72.59
4/5/2023	Institute for Excellence in Writing	Approved Core Curriculum, Teacher Man	994721	\$75.86
4/5/2023	Institute for Excellence in Writing	Approved Core Curriculum, Teacher Man	994739	\$150.85
4/5/2023	Institute for Excellence in Writing	Approved Core Curriculum, Teacher Man	994723	\$215.50
4/5/2023	Ivy Kids LLC	Approved Core Curriculum, Teacher Man	4581	\$159.80

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4/5/2023	Mimeo.com, Inc	Approved Core Curriculum, Teacher Man	1893322	\$71.46
4/5/2023	Mimeo.com, Inc	Approved Core Curriculum, Teacher Man	1895080	\$79.48
4/5/2023	Moving Beyond the Page	Approved Core Curriculum, Teacher Man	277622	\$186.17
4/5/2023	Outschool, Inc.	Approved Core Curriculum, Teacher Man	12345712868	\$15.00
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	3998222	\$53.29
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	3999454	\$105.19
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4000368	\$62.99
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4003022	\$44.18
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4002681	\$246.87
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4002689	\$62.48
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4003050	\$320.75
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4002944	\$40.85
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4002517	\$427.22
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4002942	\$114.90
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4002682	\$205.98
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4002685	\$166.20
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4002684	\$201.82
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4002518	\$83.15
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4002924	\$38.22
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4002677	\$111.56
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4002512	\$18.17
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4003033	\$170.68
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4002683	\$25.55
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4002687	\$25.55
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4002928	\$49.31
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4002680	\$105.75
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4002519	\$166.20
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4002510	\$67.45
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4003038	\$363.88
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4004436	\$528.37
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4004471	\$336.60
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4004368	\$291.82
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4004105	\$47.08
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4004355	\$53.66
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4002688	\$155.03

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4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4004462	\$188.28
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4004446	\$701.92
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4004106	\$46.81
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4005620	\$20.16
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4005626	\$44.78
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4005622	\$37.52
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4005623	\$122.52
4/5/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4005711	\$11.91
4/5/2023	Royal Fireworks Publishing	Approved Core Curriculum, Teacher Man	117176	\$412.50
4/5/2023	Royal Fireworks Publishing	Approved Core Curriculum, Teacher Man	117221	\$70.50
4/5/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S262900	\$186.06
4/5/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S263044	\$85.00
4/5/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S262994	\$93.23
4/5/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S263526	\$423.16
4/5/2023	Stephens Educational Services, LLC	Approved Core Curriculum, Teacher Man	400091	\$145.10
4/5/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	473546	\$86.09
4/5/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	473366	\$43.45
4/5/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	473782	\$43.05
4/5/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	473775	\$43.05
4/5/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	473786	\$43.05
4/5/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	473770	\$42.85
4/5/2023	Teacher Synergy LLC	Approved Core Curriculum, Teacher Man	224463248	\$19.00
4/5/2023	Teaching Textbooks, LLC	Approved Core Curriculum, Teacher Man	48984	\$121.47
4/5/2023	Teaching Textbooks, LLC	Approved Core Curriculum, Teacher Man	48983	\$114.87
4/5/2023	Tracy Felix	Approved Core Curriculum, Teacher Man	FEL031323	\$295.00
4/5/2023	Pitney Bowes Global Financial Services LLC	Business Services	3106026097	\$179.28
4/5/2023	Postal Lock Changes	Business Services	2106	\$65.00
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1L6X-PLM7-HDTC	\$109.88
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KGX-FYWN-1GM9	\$777.19
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KDF-9V14-XDHC	\$269.35
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VPJ-GQ4F-YFTJ	\$155.94
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PPX-DGYL-3CPW	\$128.21
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1P99-JL3K-4939	\$123.98
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1P99-JL3K-1GN1	\$74.43
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1RY9-FXX9-YNJX	\$35.88

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4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	16C4-KV9K-XPVC	\$32.61
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XML-NC7P-13QD	\$34.15
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17QG-CVY6-1JMX	\$26.93
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1DH1-JQYC-X1WG	\$13.03
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1V67-YMKR-LQYN	\$8.91
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1YGR-KHWC-47HW	\$7.53
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1TP1-YXN3-3FPV	\$7.56
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1YRF-1VVF-17PR	\$7.49
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13DP-T4XX-797F	\$43.48
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NFM-HRXD-1L6M	\$86.97
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1C1C-CHTT-36J3	\$87.58
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1DF1-PGYJ-7K4W	\$233.80
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FVN-WTVG-7KT9	\$204.05
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1RJK-WLNP-FQMY	\$103.90
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XQG-PFWK-477M	\$61.47
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1YF9-3K9V-F3NF	\$54.36
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1RWV-WRV3-CRNT	\$20.65
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17CR-N6NW-19QF	\$17.53
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13QW-43C3-93M9	\$86.18
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WPG-QXJJ-9J1R	\$96.95
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VLR-VTQP-1WCD	\$96.95
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1P3H-JGLK-4FP3	\$86.18
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	11TF-KGPW-3DW9	\$97.40
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HP3-CNKW-3QWL	\$86.77
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1YMD-VR7F-1QYR	\$86.17
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1DJG-1VCV-49NM	\$86.18
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FFH-V9KC-4VDT	\$57.10
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1R6N-DD1G-4R36	\$59.64
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1L39-7L7Y-1LXM	\$43.20
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1R6P-KWL7-16VD	\$374.60
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1461-HHKR-344D	\$218.60
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14VW-3JX4-177F	\$29.35
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1169-QMY9-3RP6	\$292.00
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1YF9-3K9V-46DJ	\$23.90
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13RJ-94HP-14PK	\$163.99

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4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19MM-D41C-7KJF	\$8.31
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1G99-XTG4-6JPH	\$13.04
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WTW-CY1F-1HHM	\$364.43
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MND-KKDP-33V9	\$372.01
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1693-47XR-JTG1	\$394.75
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WXC-YLWD-LPXR	\$341.23
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CPK-WWGP-67XK	\$266.57
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13C9-LTW1-KDNX	\$249.23
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FTL-PCPG-CGDP	\$265.34
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WVD-HH7R-M9YH	\$242.04
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JTF-DFFV-CPVD	\$239.14
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FRV-TPYM-DR7T	\$233.90
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HKX-LXWK-FRDD	\$233.26
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1TC9-TYT3-4YMX	\$204.52
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1RRW-RDY6-CH11	\$172.08
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MRD-C93D-J6MC	\$169.55
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JLM-W1G1-1JRD	\$131.10
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HJ7-CNXM-36C9	\$121.91
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1P9N-R37W-6KML	\$112.51
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GCX-DT9G-7VCG	\$112.51
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19HL-TK9C-7FY1	\$116.90
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1K4J-9KPK-1RKD	\$105.47
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1C1W-JTY1-6DT3	\$91.50
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17J3-J3Y7-4WWY	\$90.06
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	16LR-M399-1MC3	\$89.42
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13FF-WNLP-4K7R	\$59.76
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19RH-JY34-7RJT	\$56.78
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17V9-H3LR-7FHP	\$58.91
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19W3-DGPC-1KNM	\$57.43
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MJV-V97C-1DG6	\$54.74
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QHP-7736-66MK	\$55.78
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FXH-VDJQ-DQHN	\$33.70
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MND-KKDP-GTDX	\$38.05
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NYF-YJTD-4D7Y	\$35.71
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19W3-DGPC-FHGL	\$33.70

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4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JPN-YFRG-41CP	\$33.39
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KMR-DWRX-6NCC	\$33.39
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1W49-KDP3-7Q3W	\$33.39
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	16DV-NRCH-133G	\$30.43
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1V7W-GNV3-9447	\$27.73
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HVT-17DL-3CXM	\$27.48
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FTL-PCPG-4T6X	\$27.48
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NPP-1FFJ-6RH3	\$27.48
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13FF-WNLP-KY4M	\$25.85
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GCX-DT9G-1TVL	\$16.96
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QYL-RJ6C-174Y	\$10.72
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1RPH-JQ3M-4FHV	\$10.32
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MJN-9DTV-7CL1	\$7.61
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17V9-H3LR-1X61	\$7.93
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19PV-1Q9Q-1PRL	\$6.51
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	11VQ-VVGL-3FDR	\$5.69
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VY6-NQ3N-7YGF	\$206.94
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13FF-WNLP-99QP	\$135.93
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19W3-DGPC-94KV	\$134.68
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WL9-M9XQ-94CT	\$206.95
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HX3-FD39-6DRF	\$134.68
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WVD-HH7R-6VQC	\$826.02
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1693-47XR-6C7N	\$134.68
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MRD-C93D-3447	\$205.06
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19PV-1Q9Q-4W7G	\$136.87
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GNP-MRMC-4RYG	\$85.77
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1TF3-MHXG-1V9G	\$164.22
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	141F-NRY3-67GG	\$135.30
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1YPJ-H1TH-6G4L	\$134.68
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14K4-3N6T-16TD	\$161.60
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HHG-G7NT-61TK	\$86.18
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17J3-J3Y7-64JL	\$86.98
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CWC-K7VG-11XL	\$101.55
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KLM-1NCP-167L	\$107.21
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1M6F-9FCG-4YDK	\$86.97

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4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1K13-F4GP-1HPK	\$86.17
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1TY6-PNL7-6197	\$86.17
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1YPJ-H1TH-1JH3	\$163.10
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MG3-T11G-3LPN	\$635.52
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13CX-TKC4-14G1	\$109.70
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1K13-F4GP-14YC	\$107.21
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	163R-GLJ1-43D3	\$131.84
4/5/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13QW-W6WV-GTWR	\$4.15
4/5/2023	Blick Art Materials	Core Teaching/Student Supplies	464431	\$47.35
4/5/2023	Blick Art Materials	Core Teaching/Student Supplies	467159	\$39.79
4/5/2023	Blick Art Materials	Core Teaching/Student Supplies	467155	\$39.79
4/5/2023	Blick Art Materials	Core Teaching/Student Supplies	465826	\$30.93
4/5/2023	Blick Art Materials	Core Teaching/Student Supplies	465741	\$30.93
4/5/2023	Blick Art Materials	Core Teaching/Student Supplies	467267	\$39.79
4/5/2023	Blick Art Materials	Core Teaching/Student Supplies	467674	\$31.12
4/5/2023	Blick Art Materials	Core Teaching/Student Supplies	476865	\$209.08
4/5/2023	Blick Art Materials	Core Teaching/Student Supplies	488345	\$46.24
4/5/2023	Blick Art Materials	Core Teaching/Student Supplies	476294	\$24.94
4/5/2023	Blick Art Materials	Core Teaching/Student Supplies	477127	\$39.41
4/5/2023	Blick Art Materials	Core Teaching/Student Supplies	477081	\$30.50
4/5/2023	Blick Art Materials	Core Teaching/Student Supplies	476420	\$27.86
4/5/2023	Blick Art Materials	Core Teaching/Student Supplies	476304	\$25.08
4/5/2023	Home Science Tools	Core Teaching/Student Supplies	495029	\$42.90
4/5/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-7559411403132304	\$193.90
4/5/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-F9C74D3E03132321	\$134.63
4/5/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-8952990A03132343	\$205.43
4/5/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-E19BF4E403142315	\$73.90
4/5/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-BF0F7D8D03142321	\$73.90
4/5/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-C52237E303152351	\$250.07
4/5/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-1DF5F56803152356	\$250.07
4/5/2023	Lakeshore Learning Materials	Core Teaching/Student Supplies	5.08683E+11	\$157.06
4/5/2023	Lakeshore Learning Materials	Core Teaching/Student Supplies	5.08671E+11	\$709.03
4/5/2023	Lakeshore Learning Materials	Core Teaching/Student Supplies	5.08658E+11	\$258.63
4/5/2023	Lakeshore Learning Materials	Core Teaching/Student Supplies	5.08642E+11	\$39.30
4/5/2023	Lakeshore Learning Materials	Core Teaching/Student Supplies	5.23845E+11	\$417.80

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4/5/2023	Laura Craig	Core Teaching/Student Supplies	CRA030823	\$63.80
4/5/2023	Laura Craig	Core Teaching/Student Supplies	CRA030823a	\$23.95
4/5/2023	Lego Education	Core Teaching/Student Supplies	1190546935	\$161.24
4/5/2023	Little Passports, Inc	Core Teaching/Student Supplies	IN-0000995624	\$325.60
4/5/2023	Little Passports, Inc	Core Teaching/Student Supplies	IN-0000995607	\$180.70
4/5/2023	Little Passports, Inc	Core Teaching/Student Supplies	IN-0000995611	\$180.70
4/5/2023	Little Passports, Inc	Core Teaching/Student Supplies	IN-0000995625	\$325.60
4/5/2023	MoxieBox Art Inc.	Core Teaching/Student Supplies	9976	\$190.97
4/5/2023	MoxieBox Art Inc.	Core Teaching/Student Supplies	9975	\$190.97
4/5/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4002692	\$79.38
4/5/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4002931	\$32.36
4/5/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4002505	\$32.82
4/5/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4003044	\$22.34
4/5/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4002691	\$179.61
4/5/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4002926	\$22.34
4/5/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4002940	\$92.00
4/5/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4002508	\$39.29
4/5/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4002507	\$86.42
4/5/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4002516	\$187.02
4/5/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4002690	\$179.87
4/5/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4002509	\$22.34
4/5/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4004555	\$46.36
4/5/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4004543	\$46.36
4/5/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4004104	\$46.54
4/5/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4005628	\$37.35
4/5/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4005612	\$25.17
4/5/2023	Staples Business Credit	Core Teaching/Student Supplies	7374300461-0-3	\$16.30
4/5/2023	Staples Business Credit	Core Teaching/Student Supplies	7605879662-0-1	\$154.28
4/5/2023	Abigail Mendoza	Educational Services	MEN030723a	\$260.10
4/5/2023	Abigail Mendoza	Educational Services	MEN030723	\$260.10
4/5/2023	Alyssa Allison	Educational Services	ALL031423	\$400.00
4/5/2023	Brittany Fleming	Educational Services	FLE031323b	\$535.00
4/5/2023	Brittany Fleming	Educational Services	FLE031323	\$650.00
4/5/2023	Brittany Fleming	Educational Services	FLE031323a	\$703.50
4/5/2023	Catherine Johnson	Educational Services	JOH031323	\$280.00

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4/5/2023	Christopher Bruneau	Educational Services	BRU031323	\$416.66
4/5/2023	DeeAnn Houck	Educational Services	HOU031023	\$199.00
4/5/2023	Gladys Lugo	Educational Services	LUGO31423a	\$120.00
4/5/2023	Gladys Lugo	Educational Services	LUG031423	\$200.00
4/5/2023	Heavy Skies Music, Inc.	Educational Services	1156	\$2,700.00
4/5/2023	James Kang	Educational Services	KAN030923	\$150.00
4/5/2023	Jami Allison	Educational Services	ALLJA031423	\$10.00
4/5/2023	Jessica Rice	Educational Services	537451561	\$130.00
4/5/2023	Jesus Arambula	Educational Services	ARA030623	\$380.00
4/5/2023	John Kissinger	Educational Services	KIS030823a	\$99.00
4/5/2023	Lynsey Roach	Educational Services	ROA030823	\$285.41
4/5/2023	Melissa J. Diwa Enterprises	Educational Services	537439971	\$1,092.00
4/5/2023	Melissa J. Diwa Enterprises	Educational Services	537444660	\$519.00
4/5/2023	Melissa J. Diwa Enterprises	Educational Services	537449828	\$540.00
4/5/2023	Mikala Aragon	Educational Services	537451556	\$75.00
4/5/2023	Monique Waithe	Educational Services	WAI030623	\$300.00
4/5/2023	Monique Waithe	Educational Services	WAI030623a	\$346.50
4/5/2023	Monique Waithe	Educational Services	WAI031523	\$300.00
4/5/2023	Murrieta Academy of Music and Performin	Educational Services	537454152	\$760.00
4/5/2023	Nicole the Math Lady, LLC	Educational Services	6039	\$79.00
4/5/2023	Nicole the Math Lady, LLC	Educational Services	6040	\$149.00
4/5/2023	Olivia Alarcon	Educational Services	ALA031323	\$75.00
4/5/2023	P.U.M.A Karate	Educational Services	537444669	\$160.00
4/5/2023	Perla Lacher	Educational Services	LAC030623	\$139.00
4/5/2023	Raquel Noble	Educational Services	NOB031023	\$37.00
4/5/2023	Raquel Noble	Educational Services	NOB031523	\$52.50
4/5/2023	Rebeca Dominguez	Educational Services	DOM031023	\$450.00
4/5/2023	Rebecca Carr	Educational Services	CAR030823	\$1,080.00
4/5/2023	Roxana Davison	Educational Services	DAV030723	\$139.00
4/5/2023	Stacey Chen	Educational Services	CHE031323	\$154.00
4/5/2023	Tamra Holland	Educational Services	HOL031523	\$49.95
4/5/2023	Tamra Holland	Educational Services	HOL031523a	\$49.95
4/5/2023	Temecula Music Teacher, LLC	Educational Services	537430835	\$230.00
4/5/2023	The Rage Entertainment Complex	Educational Services	537439976	\$162.44
4/5/2023	Xtreme Fit Temecula	Educational Services	537439991	\$331.00

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4/5/2023	Knight Security & Fire Systems	Fire, Alarm & Pest control	162759	\$20.00
4/5/2023	FlipSwitch Marketing LLC	Marketing	INVM358	\$7,631.60
4/5/2023	Amazon Capital Services, Inc.	Materials & Supplies - Office	1HQ4-T1YP-344J	\$97.85
4/5/2023	Amazon Capital Services, Inc.	Materials & Supplies - Office	14DL-DTV6-9F1V	\$86.98
4/5/2023	Amazon Capital Services, Inc.	Materials & Supplies - Office	1NNN-WYPV-9GR7	\$86.97
4/5/2023	Amazon Capital Services, Inc.	Materials & Supplies - Office	1XFX-HRQ7-P4V6	\$102.27
4/5/2023	Danica Pearce	Professional Development	PEA030723	\$27.24
4/5/2023	John Kissinger	Professional Development	KIS030823	\$54.00
4/5/2023	Kate Curtis	Professional Development	CUR030823	\$53.07
4/5/2023	Life Storage	Rent - Facilities Lease	003Mar23#658b	\$116.50
4/5/2023	Adam Bruno	Special Education Services	2	\$450.00
4/5/2023	McColgan & Associates, Inc	Special Education Services	4928	\$11,913.35
4/5/2023	NCS Pearson, Inc.	Special Education Services	21498527	\$87.50
4/5/2023	Specialized Therapy Services, Inc.	Special Education Services	ELAA01-0123	\$1,319.20
4/5/2023	The Speech and Language Group, Inc	Special Education Services	44958	\$1,687.50
4/5/2023	Amazon Capital Services, Inc.	Technology Equipment - Staff	1QHP-7736-3PTQ	\$135.93
4/5/2023	Staples Technology Solutions	Technology Equipment - Students	NSH858	\$12,350.36
4/5/2023	AGiRepair, Inc.	Technology Services & Software - Educat	63413	\$189.00
4/5/2023	AGiRepair, Inc.	Technology Services & Software - Educat	64107	\$119.00
4/5/2023	AGiRepair, Inc.	Technology Services & Software - Educat	64708	\$199.00
4/5/2023	Staples Technology Solutions	Technology Services & Software - Educat	NSH858	\$1,760.40
4/6/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	13GJ-N7PL-1VQ4	\$209.74
4/6/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1NP3-WPX1-3196	\$173.77
4/6/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1PFH-YN4K-NRFD	\$142.35
4/6/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1939-YN9H-11RL	\$55.07
4/6/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1FT4-LTWY-3GCF	\$24.05
4/6/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1R7D-K14Y-3Y3F	\$21.21
4/6/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1HXW-TW7Y-43W3	\$6.51
4/6/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	14KR-VHTT-PXWK	\$11.96
4/6/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	163L-JGMK-43NR	\$13.82
4/6/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1KFW-GG6W-NPJV	\$9.31
4/6/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1HMN-37P7-7FQV	\$5.60
4/6/2023	DMA Academy Canada Ltd.	Approved Core Curriculum, Teacher Man	1104	\$2,500.00
4/6/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NGJ-YLLH-3Q9X	\$140.07
4/6/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1939-YN9H-N3KQ	\$411.87

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4/6/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1LJM-LQFP-4L31	\$381.73
4/6/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	136N-QMYR-9LGN	\$352.23
4/6/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14KX-D1R9-PGNM	\$364.65
4/6/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VQX-XYXC-NRRC	\$291.99
4/6/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19LY-MW1K-MDXR	\$325.02
4/6/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14ND-QTPJ-HTLK	\$234.99
4/6/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19LY-MW1K-NJGN	\$238.05
4/6/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VQX-XYXC-MW6K	\$210.11
4/6/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	163L-JGMK-Q9FX	\$234.56
4/6/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1RJF-X3NL-4HHV	\$194.30
4/6/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1TJW-PG9V-QCYR	\$143.83
4/6/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19K6-XDLF-4L39	\$128.83
4/6/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KXY-377D-4CDT	\$114.33
4/6/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1H9D-VHPG-QKGD	\$122.47
4/6/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1C6T-71FR-43XW	\$114.60
4/6/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QVP-7RXT-P9XQ	\$112.51
4/6/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17Y1-N6R9-4196	\$100.86
4/6/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19VK-KWFX-MFDY	\$43.05
4/6/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JGW-QVG7-4J7R	\$53.35
4/6/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PQ4-QFT4-LYHG	\$64.12
4/6/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WJJ-MWLR-7937	\$23.68
4/6/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17LC-JQJX-9MCK	\$19.28
4/6/2023	Mary R. Pierce, Esq.	Legal Fees	202315	\$112.50
4/6/2023	Wildomar Valley Wood Products, Inc., Defi	Rent - Facilities Lease	04Apr2023Lease	\$2,752.50
4/6/2023	Monday.com Ltd	Technology Services & Software - Busine	IN23010003345	\$15,985.50
4/12/2023	Beautiful Feet Books, Inc.	Approved Core Curriculum, Teacher Man	19421	\$167.66
4/12/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	BI0018190	\$7.75
4/12/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	BI0018182	\$7.75
4/12/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	BI0018400	\$268.95
4/12/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	BI0018404	\$22.23
4/12/2023	Brigantine Media	Approved Core Curriculum, Teacher Man	32423	\$145.81
4/12/2023	Crafty School Crates	Approved Core Curriculum, Teacher Man	73136	\$228.00
4/12/2023	Crafty School Crates	Approved Core Curriculum, Teacher Man	73135	\$445.50
4/12/2023	Institute for Excellence in Writing	Approved Core Curriculum, Teacher Man	996200	\$205.80
4/12/2023	Institute for Excellence in Writing	Approved Core Curriculum, Teacher Man	997524	\$358.88

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4/12/2023	Mimeo.com, Inc	Approved Core Curriculum, Teacher Man	1896778	\$478.57
4/12/2023	Mimeo.com, Inc	Approved Core Curriculum, Teacher Man	1898513	\$46.32
4/12/2023	Outschool, Inc.	Approved Core Curriculum, Teacher Man	12345713626	\$239.00
4/12/2023	Outschool, Inc.	Approved Core Curriculum, Teacher Man	12345713627	\$60.00
4/12/2023	Outschool, Inc.	Approved Core Curriculum, Teacher Man	12345714074	\$40.00
4/12/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4002515	\$1,086.29
4/12/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4014428	\$210.38
4/12/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4014420	\$424.17
4/12/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4014473	\$517.04
4/12/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4014470	\$168.29
4/12/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4014469	\$238.17
4/12/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4004477	\$89.00
4/12/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4014468	\$82.18
4/12/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4014475	\$232.62
4/12/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S264473	\$187.66
4/12/2023	Stephens Educational Services, LLC	Approved Core Curriculum, Teacher Man	188304	\$125.10
4/12/2023	Teacher Synergy LLC	Approved Core Curriculum, Teacher Man	226189760	\$22.00
4/12/2023	Time4Learning	Approved Core Curriculum, Teacher Man	6548943	\$350.00
4/12/2023	Williamsburg Learning LLC	Approved Core Curriculum, Teacher Man	3937	\$425.00
4/12/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CD6-J9YL-11RW	\$295.66
4/12/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	167R-WPTR-GFNM	\$633.41
4/12/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PJF-FT3K-1TL6	\$103.30
4/12/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HH9-NVFG-M7DH	\$87.33
4/12/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QG3-YL3V-7PGF	\$27.74
4/12/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1DLQ-T17M-17JC	\$5.20
4/12/2023	Belen Duran	Core Teaching/Student Supplies	DUR032123	\$90.99
4/12/2023	Carroll Business Supply, Inc	Core Teaching/Student Supplies	987370-0	\$171.85
4/12/2023	Carroll Business Supply, Inc	Core Teaching/Student Supplies	987370-1	\$16.55
4/12/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-D5D8997003172345	\$194.80
4/12/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-23A9DB6003202327	\$193.90
4/12/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-1936F90A03202308	\$107.70
4/12/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-EAD4DCBE03202312	\$184.79
4/12/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-00F73FE503212343	\$134.63
4/12/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-41E2851D03222354	\$73.90
4/12/2023	Lakeshore Learning Materials	Core Teaching/Student Supplies	5.57501E+11	\$39.30

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4/12/2023	Leslie DeMedicis	Core Teaching/Student Supplies	DEM032123	\$9.04
4/12/2023	Little Passports, Inc	Core Teaching/Student Supplies	IN-0000995641	\$183.63
4/12/2023	Little Passports, Inc	Core Teaching/Student Supplies	IN-0000995658	\$330.60
4/12/2023	Mimeo.com, Inc	Core Teaching/Student Supplies	1896778	\$20.81
4/12/2023	Mimeo.com, Inc	Core Teaching/Student Supplies	1898513	\$1,000.40
4/12/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4014423	\$22.34
4/12/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4014476	\$204.84
4/12/2023	Skinit Acquisition LLC	Core Teaching/Student Supplies	PSI-20025315	\$247.49
4/12/2023	Tamra Holland	Core Teaching/Student Supplies	HOL031723	\$73.18
4/12/2023	The Letter K Corp (Tinker the Robot)	Core Teaching/Student Supplies	144	\$295.62
4/12/2023	ATC Corona Inc.	Educational Services	537470160	\$195.00
4/12/2023	Amazing Athletes of Inland Empire	Educational Services	537470157	\$112.00
4/12/2023	Andrea Albano	Educational Services	ALB032323	\$98.00
4/12/2023	Andrea Albano	Educational Services	ALB032323a	\$98.00
4/12/2023	Andrea Albano	Educational Services	ALB032423	\$200.00
4/12/2023	Ashley Patterson	Educational Services	PAT031723	\$121.00
4/12/2023	Cadenza School of Music	Educational Services	537470164	\$150.00
4/12/2023	Casey Rojas	Educational Services	ROJ031723a	\$90.00
4/12/2023	Casey Rojas	Educational Services	ROJ031723	\$90.00
4/12/2023	Casey Rojas	Educational Services	ROJ032723	\$90.00
4/12/2023	Catherine Johnson	Educational Services	JOH031723	\$177.00
4/12/2023	Catherine Makowski	Educational Services	MAK032223	\$20.00
4/12/2023	Cheryl McCormick	Educational Services	14	\$1,440.00
4/12/2023	DeeAnn Houck	Educational Services	HOU032323a	\$61.60
4/12/2023	DeeAnn Houck	Educational Services	HOU032323	\$225.00
4/12/2023	DeeAnn Houck	Educational Services	HOU032323b	\$115.90
4/12/2023	DeeAnn Houck	Educational Services	HOU032723	\$199.00
4/12/2023	Esther Kang	Educational Services	KAN032423	\$150.00
4/12/2023	Kimberly Keeth	Educational Services	537470167	\$840.00
4/12/2023	Lily Diehl	Educational Services	537470168	\$325.00
4/12/2023	Lynda Nguyen	Educational Services	NGU031623	\$1,000.00
4/12/2023	Marie Jacklin	Educational Services	JAC032323a	\$15.00
4/12/2023	Marie Jacklin	Educational Services	JAC032323	\$15.00
4/12/2023	Melissa J. Diwa Enterprises	Educational Services	537460300	\$180.00
4/12/2023	Melissa J. Diwa Enterprises	Educational Services	537462129	\$288.00

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4/12/2023	Melissa Leonard	Educational Services	537470175	\$35.00
4/12/2023	Natasha Hernandez	Educational Services	HER031623	\$110.00
4/12/2023	Nicole A. Gollaz	Educational Services	GOL032223	\$400.00
4/12/2023	Olivia Alarcon	Educational Services	ALA032123a	\$239.00
4/12/2023	Olivia Alarcon	Educational Services	ALA032123	\$215.00
4/12/2023	Perla Lacher	Educational Services	LAC031623	\$130.00
4/12/2023	Perla Lacher	Educational Services	LAC032023	\$139.00
4/12/2023	Raquel Noble	Educational Services	NOB032423	\$52.50
4/12/2023	Sehar Ellahi	Educational Services	ELL032423	\$350.00
4/12/2023	Stacey Chen	Educational Services	CHE032023	\$86.52
4/12/2023	Theresa Bruneau	Educational Services	BRU031623	\$850.50
4/12/2023	Thomas Bertling	Educational Services	BER031723	\$315.00
4/12/2023	Wendy Antonowsky	Educational Services	ANT032323	\$400.00
4/12/2023	Great American Insurance Group	General Liability Insurance	004Apr2023LU	\$2,865.00
4/12/2023	Blank Rome LLP	Legal Fees	2104209	\$57.50
4/12/2023	Lauren Valdez	Professional Development	VAL032123	\$33.76
4/12/2023	Marzano Resources	Professional Development	M215877	\$825.00
4/12/2023	The Upward Bound School Inc	Special Education Services	2022-EAA-13	\$4,891.55
4/12/2023	The Upward Bound School Inc	Special Education Services	2022-EAA-914	\$2,905.10
4/12/2023	The Upward Bound School Inc	Special Education Services	2022-EAA-14B	\$760.00
4/12/2023	Staples Technology Solutions	Technology Services & Software - Educat	NTC126	\$1,756.00
4/12/2023	T-Mobile	Technology Services & Software - Educat	004Apr2023	\$2,298.30
4/13/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1K33-CQKT-31JF	\$30.36
4/13/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1HJ3-JMNH-LRVV	\$8.99
4/13/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1G9G-R4YJ-1LDP	\$7.53
4/13/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1G1Y-TPHH-166R	\$6.44
4/13/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1LM3-CTTD-LNGK	\$5.99
4/13/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1QVF-39P4-3G4W	\$6.44
4/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HJL-LR6K-46FL	\$37.07
4/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VFT-JDTW-4H74	\$178.92
4/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19XF-9VKP-3TNJ	\$62.44
4/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HND-V1JQ-4D9T	\$75.78
4/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14L3-CN9V-4T1H	\$42.63
4/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GJ7-CJMF-4NPW	\$12.49
4/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MC1-NP6Q-M41Q	\$20.46

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4/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1P6J-16GW-7HTK	\$18.31
4/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	11KM-X97J-1LFD	\$108.73
4/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MWL-QMXY-1NVW	\$108.48
4/13/2023	MoxieBox Art Inc.	Core Teaching/Student Supplies	9799	\$193.29
4/13/2023	MoxieBox Art Inc.	Core Teaching/Student Supplies	9669	\$193.29
4/13/2023	MoxieBox Art Inc.	Core Teaching/Student Supplies	9800	\$193.29
4/13/2023	MoxieBox Art Inc.	Core Teaching/Student Supplies	9668	\$190.97
4/13/2023	Savannah Schuster	Educational Services	40723	\$800.00
4/14/2023	Certifix Live Scan	Fingerprinting	73693	\$53.00
4/17/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1MPN-D9CT-1Y73	\$61.07
4/17/2023	Cody Simms	Board Stipends - Attendance	04Apr2023LU	\$300.00
4/17/2023	Kent Christensen	Board Stipends - Attendance	04Apr2023LU	\$300.00
4/17/2023	Susan Ann McDougal	Board Stipends - Attendance	04Apr2023LU	\$300.00
4/17/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	147D-FHMF-6DWF	\$526.41
4/17/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HKF-3LRD-4LH9	\$199.16
4/17/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KY6-4F16-3W6M	\$138.85
4/17/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	167V-3X3Q-1YNP	\$84.24
4/17/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	194V-XKCL-1VJN	\$78.82
4/17/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MPN-D9CT-3L7G	\$134.06
4/17/2023	Aflac	Health Insurance	201404	\$977.09
4/17/2023	Charters Choice Educational Services Inc	Special Education Services	795	\$3,185.00
4/17/2023	Desert Occupational Therapy for Kids, Inc.	Special Education Services	1	\$150.00
4/17/2023	Amazon Capital Services, Inc.	Technology Equipment - Staff	1N9C-K14J-1MLF	\$1,754.83
4/19/2023	Prime Educational Solutions	Back Office Fees	1082	\$49,000.00
4/19/2023	Prime Educational Solutions	Back Office Fees	1082	\$93,511.02
4/20/2023	All About Learning Press, Inc.	Approved Core Curriculum, Teacher Man	915233	\$225.06
4/20/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1DM9-HCXD-DJRJ	\$98.43
4/20/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1KHK-7TQ9-LCLW	\$57.94
4/20/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1X1V-9KPX-LJRX	\$59.72
4/20/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1CP7-X7F4-6JJT	\$46.65
4/20/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1DLK-QTV4-4WQL	\$39.88
4/20/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1FMH-HQGH-9YMR	\$32.98
4/20/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1VDC-XC36-1NYH	\$10.94
4/20/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1HQQ-MGJ4-CN XV	\$12.82
4/20/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1JCY-GC7Y-MKQP	\$9.69

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4/20/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	19F4-TLY6-NKY3	\$7.53
4/20/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	16RQ-TGK7-LQ7C	\$6.41
4/20/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1V4T-YXDQ-NFFR	\$6.51
4/20/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	16RQ-TGK7-L6QQ	\$6.45
4/20/2023	Beautiful Feet Books, Inc.	Approved Core Curriculum, Teacher Man	19467	\$273.72
4/20/2023	Ivy Kids LLC	Approved Core Curriculum, Teacher Man	4631	\$39.95
4/20/2023	Ivy Kids LLC	Approved Core Curriculum, Teacher Man	4630	\$113.85
4/20/2023	MEL Science U.S., LLC	Approved Core Curriculum, Teacher Man	CC2023032401	\$466.28
4/20/2023	MEL Science U.S., LLC	Approved Core Curriculum, Teacher Man	CM2023032701	\$466.34
4/20/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4004348	\$46.60
4/20/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4014438	\$625.11
4/20/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4014429	\$295.56
4/20/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4014430	\$749.10
4/20/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4014517	\$120.41
4/20/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4014532	\$408.12
4/20/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4014525	\$428.54
4/20/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4019945	\$234.89
4/20/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4019848	\$81.26
4/20/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4019842	\$44.43
4/20/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4019837	\$110.40
4/20/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4019850	\$86.69
4/20/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4019823	\$401.51
4/20/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4019839	\$449.70
4/20/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4019844	\$26.69
4/20/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4019840	\$44.43
4/20/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4019835	\$211.91
4/20/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4019948	\$74.87
4/20/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S264421	\$186.06
4/20/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S265065	\$139.96
4/20/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S265066	\$186.06
4/20/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S265064	\$186.06
4/20/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	474470	\$86.09
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VTJ-KK6Q-3MFC	\$973.41
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1P7F-MRP7-HCX9	\$433.26
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	16G4-M41T-JP66	\$385.35

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4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GNG-DYWM-CHY7	\$320.56
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	136V-H36L-NHP6	\$272.12
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1D47-RFV6-LG9R	\$258.99
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1R34-4NTF-4KMJ	\$197.09
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1D47-RFV6-D47P	\$163.19
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1H6F-17L7-D4DD	\$163.19
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MG6-WTLT-CXFY	\$154.65
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1K7L-6DDL-11RH	\$157.60
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1DF6-3TCD-D679	\$158.84
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1P7F-MRP7-LLMD	\$130.82
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HQQ-MGJ4-KJYG	\$131.77
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WFW-LYN9-3Q19	\$108.81
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1D4L-RKC7-74MP	\$108.74
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	16TM-LWY7-HYT6	\$88.80
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1L1N-79VY-1QJ1	\$84.36
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FY3-6774-3YG3	\$81.55
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VGQ-C331-1HNG	\$76.33
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1LVP-QKXY-F9P3	\$73.52
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QYP-XX7Q-1MFM	\$59.62
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1LDM-PTW6-HJKW	\$72.63
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13DD-7KG1-16GN	\$53.36
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1V44-9VYT-G6FG	\$48.73
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1DDX-39MW-4X6K	\$45.24
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	16RQ-TGK7-6PVT	\$42.65
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1V4T-YXDQ-66PD	\$35.54
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1H6F-17L7-F3V6	\$35.68
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13GK-6HTY-7CLR	\$28.86
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1DM3-FGYL-6V1V	\$28.46
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	16TM-LWY7-6XHL	\$31.74
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1L6V-1THC-CR44	\$22.61
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13PN-VDHJ-JD76	\$18.39
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1LVP-QKXY-6W7V	\$21.74
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1Q6K-V6M7-3NPC	\$17.51
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GYG-1DF9-G39X	\$14.18
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1Q6K-V6M7-JX6C	\$7.65

Elite Academic Academy - Lucerne

4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MXC-3XVR-KVRH	\$7.56
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1YTF-V74R-3X7Y	\$10.56
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1DHL-6VMV-6WX9	\$7.75
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1TMG-99P3-MQKN	\$7.49
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1D4L-RKC7-MWYC	\$7.56
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KWF-RMMP-CRCN	\$7.49
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1TMG-99P3-MP6J	\$7.49
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PFN-J4R4-Q6PJ	\$99.91
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19KM-PFJL-P9KG	\$134.68
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19TN-61TF-PL74	\$135.30
4/20/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JR7-JCFH-133J	\$134.05
4/20/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-AF99122703202331	\$134.63
4/20/2023	Little Passports, Inc	Core Teaching/Student Supplies	IN-0000995679	\$180.70
4/20/2023	Little Passports, Inc	Core Teaching/Student Supplies	IN-0000995678	\$180.70
4/20/2023	Mimeo.com, Inc	Core Teaching/Student Supplies	1900028	\$184.31
4/20/2023	Abigail Mendoza	Educational Services	MEN033023a	\$144.50
4/20/2023	Abigail Mendoza	Educational Services	MEN033023	\$144.50
4/20/2023	CMMC Learning Center LLC	Educational Services	537470174	\$797.80
4/20/2023	Cambria Lingenfelder	Educational Services	537470170	\$300.00
4/20/2023	Caroline Beus	Educational Services	537471514	\$175.00
4/20/2023	Caroline Beus	Educational Services	537473723	\$100.00
4/20/2023	Cheryl McCormick	Educational Services	15	\$1,440.00
4/20/2023	Dunn Enterprises Inc.	Educational Services	537471519	\$144.00
4/20/2023	EM Sports LLC	Educational Services	537470165	\$250.00
4/20/2023	EM Sports LLC	Educational Services	537473735	\$928.94
4/20/2023	Eliza Harrington	Educational Services	HAR033123	\$2,341.90
4/20/2023	Head2Heart Partners in Education	Educational Services	537473755	\$1,550.00
4/20/2023	Iron Fist Martial Arts	Educational Services	537473762	\$130.00
4/20/2023	Jaclyn Hutchins*	Educational Services	537470166	\$300.00
4/20/2023	Jaclyn Hutchins*	Educational Services	537471518	\$260.00
4/20/2023	Josie Christensen	Educational Services	CHR033023	\$270.00
4/20/2023	Laura Meer	Educational Services	537470186	\$370.00
4/20/2023	Loren Martinez	Educational Services	537470171	\$882.50
4/20/2023	Marie Jacklin	Educational Services	JAC033023	\$162.18
4/20/2023	Marie Jacklin	Educational Services	JAC033023a	\$162.18

Elite Academic Academy - Lucerne

4/20/2023	Melissa J. Diwa Enterprises	Educational Services	537470162	\$5,052.00
4/20/2023	Melissa J. Diwa Enterprises	Educational Services	537473725	\$1,125.00
4/20/2023	Melissa J. Diwa Enterprises	Educational Services	537471516	\$810.00
4/20/2023	Melissa Leonard	Educational Services	537473765	\$140.00
4/20/2023	Michelle Shannep	Educational Services	SHA033123a	\$445.30
4/20/2023	Michelle Shannep	Educational Services	SHA033123	\$171.11
4/20/2023	Nicole Barnhart	Educational Services	537473784	\$945.00
4/20/2023	Nicole the Math Lady, LLC	Educational Services	6085	\$20.00
4/20/2023	Noonan family Swim School, Inc.	Educational Services	537470176	\$557.80
4/20/2023	On Pointe Productions, LLC	Educational Services	537471520	\$332.00
4/20/2023	Power of Leverage Brazilian Jiu Jitsu	Educational Services	537470178	\$441.00
4/20/2023	Rachel Pulizzi	Educational Services	537473732	\$2,450.00
4/20/2023	Rock Rose School of Creative Learning	Educational Services	537473752	\$300.00
4/20/2023	Rockstars of Tomorrow	Educational Services	537470182	\$435.00
4/20/2023	Tiffany Pereda	Educational Services	PER033123	\$130.00
4/20/2023	Hatch & Cesario, Attorneys-at-Law	Legal Fees	15007	\$5,236.50
4/20/2023	Hatch & Cesario, Attorneys-at-Law	Legal Fees	15008	\$3,423.50
4/20/2023	FIS LOCKBOX OPERATIONS ATTN:PITNEY B	Postage & Delivery - Educational	016.LU	\$5,000.00
4/20/2023	The Upward Bound School Inc	Special Education Services	2023-EAA-15	\$1,401.25
4/20/2023	OPS	Technology Services & Software - Educat	2430	\$3,818.46

Elite Academic Academy - Instructional Service Community Partner - April 2023

<u>Partner Name</u>	<u>Description of Services</u>	<u>Link to EAA VCI 2022-2023 Applications</u>
Nzingha Newton (dba Kids Gardening Center)	Gardening, Art, Farm to Table/Cooking, Foundations of Learning, Financial Literacy, Teen Real Estate, Tutoring, Music, History	Nzingha Newton (dba Kids Gardening Center) EAA VCI 22-23 Application
KidWings Nature School	Nature/Outdoor Classes	KidWings Nature School EAA VCI 22-23 Application
Giordano's ATA Martial Arts	Self defense, Life skill training, Physical fitness, Confidence, Character development	Giordano's ATA Martial Arts EAA VCI 22-23 Application
Del Mar NFL FLAG	Flag football for kids	Del Mar NFL FLAG EAA VCI 22-23 Application
Ardent Academy for Gifted Youth	Math classes	Ardent Academy for Gifted Youth EAA VCI 22-23 Application

Elite Academic Academy - Educational Material Partners - April 2023

<u>Partner Name</u>	<u>Product Description</u>	<u>Link to EAA EMR 2022-2023 Applications</u>
Auriel's Light	Curriculum	Auriel's Light EAA EMR 22-23 Application



Temporary Level Up Pod Lead Teacher - Job Description

Position Title:	Level Up Pod Lead Teacher
Department:	Certificated Teaching
Reports To:	Credit Recovery/Acceleration Coordinator
FLSA Classification:	Exempt
Pay Range:	Stipend (starting at \$1500)
Classification:	Certificated
School Calendar Days:	Year-Round Calendar

Position Summary: *This is not a stand-alone job description, but a rider to our Teacher of Record job description. This payscale supersedes the teaching position. The Temporary Level Up Pod Lead Teacher must participate, on a regular basis, in the direct education of students; and serve as faculty for professional development activities. A Temporary Level Up Pod Lead Teacher is responsible for organizing and implementing curriculum and instructional programs for students, and meeting the duties of teaching as outlined in laws and policies. During non-student contact time, this employee is responsible for supporting teachers that are under his/her direct supervision, checking accuracy of compliance, making sure all required documents are signed by parents, attend virtual enrichment webinars, attend parent meetings and support curriculum assigned to each student within the Level Up program.*

Essential Duties:

Duties of this position include, but are not limited, to:

1. Professional Development:

- Observing and providing peer assistance for colleagues in the area of compliance.
- Participating in professional development activities.
- Meeting with pod teachers in small groups or individually to provide support as needed.
- Participating in a formalized peer review process as a formative evaluator.
- Assisting in the coordination of all school based professional development opportunities linked to individual professional development plans and job competencies.

2. Curriculum:

- Collaborating with colleagues to support Elite Curriculum.
- Serving as the official liaison between teachers and the families they are supporting.
- Assisting with the adoption of the curriculum for the Level Up students and their teachers.
- Planning and managing the development of standards-based curriculum, instruction, assessment plans, and strategies.
- Ensuring that all curricula are used effectively as a resource to meet curriculum goals.
- Coordinating communication and planning among all learning communities.

*Temporary Level Up Pod Lead Teacher Job Description
Pending Board Approval*

3. Leadership:

- Serving as a resource to the leadership team and working with school administrators to develop, implement, and evaluate the Level Up program.
- Supporting and assisting in implementing Elite’s Mission and Vision.
- Serving on Level Up committees.
- Attend webinars and enrichment virtual activities for Level Up.
- Able to effectively provide conflict resolution.
- Support the re-engagement policy with the pod teachers.

Required Qualifications:

- Valid professional teaching credential.
- Master’s degree or one year curriculum leadership at the school.
- Minimum of one year as a professional teacher.
- Ability to work an extended schedule.
- Ability to attend meetings, webinars and enrichment activities after 3 pm.
- Be available to work Monday-Friday June 21st - August 11th.

Desired Qualifications:

- Professional development in the area(s) of:
 - communication and conferencing skills;
 - leadership development;
 - standards-based curriculum development;
 - peer observation, coaching, mentoring, and conferencing skills;
 - student and parent conferencing skills;
 - knowledge of subject matter;
 - independent study compliance;
 - remote teaching;
 - assessment of student performance.
- Master’s degree or higher.
- 5 or more years in the field of Education with independent study experience.

Employee Acknowledgement:

Employee Signature

Printed Name

Date



Career Technical Education (CTE) Esports Club Advisor
Job Description

Position Title:	Career Technical Education (CTE) Esports Club Advisor
Reports To:	Chief Student Development Officer or Designee
FLSA Status:	Non-Exempt
School Classification:	Classified
Pay Range:	\$18 hourly Dependent Upon Experience
Work Schedule:	Part-time (10 hours per week)
Location:	Remote Office

Position Summary: *The Esports program is an opportunity for our students to connect with students within Elite Academic Academy. Esports students build a sense of school pride in being a part of the team and learn to balance academics and gaming. The Esports Advisor is the school and community liaison for our Esports team; working with our CTE Teachers to mentor the creation of the ESports program and help to create virtual events for students and families to learn the benefits and opportunities of being involved in the program. The Advisor will also be the connection between the Elite Academic Academy Esports team and other Esports teams.*

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.

- Knowledge of Esports Gaming.
- Knowledge of California laws and regulations for Public and Charter Schools.
- State and federal fingerprint clearance (Live Scan) to work with students (Ed. Code 44237). No prospective employee can report working without this clearance being received and the Human Resources Manager notifying the immediate supervisor of this clearance.

*JD - Career Technical Education (CTE) Esports Club Advisor
Pending Board Approval*

- Valid California Driver's License.

Experience:

- Esports league play, gaming experience, or coaching is preferred
- Strong Interpersonal and communication skills
- Self-directed and able to work independently and also with a team
- Detail oriented
- Strong Organizational Skills

ESSENTIAL DUTIES and RESPONSIBILITIES:

ESports Advisors Responsibilities:

- Lead, guide, and direct all phases of a competitive esports program, with emphasis on student-athlete learning, development, and compliance (in collaboration with Esports CTE Teacher and other Club Advisors)
- Serve as a teacher, coach, and mentor for student-athletes.
- Hold information sessions for both parents and students about the benefits and opportunities of Esports.
- Hold Esports team coaching sessions that will: Focus on building social-emotional wellness, teach attributes of good sportsmanship and gaming/life balance, and develop strong organization and scholarly habits to improve academic achievements.
- Engage students through gameplay, online class sessions, and other approved interactive tools. Organize and schedule practice sessions on a regular basis.
- Oversee, collaborate, and attend various events both in person and virtual, to raise awareness of esports opportunities as needed.
- Communicate regularly with students and parents on all team matters. Monitor student-to-student communication and provide a safe space for students to game with others.
- Organize and schedule tournaments with other schools.
- Participate in training collaboration and team meetings related to the position.
- Respond as soon as possible but no later than 24 hours to the student, teacher, and admin inquiries via phone and/or e-mail during the regular work week.
- Attend regularly scheduled virtual meetings (in person as needed)
- Assist in providing technical and logistical setup and providing ongoing support necessary to facilitate the program.

General Expectations:

- Develop a clear mission and vision for the Esports program(s).
- Host Webinars and Esports Club Meetings.
- Develop new relationships with quality Community Partners and create partnerships between them and the programs.

SMART Goals:

- Fulfill school-wide and individual LCAP/SMART goals.

Use of Computer Technology:

To perform this job successfully, an individual should have general knowledge of database software, how to use the internet to find information and complete tasks, email usage, order processing systems, spreadsheet software, and word processing software. The employee is expected to acquire and maintain a working computer with an internet connection and a printer.

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 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 and monitor students.
- 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 encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- The noise level is generally moderate.
 - Meetings are conducted in public and private settings.
 - Indoor and outdoors in varying temperatures.
 - Employees must have available transportation and be able to drive up to 100 miles in a day.
-

Employee Acknowledgement:

Employee Signature
Date

Printed Name



Temporary Onboarding Specialist

Job Description

Position Title:	Temporary Onboarding Specialist
Reports To:	Academy Director and/or designee
FLSA Status:	Non-Exempt
School Classification:	Classified
Pay Range:	Based on experience
Work Schedule:	Varies
Location:	Remote/On-site
Pay Rate:	\$18-\$22 hour

Position Summary: The Onboarding Specialist works with newly enrolled families/students and provides them with the support and guidance needed to successfully enroll in the school and personalize their education.

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 of applicable customer service experience 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.
- 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:

- Carry out tasks assigned by the Director.
- Assume responsibility for being the point of contact for an assigned group of families.
- Speak with families by phone and/or via Zoom and provide them with basic school information, answer questions, and connect with resources.
- Schedule assessment or diagnostic appointment.
- Proctor diagnostic.
- Record and collect information on data board/sheet.
- Communicate progress and concerns with the Onboarding team or Director.

Other Duties

- Respond to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours.
- Document and report to the school's management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; and ensuring compliance with 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.

- Effective written and oral communication form.
- Develop and maintain effective working relationships.
- Display sensitivity, tact and responsiveness in various situations and needs.
- Handle public contact and relations effectively.
- Plan short and long range activities.
- Analyze and resolve problems.
- Creative and able to work independently and coordinate with others.
- Maintain accurate and orderly records.
- Ability to work collaboratively with a team.
- Maintain high level of confidentiality.
- Handle feedback and constructive criticism.

Use of Computer Technology:

To perform this job successfully, an individual should have general knowledge of database software, how to use the internet to find information and complete tasks, how to use Zoom, email usage, order

processing systems, spreadsheet software, and word processing software. The employee is expected to acquire and maintain a working computer with an internet connection and a printer.

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



Associate Director Career & Technical Education (CTE)

Job Description

Position Title:	Associate Director of Career & Technical Education (CTE)
Reports To:	Chief Student Development Officer (or designee)
FLSA Status:	Exempt
School Classification:	Certificated Administration
Pay Range:	\$115,000-125,000 based upon experience
Work Schedule:	232 days- 12 Month Calendar
Location:	Remote Office

Position Summary: *This position will direct and oversee the Career Technical Education programs for Elite Academic Academy.*

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.

- BA or BS required, advanced degree preferred.
- A valid, current, and appropriate California state teacher credential; administrative credential is preferred but not required. A copy of the credential is to be provided and kept current.
- 10 years of educational experience/leadership is preferred. Experience with progressively increasing levels of responsibility in leadership/mentoring – work experience in a non-education context will also be considered.
- Strong administrative/organizational/time-management skills are required with a demonstrated capacity to multitask/prioritize, and work independently with limited direction.
- Demonstrate effective management skills – leadership, planning, budgeting, evaluation, and effective communication skills.
- Demonstrate effective staff and public relations skills.
- Knowledge of California laws and regulations for Public and Charter Schools, budget development and management, and implementation of curriculum and educational reform models.

- State and federal fingerprint clearance (LiveScan) to work with students (Ed. Code 44237). No prospective employee can report working without this clearance being received and the Human Resources Manager notifying the immediate supervisor of this clearance.
- Proof of a clear TB Tine test dated within the last 60 days (Ed. Code 49406) upon employment and thereafter updated every four years.
- Valid California Driver's License.

ESSENTIAL DUTIES and RESPONSIBILITIES:

Administrative Responsibilities:

- Assists with the implementation and execution of Elite Academic Academy's CTE Plan.
- Assists with ensuring all Elite Academic Academy's CTE pathways are aligned to the California CTE Model Curriculum Standards and are a coherent sequence of CTE courses that enable pupils to transition to postsecondary education programs that lead to a career pathway or attain employment upon graduation from high school.
- Provide for system alignment, coherence, and articulation, including ongoing and structural regional or local partnerships with postsecondary education institutions, documented through formal written agreements.
- Work to implement industry-recognized credentials, certificates, and appropriate post-secondary education, or employment pathways within CTE pathways.
- Serve and actively participate as the Elite Academic Academy's CTE liaison on a variety of District, County, and State committees.
- Works with CTE teachers in forming, maintaining, and growing advisory groups.
- Promotes all CTE programs through outreach, marketing, and communications.
- Facilitates up to four Teacher Leadership Team meetings annually.
- Collaborates with colleagues on the application and expenditure reporting requirements of all career technical program grants, including the Carl D. Perkins Career Technical Education grant, Career Technical Education Incentive Grant, etc.
- Perform other duties as assigned

General Expectations

- Encourage, create, and support all Elite Academic Staff.
- Report to Chief Student Development Officer or designee.
- Attend various meetings:
 - Attend meetings with cabinet members, as requested.
 - Attend board meetings, as requested.
- Meet established deadlines.
- Follow all protocols and policies.

Other Duties:

- Perform other duties as assigned.

Use of Computer Technology:

To perform this job successfully, an individual should have a general knowledge of database software, how to use the internet to find information and complete tasks, email usage, order processing systems, spreadsheet software, and word processing software. The employee is expected to acquire and maintain a working computer with an internet connection and a printer.

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 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 and monitor students.
- 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 encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level is generally moderate.
- Meetings conducted in public and private settings.
- Indoor and outdoor in varying temperature.
- Employee must have available transportation and be able to drive up to 100 miles in a day.
- Work outside of regular school hours may be required to fulfill job duties and responsibilities.

Employee Acknowledgement:

Employee Signature

Printed Name

Date



Position Title: Lead Counselor (TK-12)
Reports to: Chief Academic Academic Innovation Officer or Designee
Classification: Certificated
Pay Range: \$86,000 - \$102,000
Work Schedule: 232 days- 12 Month Calendar
Location: Remote position

Position Summary: An *Elite Academic Academy (EAA)* Lead Counselor utilizes leadership, advocacy, and collaboration to provide students with the proper resources and guidance to ensure that each student’s individual academic, social, and emotional needs are met. The EAA counseling department will provide services to students and their families that promote academic, personal and social development, and post-educational plans. The Lead Counselor will work with the parents, students, teachers, community partners, and administration to ensure success and make appropriate decisions for student growth while enrolled in Elite Academic Academy. The EAA Lead Counselor will lead the counseling department for EAA.

Qualifications:

- Bachelor’s degree or higher from regionally-accredited college or university.
- A valid and current Pupil Personnel Services (PPS) credential. *Additional credentials desirable (Career Technical Education Credential or Single Subject Credential).*
- 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.
- Proof of a clear TB test dated within the last 60 days (Ed. Code 49406) upon employment and thereafter updated every four years.
- Valid California Driver’s License and proof of valid car insurance policy.

*Lead Counselor Job Description
Pending Board Approval*

Responsibilities:

- Develop and implement a comprehensive counseling program that addresses the academic, social, and emotional needs of all students at Elite Academic Academy (EAA).
- Provide individual and group counseling services to students, as needed, to address a range of concerns including academic performance, social skills, and emotional well-being.
- Collaborate with teachers and administrators to develop and implement strategies to support students who may be struggling academically or behaviorally.
- Work with families to provide support and resources for their children, including information about college and career readiness, financial aid, and other post-secondary options.
- Collaborate with high school students to develop academic plans and course schedules that align with their individual interests, goals, and post-secondary plans, including college and career readiness. This includes providing information and guidance on CTE courses, dual enrollment options, and other opportunities for academic success.
- Provide crisis intervention services to students and families as needed, including referrals to outside agencies and resources.
- Serve as a liaison between EAA and community partners, including mental health providers, social service agencies, and other community-based organizations.
- Provide training and support to teachers and staff on topics such as mental health, diversity, and inclusion, to ensure that all students feel supported and included at EAA.
- Develop and implement programs and initiatives that promote student success, such as peer mentoring, tutoring, and academic support groups.
- Lead and supervise the counseling department at EAA, providing guidance and support to other counselors and staff members as needed.
- Establish and maintain open channels of communication and professional relationships with Academy leaders, teachers, parents and other school personnel.
- Advocate for high achievement and social development of all students, based on school data
- Adhere to best practices for professional school counselors which promote practices and programs which improve and increase Equity and Access, Student Behavior and Safety, College and Career Readiness, Meeting the need of students with Special Needs, Staff Consultation and Collaboration, Parent Involvement, Mental Health, School Climate, and help eliminate Non-Compliance
- Maintain accurate and up-to-date student records and ensure that all student information is kept confidential and secure.

General & Essential Duties

*Lead Counselor Job Description
Pending Board Approval*

- Assists in scheduling exams and other standardized assessments.
- Follows and adheres to Elite Academic Academy Charter policies and procedures.
- Understand digital file organization.
- Assuring appropriate and accurate information is updated in each student's cumulative record.
- Follows legal mandates and procedures according to reporting (Child Abuse and Neglect Act).
- Refers students to outside support services or testing when deemed necessary.
- Consistently follows office hours availability for students.
- Responds to all stakeholders inquiries/communications within a 24 hour period.
- Document and resolve all informal and formal complaints with parents, students, and staff in a professional manner.
- Adhere to Elite Academic Academy policies and procedures according to the staff handbook.
- Ensure and maintain compliance with the Uniform Complaint Policy and the Uniform Technology policy.
- Coordination of academic clubs and extracurricular activities.
- Perform other reasonable duties as assigned or required.

Knowledge of:

- Online platforms and technology.
- WASC accreditation process.
- California graduation requirements.
- Demonstrates excellent computer and typing skills.
- Career Technical Education Pathways
- Academic and emotional growth and development of school aged children.
- Knowledge of current state laws, policies, and procedures of community mental health and social agencies.
- Current job market trends and skills.
- Best practices to engage student learning.
- Basic knowledge of required current state testing, SAT & ACT testing.
- Special Education, English Language Learners, and 504 practices and procedures.
- General knowledge of Education Codes and laws.
- Knowledge of college entrance requirements & A-G courses.
- Knowledge of Positive Behavioral Interventions & Supports (PBIS) and other behavior interventions.

Ability to:

- Foster engaging activities and learning for student success through the use of technology.
- Provide individualized instruction to students by promoting interactive learning.
- Create a safe space for students to learn.
- Facilitate an online and in-person culture of creativity and diversity.
- Assist teachers and administration with student discipline issues.
- Demonstrate exemplary communication skills (oral and written).
- Demonstrates excellent time management.
- Cultivate positive rapport with students, staff, parents, and community stakeholders.
- Assess student needs and individualize instruction according to their needs/goals.
- Collaborative with teachers in an ongoing process to support teachers with students physical or emotional challenges.
- Work flexible hours; sometimes weekends and/or evenings.
- Accessible access to the internet.
- Demonstrate integrity when making decisions.

Work Environment:

- Remote position
- In-home office
- Occasional travel may be required by personal vehicle

Physical Demands:

- Lifting up to 25 lbs.
- Sitting or standing for extended periods of time.
- Ability to see and read clearly to monitor student progress online.
- Dexterity of hands for computer use.
- Ability of hearing for listening.
- Ability of speaking to properly exchange information.

HAZARDS:

Contact with dissatisfied individuals.

Employee Acknowledgement:

Employee Signature

Printed Name

Date



(Interim) Director of Special Education (SPED)

Job Description

Position Title:	(Interim) Director of Special Education (SPED)
Reports To:	CEO (or designee)
FLSA Status:	Exempt
School Classification:	Certificated Administration
Pay Range:	\$130,000- \$160,000/annually
Work Schedule:	12 months
Location:	Remote Office

Position Summary: *Under the general direction of the Chief Executive Officer, the (Interim) Director of Special Education (SPED) will review and develop legally compliant IEP's. Additionally, this position will implement and monitor special education timelines, and support with the case management of high-profile situations.*

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.

- 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 Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB Tine test dated within the last 60 days (Ed. Code 49406) upon employment and thereafter updated every four years
- 3 or more years of successful Special Education Administrative experience and/or general administrative experience in the education of individuals with exceptional needs and a specialized in-depth knowledge in one or more areas of major conditions.

*(Interim) Director of Special Education (SPED)
Pending Board Approval*

- Valid California driver license.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Assist the Special Education Consultant and related service providers.
- Acts as an administrative designee in IEP meetings.
- Review and develop legally compliant IEP's.
- Implement and monitor special education timelines.
- Support the Special Education Director of designee with the case management of high-profile situations.
- Assists special education personnel and works with outside agencies as necessary to implement and coordinate the services in the IEP.
- Participates as a member of IEP teams as the administrative designee.

Other Duties:

- Document and report to the school's management all formal disciplinary actions involving students and staff; addressing and resolving complaints from students, parents, and staff in a timely manner; Ensure compliance with the school's Uniform Complaint Policy; the school's 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:

Knowledge of:

- All areas of special education including: behavior management techniques, learning theories, curriculum development and vocational development.
- Current laws and regulations pertaining to students with disabilities.
- Policies and procedures pertaining to IEP's.
- Assessment practices and statistics relevant to the behavioral sciences.

Ability to:

- Must be able to work with administrators, teachers, classified personnel, parents and students.
- Develop empathy with parents and pupils.
- Plan, organize and direct the work of others.
- Prepare concise written statements of policy and procedures.
- Evaluate instructional programs and reports.
- Exercise initiative.
- Possess mature judgment.

Physical Demands:

*Special Education Coordinator
Board Approved June 03, 2021*

Associate Director of Homeschool/SOAR

Job Description



Position Title:	Associate Director of Homeschool/SOAR
Reports To:	Director of Homeschool, or designee
FLSA Status:	Exempt
School Classification:	Certificated Administration
Pay Range:	115,000 - 125,00
Work Schedule:	12 months
Location:	Remote Office

Position Summary: *The Associate Director of Homeschool/SOAR has the responsibility, along with the Director of Homeschool, for all operational functions of the Charter School's Homeschool program.*

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.

- BA or BS required, advanced degree preferred.
- A valid, current, and appropriate California state school administrator or teacher credential. A copy of credential to be provided and kept current.
- A minimum of five years experience in educational leadership, Charter school leadership, or teaching preferred. Experience with progressively increasing levels of responsibility in leadership/mentoring – work experience in a non-education context will also be considered.
- Strong administrative/organizational/time-management skills required with a demonstrated capacity to multitask/prioritize, and work independently with limited direction.
- Knowledge of California laws and regulations for Public and Charter Schools, budget development and management, and implementation of curriculum and educational reform models.

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

ESSENTIAL DUTIES and RESPONSIBILITIES:

Strategic Planning:

In collaboration with the Homeschool Director

- Contribute to the academic program's strategic plan.
- Contribute and coordinate the development of the academic program, including the academic and enrichment programs offered.
- Oversee the effective management and implementation of the academic programs offered through various means, including direct instruction, online instruction, enrichment courses, etc.
- Collaborate with the Director in effective instructional approaches and accountability for Homeschool Staff and Teachers.

Educational Leadership:

In collaboration with the Homeschool Director

- Provide leadership to the program staff in determining instructional objectives and identifying Charter and program needs as the basis for developing long-range and short-range plans.
- Oversee academic advisement in accordance with policies established by the Board of Directors.
- Maintain good working relationships with staff, directing and implementing lines of communication with employees.
- Foster a climate of innovation and collaborative creative problem solving with Charter personnel, students, parents, community partners, and community.
- Keep informed of current educational philosophy, practices and public policies by advanced study, by visiting other Charters, by attending educational conferences and workshops, and by reading current professional literature.
- Lead curriculum development team in order to develop, adapt, and use instructional materials to teach students of varying physical, emotional, and mental aptitudes.
- Assist teachers with curriculum decisions and implementation.

Operational Management:

In collaboration with the Homeschool Director

- Provide training and support to teachers, students and families.

- Oversee teachers to ensure quality education and student success.
- Direct the evaluation and make all recommendations for retention, discipline, or dismissal of employees, supported by accurate and adequate records.
- Interview and recommend employee hiring, promotion, discipline, and/or dismissal.
- Track and evaluate performance of student completion rates.
- Assist teachers with curriculum decisions, ordering, and implementation.
- Ensure assessments are completed and data used for student growth and program improvement.
- Ensure use of educational funds in appropriate, designated manner.

Attendance Compliance:

In collaboration with the Homeschool Director

- Take responsible steps to secure full and regular attendance at school of the students enrolled in accordance with policies established by the Board of Directors.
- Ensure teachers complete compliance paperwork.
- Report any anomalies or concerns to the Chief Operating Officer.
- Help Chief Operating Officer and Operations Lead develop ADA monitoring and collection strategies and policies.

Student Performance:

In collaboration with the Homeschool Director

- Monitor, assess and direct tutors and teachers in instructional methods.
- Work with tutors and teachers to increase completion rates of students.
- Oversee student discipline issues.
- Oversee SPED and ESL at the school in accordance with school policies.
- Participate in IEP meetings, as necessary.
- Communicate with parents when major issues arise about individual students.

General Expectations

In collaboration with the Homeschool Director

- Support the mission, vision, and goals of Elite Academic Academy.
- Serve as a contributing member of the Charter staff and collaborate with team members to achieve the school's goals.
- Complete and submit required documents as requested or required by the Charter and/or Board of Directors and/or the District.
- Participate in and develop professional development workshops as needed.
- Create and maintain a safe, supportive, and effective learning environment.
- Support teachers with evaluating students' academic and social growth through multiple measures.

- Assist with implementation of school-adopted assessment program(s). Assist with facilitation of required testing and assessments.
- Assist teachers and students with Community College and CTE class enrollments.
- Identify student needs and cooperate with other professional staff members in assessing and helping solve students' health, attitude, and learning challenges.
- Maintain professional competence through professional development educational activities.
- Provide employee evaluations.
- Utilize technology as a means of educating and communicating.

Other Duties:

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

Use of Computer Technology:

To perform this job successfully, an individual should have general knowledge of database software, how to use the internet to find information and complete tasks, email usage, order processing systems, spreadsheet software, and word processing software. The employee is expected to acquire and maintain a working computer with an internet connection and a printer.

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 and monitor students
- 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.

- Noise level is generally moderate
 - Meetings conducted in public and private settings
 - Indoor and outdoor in varying temperature
 - Employee must have available transportation and be able to drive up to 100 miles in a day
-

Employee Acknowledgement:

Employee Signature

Printed Name

Date



Director of Special Education (SPED)

Job Description

Position Title:	Director of Special Education (SPED)
Reports To:	CEO (or designee)
FLSA Status:	Exempt
School Classification:	Certificated Administration
Pay Range:	\$130,000- \$160,000/annually
Work Schedule:	12 months
Location:	Remote Office

Position Summary: *Under the general direction of the Chief Executive Officer, the Chief Student Development Officer will review and develop legally compliant IEP's. Additionally, this position will implement and monitor special education timelines, and support with the case management of high-profile situations.*

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.

- 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 Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB Tine test dated within the last 60 days (Ed. Code 49406) upon employment and thereafter updated every four years
- 3 or more years of successful Special Education Administrative experience and/or general administrative experience in the education of individuals with exceptional needs and a specialized in-depth knowledge in one or more areas of major conditions.

*Director of Special Education (SPED)
Pending Board Approval*

- Valid California driver license.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Assist the Special Education Consultant and related service providers.
- Acts as an administrative designee in IEP meetings.
- Review and develop legally compliant IEP's.
- Implement and monitor special education timelines.
- Support the Special Education Director of designee with the case management of high-profile situations.
- Assists special education personnel and works with outside agencies as necessary to implement and coordinate the services in the IEP.
- Participates as a member of IEP teams as the administrative designee.

Other Duties:

- Document and report to the school's management all formal disciplinary actions involving students and staff; addressing and resolving complaints from students, parents, and staff in a timely manner; Ensure compliance with the school's Uniform Complaint Policy; the school's 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:

Knowledge of:

- All areas of special education including: behavior management techniques, learning theories, curriculum development and vocational development.
- Current laws and regulations pertaining to students with disabilities.
- Policies and procedures pertaining to IEP's.
- Assessment practices and statistics relevant to the behavioral sciences.

Ability to:

- Must be able to work with administrators, teachers, classified personnel, parents and students.
- Develop empathy with parents and pupils.
- Plan, organize and direct the work of others.
- Prepare concise written statements of policy and procedures.
- Evaluate instructional programs and reports.
- Exercise initiative.
- Possess mature judgment.

Physical Demands:

*Special Education Director
Board Approved June 03, 2021*



Associate Director of Special Education (SPED)

Job Description

Position Title:	Associate Director of Special Education (SPED)
Reports To:	Director of Special Education (or designee)
FLSA Status:	Exempt
School Classification:	Certificated Administration
Pay Range:	\$115,000- \$125,000/annually
Work Schedule:	12 months
Location:	Remote Office

Position Summary: *Under the general direction of the Chief Executive Officer, the Associate Director of Special Education (SPED) will review and develop legally compliant IEP's. Additionally, this position will implement and monitor special education timelines and support with the case management of high-profile situations.*

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.

- 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 Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB Tine test dated within the last 60 days (Ed. Code 49406) upon employment and thereafter updated every four years
- 3 or more years of successful Special Education Administrative experience and/or general administrative experience in the education of individuals with exceptional needs and a specialized in-depth knowledge in one or more areas of major conditions.

*Associate Director of Special Education (SPED)
Pending Board Approval*

- Valid California driver license.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Assist the Special Education Director and related service providers.
- Acts as an administrative designee in IEP meetings.
- Review and develop legally compliant IEP's.
- Implement and monitor special education timelines including IEP meetings and assessments..
- Support the Special Education Director or designee with the case management of high-profile situations.
- Assists special education personnel and works with outside agencies as necessary to implement and coordinate the services in the IEP.
- Participates as a member of IEP teams as the administrative designee.

Other Duties:

- Document and report to the school's management all formal disciplinary actions involving students and staff; addressing and resolving complaints from students, parents, and staff in a timely manner; Ensure compliance with the school's Uniform Complaint Policy; the school's 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:

Knowledge of:

- All areas of special education including: behavior management techniques, learning theories, curriculum development and vocational development.
- Current laws and regulations pertaining to students with disabilities.
- Policies and procedures pertaining to IEP's.
- Assessment practices and statistics relevant to the behavioral sciences.

Ability to:

- Must be able to work with administrators, teachers, classified personnel, parents and students.
- Develop empathy with parents and pupils.
- Plan, organize and direct the work of others.
- Prepare concise written statements of policy and procedures.
- Evaluate instructional programs and reports.
- Exercise initiative.
- Possess mature judgment.

Physical Demands:

*Special Education Coordinator
Board Approved June 03, 2021*



April 19, 2023

Sheryl Hutchins

Re: Contract Addendum for Level Up Lead Stipend

Effective immediately, your contract (attached) will be amended to also include a Level Up Lead Stipend (please refer to the attached job description) of \$5,500. This stipend will be paid as follows: \$1000 a month in May, June, July and August 2023; and \$1500 in September 2023.

You will continue to be paid on, or around, the 26th of each month.

All other elements of your contract (attached), including your job description, staffing calendar, and any health and welfare benefits, remain in full effect and are not changed based on this addendum.

Please contact Tracy Hasper, in Human Resources, if you have any questions or concerns.

DocuSigned by:

A4137E406BF5494...

Meghan Freeman

Chief Executive Officer

DocuSigned by:

86Z8713AD82D47E...

Sheryl Hutchins

Teacher of Record - Virtual



Temporary Level Up Lead Teacher - Job Description

Position Title:	Level Up Lead Teacher
Department:	Certificated Teaching
Reports To:	Credit Recovery/Acceleration Coordinator
FLSA Classification:	Exempt
Pay Range:	Stipend (starting at \$3500)
Classification:	Certificated
School Calendar Days:	Year-Round Calendar

Position Summary: *This is not a stand-alone job description, but a rider to our Teacher of Record job description. This payscale supersedes the teaching position. The Temporary Level Up Lead Teacher must participate, on a regular basis, in the direct education of students; and serve as faculty for professional development activities. A Temporary Level Up Lead Teacher is responsible for organizing and implementing curriculum and instructional programs for students, and meeting the duties of teaching as outlined in laws and policies. During non-student contact time, this employee is responsible for supporting teachers that are under his/her direct supervision, checking accuracy of compliance, making sure all required documents are signed by parents, attend virtual enrichment webinars, attend parent meetings and support curriculum assigned to each student within the Year-Round program.*

Essential Duties:

Duties of this position include, but are not limited, to:

1. Professional Development:

- Observing and providing peer assistance for colleagues in the area of compliance.
- Participating in professional development activities.
- Planning/leading team meetings to ensure communication with peers.
- Participating in a formalized peer review process as a formative evaluator.
- Assisting in the coordination of all school based professional development opportunities linked to individual professional development plans and job competencies.

2. Curriculum:

- Collaborating with colleagues to support Elite Curriculum.
- Serving as the official liaison between teachers and the families they are supporting.
- Assisting with the adoption of the curriculum for the Level Up students and their teachers.
- Planning and managing the development of standards-based curriculum, instruction, assessment plans, and strategies.
- Ensuring that all curricula are used effectively as a resource to meet curriculum goals.

*Temporary Level Up Lead Teacher Job Description
Board Approved March 2nd, 2023*

- Coordinating communication and planning among all learning communities.

3. Leadership:

- Serving as a resource to the leadership team and working with school administrators to develop, implement, and evaluate the Level Up program.
- Supporting and assisting in implementing Elite’s Mission and Vision.
- Serving on Level Up committees.
- Attend webinars and enrichment virtual activities for the Year-Round program
- Able to effectively provide conflict resolution
- Support the non-compliance policy with the teachers

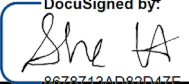
Required Qualifications:

- Valid professional teaching credential.
- Master’s degree or one year curriculum leadership at the school.
- Minimum of one year as a professional teacher.
- Ability to work an extended schedule.
- Ability to attend meetings, webinars and enrichment activities after 3 pm.
- Be available to work Monday-Friday June 21st - August 11th.

Desired Qualifications:

- Professional development in the area(s) of:
 - communication and conferencing skills;
 - leadership development;
 - standards-based curriculum development;
 - peer observation, coaching, mentoring, and conferencing skills;
 - student and parent conferencing skills;
 - knowledge of subject matter;
 - independent study compliance;
 - remote teaching;
 - assessment of student performance.
- Master’s degree or higher.
- 5 or more years in the field of Education with independent study experience.

Employee Acknowledgement:

	Sheryl Hutchins	4/19/2023
Employee Signature	Printed Name	Date

*Temporary Level Up Lead Teacher Job Description
Board Approved March 2nd, 2023*



August 9, 2022

Sheryl Hutchins

Re: 22/23 Contract Addendum for Moonshot/CEO Think Tank Stipend

Effective immediately, your 22/23 contract (attached) will be amended to also include a \$2,000 annual stipend (to be paid as follows: \$1,000 in December 2022, and \$1,000 in June 2023) in honor of your participation in the CEO Think Tank.

All other elements of your contract (attached), including your job description, staffing calendar, and any health and welfare benefits, remain in full effect and are not changed based on this addendum.

Please contact Tracy Hasper, in Human Resources, if you have any questions or concerns.

DocuSigned by:

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Meghan Freeman
Chief Executive Officer

DocuSigned by:

8678713AD82D47E
Sheryl Hutchins
Teacher of Record - Virtual

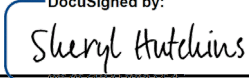


Moonshot Stipend - Job Description

Position Title: Moonshot/CEO Think Tank Stipend
Department: Certificated/Classified Staff
Reports To: CEO (or Designee)
FLSA Classification: Exempt
Stipend: \$2,000 annually (two times Dec/June)
Classification: Certificated or Classified
School Calendar Days: 12 month Calendar

Job Description: *This is not a stand-alone job description, but a rider to our other Elite job descriptions. This payscale supersedes the employee's position. This is for participation and execution of the CEO Think Tank Moonshot initiatives. Meetings may need to be held outside of your 40 hour work week to complete these projects. Employees need to be willing to travel, collaborate, innovate and work to create targeted solutions to problems discovered in the organization.*

Employee Acknowledgement:

<small>DocuSigned by:</small>  <small>8678713AD82D47E...</small>	Sheryl Hutchins	8/9/2022
Employee Signature	Printed Name	Date



AT-WILL EMPLOYMENT AGREEMENT

Between Elite Academic Academy Charter - Lucerne

and

Name: Sheryl Hutchins

in the position of

Title: Teacher of Record - Virtual

June 1, 2022

Sheryl Hutchins
9147 Reserve Drive
Corona, CA 92883

Dear Sheryl,

We are pleased to offer you the position of full-time exempt Teacher of Record - Virtual with Elite Academic Academy - Lucerne (the "School") commencing July 1, 2022 and including 2 Professional Development days (August 18 and 19, 2022). We are delighted you chose to join the Certificated Teaching Department and are confident you will enjoy it here. The purpose of this letter is to summarize the terms of your employment with the School as set forth in this At-Will Employment Agreement (the "Agreement"), should you accept our offer. This offer of employment is conditioned upon the receipt of proof of your legal eligibility to work in the United States (IRS I-9) and successful completion of all background (Livescan) checks.

The terms of your employment with the School are as follows:

1. **Job Duties.** Your job duties are detailed in the attached job description (Exhibit A) and you will report to the Director of Virtual, or designee.
2. **At-Will Employment.** Your employment at the School is "at will," which means that it is of no definite duration and will continue only as long as both you and the School consider it of mutual benefit. Either you or the School is free to terminate the employment relationship at any time, with or without cause and with or without notice. Although your job duties, title, compensation, and benefits, as well as our personnel policies and procedures, may change from

time-to-time, the “at will” nature of your employment may only be changed in a document signed by you and the CEO of the School.

3. Work Hours. You are compensated for the general value of services you perform and not for the amount of time you spend on the job. Thus, you will generally be paid your set salary notwithstanding the number of hours you work. However, to ensure that you can be reached by your supervisor and communicate with those individuals who will assist you in performing your job duties, you are generally expected to work Monday to Friday during normal business hours.

4. Compensation. Due to funding uncertainties generally, and more specifically associated with the School’s required participation in the SB 740 funding process for non-seat-time charter schools, as well as the unpredictability of legislation affecting charter schools, the total amount of School funds available for employee compensation is often unknown to the School at the outset of any academic year. Accordingly, you will be paid a minimum annual salary of \$80,665 (or \$6,722.08 per month), less applicable withholdings, for 221 days of work (\$365/day) (see calendar attached) including 2 days of Professional Development (see above), which amount may be adjusted upward during or at the conclusion of the academic year by the School’s governing board in its sole discretion. You will also receive a stipend of \$150.00 a month for travel and mileage (in lieu of mileage reimbursement), along with a \$125.00 monthly stipend in honor of your Master’s Degree. You will also receive a Year-Round Lead Stipend (please refer to the attached job description) of \$3500. This stipend will be paid as follows: \$1000 a month in July 2022 and August 2022; and \$1500 in September 2022. You will be paid once a month on, or before, the 26th of each month. Salary increases and annual bonuses may be awarded at the end of each calendar year, at the sole and absolute discretion of the CEO, based upon, among other things, your performance and the School’s overall performance during the calendar year.

5. Benefits. You will be eligible for all benefits as generally offered to similarly situated employees of the School, including contributions to California State Teachers Retirement System, as further described in our Employee Handbook. The School also offers Health and Welfare benefits, after one month of employment, 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. You may “opt out” of medical insurance provided by the Charter and retain a monthly allotment of \$200. For more information, please see the plan benefits.

6. Arbitration. It is a condition of your employment that you review our Arbitration Agreement (attached) which provides that any disputes between you and the School be submitted to binding arbitration. You should notify the School in writing of any complaints you have with respect to your employment so that any issues can immediately be addressed and rectified.

7. Confidentiality. Because of the nature of our work and the highly confidential information we provide to our employees, you will be required to execute a Confidentiality and Non-Disclosure agreement (attached), which will remain in full force and effect after your employment.

8. Equal Employment Opportunity. The School is an equal opportunity employer. School policy prohibits discrimination, retaliation, or harassment based on actual or perceived ancestry, race, color, religion, including religious dress and grooming practices, national origin, including language use and possession of a driver’s license, citizenship, marital status, sex, pregnancy, childbirth, breastfeeding, or related medical conditions, gender, gender identity,

gender expression, sexual orientation, age (40 and above), military or veteran status, physical or mental disability, including HIV and AIDS, medical condition, including cancer or a record or history of cancer, genetic characteristic or information, 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, and any other status protected by federal, state, or local laws. This commitment applies to all personnel decisions and to all persons involved in the operations of the School. In addition, you are expressly prohibited from discriminating against, retaliating against, or harassing any student of the School. You must treat all students and third parties working for or on behalf of the School respectfully and appropriately.

9. Prior Agreements. You affirm that you are not a party to any agreement(s) such as a non-competition agreement that would prohibit you from employment with us.

10. Organization Policies. If you accept this offer and begin employment, on your first day of employment, you will be given additional information about the School, including but not limited to its Employee Handbook and other policies and procedures


11. Entire Agreement. This Agreement and its Exhibit A, and accompanying attachments, when accepted by you, constitutes our entire agreement and supersedes all prior agreements and representations whether written or oral. This Agreement may be amended only by a writing signed by both yourself and the CEO of the School. To the extent this Agreement or its attachments conflict with our Employee Handbook or any other policy or procedure, this Agreement or its attachments, as the case may be, shall control.

On your first day of work, you will be required to complete the INS form I-9. Please bring appropriate identification that shows your eligibility to work in the United States.

If these terms are acceptable to you, please sign one copy of this offer letter and return it at your earliest convenience. This offer will remain open for 5 working days.

Once again, we are looking forward to you joining the Elite Academic Academy - Lucerne team, contributing to the Certificated Teaching Department, and personally growing with the School.

Sincerely,

DocuSigned by:

Meghan Freeman
CEO

Date: 6/3/2022

AGREED TO AND ACCEPTED BY:

Employee: Sheryl Hutchins

Signature:  Date: 6/3/2022
8676713AD82D47E...



Teacher of Record - Virtual

Job Description

Position Title:	Teacher of Record - Virtual
Reports to:	Director of Virtual (or designee)
Classification:	Certificated
Pay Range:	Starting at \$62,000 annually
Work Schedule:	186-221 days
Location:	Remote classroom with travel

Position Summary: An *Elite Academic Academy* Teacher of Record - Virtual is responsible for fostering student academic, social, and emotional learning in a virtual setting for grades 6-12. Teachers will instruct students in a virtual setting; and therefore, must be self-starters and have a creative mindset that facilitates students through relevant and rigorous learning objectives.

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.

- Bachelor's Degree or higher from an accredited university.
- A valid, current, and appropriate California state Teaching Credential (ELL Authorization, or BCLAD, or CLAD).
- *Desirable:* Career Technical Education Credential (CTE Credential); Dual single subject credential or PPS Credential.
- 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.
- Proof of a clear TB test dated within the last 60 days (Ed. Code 49406) upon employment and thereafter updated every four years.

Teacher of Record - Virtual Job Description
Board Approved-Nov. 04, 2021

- Valid California Driver's License and proof of valid car insurance policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Section 1: Management of Homeroom Caseload

- Maintain daily communication through synchronous sessions with students and parents/guardians through Zoom (or the like) (30 minute minimum per week).
- Hold weekly check-in meetings with students to review student progress and support.
- Ensure students are attending Live Sessions with Content Teachers.
- Monitor student progress in various courses.
- Assess students academic needs.
- Collaborate with students to track self-progress.
- Monitor homeroom student attendance, engagement, and live sessions.
- Collect needs assessment and detail Community Partnership placement for students.
- Collect student work samples from caseloads.
- Collaborate with colleagues to create success plans for struggling students in various courses.
- Directly communicate general announcements with parents/guardians, students, and community partners.
- Consistently update communication log/documentation in Student Information Systems.
- Communicate lessons and create supplemental lessons for homeroom curriculum.
- Complete Compliance Work in the Student Information System.
- Complete ordering of curriculum and materials for students.
- Assist parents/guardians with Elite processes and procedures such as signing compliance work and business department services.

Section 2: Student Supports

- Actively participates in Parent Conferences.
- Support students in collaboration with the Student Support Department, Student Development Department, or Academic Innovation Department as needed.
- Create lesson plans that meet state educational standards.
- Creatively supplement curriculum to engage students.
- Supports Special Education by attending IEP/504/SST and filling out forms/communications.
- Differentiates instruction to meet student needs/provides additional or supplemental materials when needed.
- Establishes positive and appropriate student-teacher relationships.
- Provides "Elite Progress Support Plans" for students who need to catch up on assignments or students who are struggling in course(s).

Section 3: Professional Development & Staff Collaboration

- Attends weekly collaborative meetings with colleagues for lesson planning/best practices/feedback/support.
- Attends and participates in bi-weekly staff meetings/professional development.
- Weekly communication with administrator to ensure teacher success and support.
- Fulfills school-wide and individual LCAP/SMART goals.
- Demonstrate professionalism and interpersonal skills.
- Enrich personal skill sets and knowledge by attending outside professional development opportunities.
- Attend two in-person or virtual school events a month to build school culture and pride

Section 4: General & Essential Duties

- Proctors exams and other assessments (locally/various counties).
- Follows and adheres to Elite Academic Academy Charter policies and procedures.
- Maintains a record of student work.
- Maintains current up-to-date grades.
- Understand digital file organization.
- Follows legal mandates and procedures according to reporting (Child Abuse and Neglect Act).
- Consistently follows office hours availability for students.
- Responds to all stakeholders inquiries/communications within a 24 hour period.
- Document and resolve all informal and formal complaints with parents, students, and staff in a professional manner.
- Adhere to Elite Academic Academy policies and procedures according to the staff handbook.
- Ensure and maintain compliance with the Uniform Complaint Policy and the Uniform Technology policy.
- Use technology for assessing students, collecting data, and analyzing data.
- Uses Google Calendar of events and meetings for transparency

Knowledge of:

- Online platforms and technology use.
- Demonstrates excellent computer and typing skills.
- Career Technical Education Pathways.
- Academic and emotional growth and development of school aged children.
- Current job market trends and skills.
- Best practices to engage student learning.
- Current state testing.
- Special Education, English Language Learners, and 504 practices and procedures.
- Methods, pedagogy, and techniques used to develop and instruct curriculum.
- General knowledge of Education Codes and laws.

Ability to:

- Foster engaging activities and learning for student success through the use of technology.
- Provide individualized instruction to students by promoting interactive learning.
- Create a safe space for students to learn where diverse thinking is celebrated.
- Facilitate an online and in-person classroom culture of creativity and diversity.
- Demonstrate exemplary communication skills (oral and written).
- Demonstrates excellent time management.
- Cultivate positive rapport with students, staff, parents, and community stakeholders.
- Assess student needs and individualize instruction according to their needs/goals.
- Collaborative with colleagues on an ongoing basis.
- Assist in curriculum development.
- Work flexible hours; sometimes weekends and/or evenings.
- Accessible access to the internet.
- Demonstrate integrity when making decisions.
- Travel locally, nationally, and internationally with student enrichment and educational trips.

Work Environment:

- Blended position (remotely & locally)
- In-home Office
- Occasional travel may be required by personal vehicle
- Flexible Hours

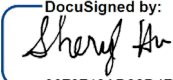
Physical Demands:

- Lifting up to 25 lbs.
- Sitting or standing for extended periods of time.
- Ability to see and read clearly to monitor student progress online.
- Dexterity of hands for computer use.
- Ability of hearing for listening.
- Ability of speaking to properly exchange information.
- Traveling long distances.

HAZARDS:

Contact with dissatisfied individuals.

Employee Acknowledgement:

DocuSigned by:

8678743AD82D47E...

Employee Signature

Sheryl Hutchins

Printed Name

6/3/2022

Date

*Teacher of Record - Virtual Job Description
Board Approved-Nov. 04, 2021*



Temporary Year-Round Lead Teacher - Job Description

Position Title:	Year-Round Track Lead Teacher
Department:	Certificated Teaching
Reports To:	Director of Year-Round Program
FLSA Classification:	Exempt
Pay Range:	Stipend (starting at \$3500)
Classification:	Certificated
School Calendar Days:	Year-Round Calendar

Job Description: *This is not a stand-alone job description, but a rider to our Teacher of Record job description. This payscale supersedes the teaching position. The Temporary Year-Round Lead Teacher must participate, on a regular basis, in the direct education of students; and serve as faculty for professional development activities. A Temporary Year-Round Lead Teacher is responsible for organizing and implementing curriculum and instructional programs for students, and meeting the duties of teaching as outlined in laws and policies. During non-student contact time, this employee is responsible for supporting teachers that are under his/her direct supervision, checking accuracy of compliance, making sure all required documents are signed by parents, attend virtual enrichment webinars, attend parent meetings and support curriculum assigned to each student within the Year-Round program.*

General Duties:

Duties of this position include, but are not limited, to:

1. Professional Development:

- Observing and providing peer assistance for colleagues in the area of compliance.
- Participating in professional development activities.
- Planning/Leading team meetings to ensure communication with peers.
- Participating in a formalized peer review process as a formative evaluator.
- Assisting in the coordination of all school based professional development opportunities linked to individual professional development plans and job competencies.

*Temporary Year-Round Lead Teacher Job Description
Board Approved May 06, 2021*

2. Curriculum:

- Collaborating with colleagues to support Elite Curriculum.
- Serving as the official liaison between teachers and the families they are supporting.
- Assisting with the adoption of the curriculum for the Year-Round students and their teachers.
- Planning and managing the development of standards-based curriculum, instruction, assessment plans, and strategies.
- Ensuring that all virtual curriculum and textbooks are used effectively as a resource to meet curriculum goals.
- Coordinating communication and planning among all learning communities.

3. Leadership:

- Serving as a resource to the leadership team and working with school administrators to develop, implement, and evaluate the Year-Round Track.
- Supporting and assisting in implementing Elite's Mission and Vision.
- Serving on Year-Round committees.
- Attend webinars and enrichment virtual activities for the Year-Round program
- Assisting in the coordination of the school's literacy program - Fast ForWard.
- Able to effectively provide conflict resolution
- Support the Non-Compliance policy with the teachers

Required Qualifications:

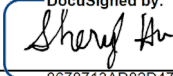
- Valid professional teaching credential.
- Master's degree or one year curriculum leadership at the school.
- Minimum of one year as a Professional Teacher.
- Ability to work an extended schedule.
- Ability to attend meetings, webinars and enrichment activities after 3pm.
- Be available to work Monday-Friday June 21st - August 15th.

Desired Qualifications:

- Professional development in the area(s) of:
 - communication and conferencing skills;
 - leadership development;
 - standards-based curriculum development;
 - peer observation, coaching, mentoring, and conferencing skills;
 - student and parent conferencing skills;
 - knowledge of subject matter;
 - independent study compliance;
 - remote teaching;
 - assessment of student performance.

- Master's degree or higher.
- 5 or more years in the field of Education with independent study experience.

Employee Acknowledgement:

DocuSigned by:

8678713AD82D47E...
Employee Signature

Sheryl Hutchins

6/3/2022

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 Sheryl Hutchins (“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.

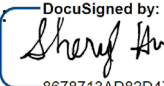
By signing below, each party knowingly waives the right to class and collective procedures/actions and the right to trial by jury or judge for any covered claim. Each party retains all other rights, including the right to counsel, to call and cross-examine witnesses, to reasonable discovery, and to have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

 By: _____
 Its: Chief Executive Officer
 6/3/2022

EMPLOYEE: DocuSigned by:

 By: _____
 6/3/2022

DATED: _____

DATED: _____



CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

The Parties to this Confidentiality and Non-Solicitation Agreement ("Agreement") are Elite Academic Academy - Lucerne (the "School") and Sheryl Hutchins("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.

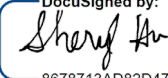
Employee further agrees that signing this Agreement is a condition of his/her employment with the School and payment therefore, which he/she understood before accepting employment with the School.

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.

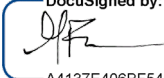
13. Successors and Assigns. All covenants, representations, warranties and agreements of the Parties contained herein shall be binding upon and inure to the benefit of their respective successors and permitted assigns.

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: 6/3/2022

DocuSigned by:

8678713AD82D47E...
NAME _____

Date: 6/3/2022


DocuSigned by:

A4137E406BF5494
By: _____
Its: Chief Executive Officer

Elite Academic Academy 2022/2023 Staffing Calendar - Payroll

Elite Academic Academy 2022/2023 Staffing Calendar - Payroll																																				
JULY							AUGUST							SEPTEMBER							OCTOBER							Important Dates								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S									
					1	2	1	2	3	4	5	6				1	2	3	1						1	7/4	Independence Day Holiday									
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	2	3	4	5	6	7	8	9/5	Labor Day Holiday						
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	3	9	10	11	12	13	14	15	11/11	Veteran's Day Holiday						
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	4	16	17	18	19	20	21	22	11/21 - 11/25	Thanksgiving Break						
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	12/19 - 1/6	Winter Break							
31																						30	31						1/16	MLK Day Holiday						
																													2/17 - 2/20	Presidents' Day Weekend						
NOVEMBER							DECEMBER							JANUARY							FEBRUARY							Important Dates								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S									
		1	2	3	4	5				1	2	3	1	2	3	4	5	6	7				1	2	3	4	3/13 - 3/17	Spring Break								
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	16	5	6	7	8	9	10	11	5/29	Memorial Day Holiday						
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	17	12	13	14	15	16	17	18								
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	1	19	20	21	22	23	24	25								
27	28	29	30				25	26	27	28	29	30	31	29	30	31					26	27	28													
MARCH							APRIL							MAY							JUNE							Key								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S									
			1	2	3	4						1			1	2	3	4	5	6	14				1	2	3									Semi-Monthly Payroll
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	15	4	5	6	7	8	9	10		Monthly/Semi-Monthly Payroll						
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Board Approved March 03, 20 2

DocuSigned by:

 6/3/2022
 8678713AD82D47E...



April 19, 2023

Lauren Valdez

Re: Contract Addendum for Level Up Lead Stipend

Effective immediately, your contract (attached) will be amended to also include a Level Up Lead Stipend (please refer to the attached job description) of \$5,500. This stipend will be paid as follows: \$1000 a month in May, June, July and August 2023; and \$1500 in September 2023.

You will continue to be paid on, or around, the 26th of each month.

All other elements of your contract (attached), including your job description, staffing calendar, and any health and welfare benefits, remain in full effect and are not changed based on this addendum.

Please contact Tracy Hasper, in Human Resources, if you have any questions or concerns.

DocuSigned by:

A handwritten signature in blue ink, appearing to read "Meghan Freeman", is written over a horizontal line.

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Meghan Freeman

Chief Executive Officer

DocuSigned by:

A handwritten signature in blue ink, appearing to read "Lauren Valdez", is written over a horizontal line.

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Lauren Valdez

Teacher of Record - Homeschool



Temporary Level Up Lead Teacher - Job Description

Position Title:	Level Up Lead Teacher
Department:	Certificated Teaching
Reports To:	Credit Recovery/Acceleration Coordinator
FLSA Classification:	Exempt
Pay Range:	Stipend (starting at \$3500)
Classification:	Certificated
School Calendar Days:	Year-Round Calendar

Position Summary: *This is not a stand-alone job description, but a rider to our Teacher of Record job description. This payscale supersedes the teaching position. The Temporary Level Up Lead Teacher must participate, on a regular basis, in the direct education of students; and serve as faculty for professional development activities. A Temporary Level Up Lead Teacher is responsible for organizing and implementing curriculum and instructional programs for students, and meeting the duties of teaching as outlined in laws and policies. During non-student contact time, this employee is responsible for supporting teachers that are under his/her direct supervision, checking accuracy of compliance, making sure all required documents are signed by parents, attend virtual enrichment webinars, attend parent meetings and support curriculum assigned to each student within the Year-Round program.*

Essential Duties:

Duties of this position include, but are not limited, to:

1. Professional Development:

- Observing and providing peer assistance for colleagues in the area of compliance.
- Participating in professional development activities.
- Planning/leading team meetings to ensure communication with peers.
- Participating in a formalized peer review process as a formative evaluator.
- Assisting in the coordination of all school based professional development opportunities linked to individual professional development plans and job competencies.

2. Curriculum:

- Collaborating with colleagues to support Elite Curriculum.
- Serving as the official liaison between teachers and the families they are supporting.
- Assisting with the adoption of the curriculum for the Level Up students and their teachers.
- Planning and managing the development of standards-based curriculum, instruction, assessment plans, and strategies.
- Ensuring that all curricula are used effectively as a resource to meet curriculum goals.

*Temporary Level Up Lead Teacher Job Description
Board Approved March 2nd, 2023*

- Coordinating communication and planning among all learning communities.

3. Leadership:

- Serving as a resource to the leadership team and working with school administrators to develop, implement, and evaluate the Level Up program.
- Supporting and assisting in implementing Elite’s Mission and Vision.
- Serving on Level Up committees.
- Attend webinars and enrichment virtual activities for the Year-Round program
- Able to effectively provide conflict resolution
- Support the non-compliance policy with the teachers

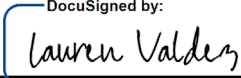
Required Qualifications:

- Valid professional teaching credential.
- Master’s degree or one year curriculum leadership at the school.
- Minimum of one year as a professional teacher.
- Ability to work an extended schedule.
- Ability to attend meetings, webinars and enrichment activities after 3 pm.
- Be available to work Monday-Friday June 21st - August 11th.

Desired Qualifications:

- Professional development in the area(s) of:
 - communication and conferencing skills;
 - leadership development;
 - standards-based curriculum development;
 - peer observation, coaching, mentoring, and conferencing skills;
 - student and parent conferencing skills;
 - knowledge of subject matter;
 - independent study compliance;
 - remote teaching;
 - assessment of student performance.
- Master’s degree or higher.
- 5 or more years in the field of Education with independent study experience.

Employee Acknowledgement:

<small>DocuSigned by:</small>  <small>ABA0FDBF832B430...</small>	Lauren Valdez	4/20/2023
Employee Signature	Printed Name	Date

*Temporary Level Up Lead Teacher Job Description
Board Approved March 2nd, 2023*



AT-WILL EMPLOYMENT AGREEMENT

Between Elite Academic Academy Charter - Lucerne

and

Name: Lauren Valdez

in the position of

Title: Teacher of Record - Homeschool

May 18, 2022

Lauren Valdez
27920 Brightside CV
Menifee, CA 92585

Dear Lauren,

We are pleased to offer you the position of full-time exempt Teacher of Record - Homeschool with Elite Academic Academy - Lucerne (the "School") commencing August 8, 2022, including 2 Professional Development days (August 18 and 19, 2022). We are delighted you chose to join the team and are confident you will enjoy it here. The purpose of this letter is to summarize the terms of your employment with the School as set forth in this At-Will Employment Agreement (the "Agreement"), should you accept our offer. This offer of employment is conditioned upon the receipt of proof of your legal eligibility to work in the United States (IRS I-9) and successful completion of all background (Livescan) checks.

The terms of your employment with the School are as follows:

1. Job Duties. Your job duties are detailed in the attached job description (Exhibit A) and you will report to the Director of Homeschool, or designee.
2. At-Will Employment. Your employment at the School is "at will," which means that it is of no definite duration and will continue only as long as both you and the School consider it of mutual benefit. Either you or the School is free to terminate the employment relationship at any time, with or without cause and with or without notice. Although your job duties, title, compensation, and benefits, as well as our personnel policies and procedures, may change from

time-to-time, the “at will” nature of your employment may only be changed in a document signed by you and the CEO of the School.

3. Work Hours. You are compensated for the general value of services you perform and not for the amount of time you spend on the job. Thus, you will generally be paid your set salary notwithstanding the number of hours you work. However, to ensure that you can be reached by your supervisor and communicate with those individuals who will assist you in performing your job duties, you are generally expected to work Monday to Friday during normal business hours.

4. Compensation. Due to funding uncertainties generally, and more specifically associated with the School’s required participation in the SB 740 funding process for non-seat-time charter schools, as well as the unpredictability of legislation affecting charter schools, the total amount of School funds available for employee compensation is often unknown to the School at the outset of any academic year. Accordingly, you will be paid a minimum annual salary of \$73,365 (or \$6,669.55 per month, for 11 months - August 2022 through June 2023), less applicable withholdings, for **201 days** of work (\$365/day) (see calendar attached) including 2 days of Professional Development (see above), which amount may be adjusted upward during or at the conclusion of the academic year by the School’s governing board in its sole discretion. You will also receive a stipend of \$150.00 a month for travel and mileage (in lieu of mileage reimbursement), along with a \$125 monthly stipend in honor of your Master’s degree. You will be paid once a month on, or before, the 26th of each month. Salary increases and annual bonuses may be awarded at the end of each calendar year, at the sole and absolute discretion of the CEO, based upon, among other things, your performance and the School’s overall performance during the calendar year.

5. Benefits. You will be eligible for all benefits as generally offered to similarly situated employees of the School, including contributions to California State Teachers Retirement System, as further described in our Employee Handbook. The School also offers Health and Welfare benefits, after one month of employment, 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. You may “opt out” of medical insurance provided by the Charter and retain a monthly allotment of \$200. For more information, please see the plan benefits.

6. Arbitration. It is a condition of your employment that you review our Arbitration Agreement (attached) which provides that any disputes between you and the School be submitted to binding arbitration. You should notify the School in writing of any complaints you have with respect to your employment so that any issues can immediately be addressed and rectified.

7. Confidentiality. Because of the nature of our work and the highly confidential information we provide to our employees, you will be required to execute a Confidentiality and Non-Disclosure agreement (attached), which will remain in full force and effect after your employment.

8. Equal Employment Opportunity. The School is an equal opportunity employer. School policy prohibits discrimination, retaliation, or harassment based on actual or perceived ancestry, race, color, religion, including religious dress and grooming practices, national origin, including language use and possession of a driver’s license, citizenship, marital status, sex, pregnancy, childbirth, breastfeeding, or related medical conditions, gender, gender identity, gender expression, sexual orientation, age (40 and above), military or veteran status, physical or

mental disability, including HIV and AIDS, medical condition, including cancer or a record or history of cancer, genetic characteristic or information, 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, and any other status protected by federal, state, or local laws. This commitment applies to all personnel decisions and to all persons involved in the operations of the School. In addition, you are expressly prohibited from discriminating against, retaliating against, or harassing any student of the School. You must treat all students and third parties working for or on behalf of the School respectfully and appropriately.

9. Prior Agreements. You affirm that you are not a party to any agreement(s) such as a non-competition agreement that would prohibit you from employment with us.

10. Organization Policies. If you accept this offer and begin employment, on your first day of employment, you will be given additional information about the School, including but not limited to its Employee Handbook and other policies and procedures

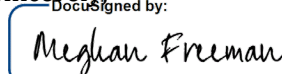
11. Entire Agreement. This Agreement and its Exhibit A, and accompanying attachments, when accepted by you, constitutes our entire agreement and supersedes all prior agreements and representations whether written or oral. This Agreement may be amended only by a writing signed by both yourself and the CEO of the School. To the extent this Agreement or its attachments conflict with our Employee Handbook or any other policy or procedure, this Agreement or its attachments, as the case may be, shall control.

On your first day of work, you will be required to complete the INS form I-9. Please bring appropriate identification that shows your eligibility to work in the United States.

If these terms are acceptable to you, please sign one copy of this offer letter and return it at your earliest convenience. This offer will remain open for 5 working days.

Once again, we are looking forward to you joining the Elite Academic Academy - Lucerne team, contributing to the Certificated Teaching Department, and personally growing with the School.

Sincerely,

DocuSigned by:


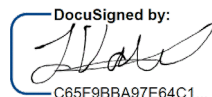
Meghan Freeman
CEO

5/18/2022

Date: _____

AGREED TO AND ACCEPTED BY:

Employee: Lauren Valdez

DocuSigned by:

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Signature: _____

5/19/2022

Date: _____



Teacher of Record - Homeschool

Job Description

Position Title:	Teacher of Record - Homeschool
Reports To:	Director of Homeschool (or designee)
FLSA Status:	Exempt
School Classification:	Certificated
Pay Range:	Starting at \$62,000 annually
Work Schedule:	186-221 days
Location:	Remote Office

Position Summary:

Teachers of Record - Homeschool support students in meeting their educational goals and ensuring they are successful in an independent study environment. Required duties include administrative responsibilities and completion of all required paperwork as outlined below. Teachers of Record - Homeschool are required to participate in all staff meetings and trainings. Teachers of Record - Homeschool are expected to uphold the school's mission and shared values, philosophy, and policies and procedures. Teachers of Record - Homeschool must carry and maintain a valid California teaching credential. Teachers of Record - Homeschool must meet with K-8 students at least once every 35 days but communicate weekly. High School students will be supported weekly. Teachers of Record - Homeschool may have to tutor students/support tutoring opportunities weekly if they are not making sufficient academic progress and an intervention plan is in effect.

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.

- A valid, current, and appropriate California state teaching credential for teaching staff. A copy of Teaching Credential to be provided and kept current.
- State and federal fingerprint clearance (LiveScan) to work with students (Ed. Code 44237). No prospective employee can report to work without this clearance being

*Teacher of Record - Homeschool Job Description
Board Approved Nov. 04, 2021*

received and Human Resources notifying the immediate supervisor of this clearance.

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

General Skills:

- Team player.
- Love of learning – a lifelong learner.
- Ability to transmit passion for learning to students and families.
- Flexibility and accountability.
- Well developed, clear communication and interpersonal skills that maintain a respectful, professional, and courteous manner.
- Conflict resolution skills.
- Strong organizational skills.
- Openness to differing views and objectives.
- Computer and technology literacy.
- Willingness to research and become knowledgeable of curriculum and educational resources.
- Ability to deliver information concerning curriculum, teaching, assessment, and learning to families.
- Serve the student and parent's needs to the best of his/her ability without allowing his/her own convenience to interfere.
-

ESSENTIAL DUTIES AND RESPONSIBILITIES

Professional Support:

- The Teacher of Record - Homeschool’s goal is to ensure the academic success of each student on their roster.
- Teachers of Record - Homeschool must meet with assigned students and parents to support the student’s academic needs, and to facilitate adequate progress toward the common core state standards. This requires understanding the student/family goals and Teachers of Record - Homeschool assist families in the development and execution of the goals.
- Teachers of Record - Homeschool will work with students in all grade levels TK-12. For students in grades 6-12 this includes a knowledge of the high school requirements.
- Teachers of Record - Homeschool will complete all educational and administrative duties, paperwork, and other tasks as needed to achieve this goal. Professional support is not limited to the school calendar days.

Responsibilities:

- Develop an educational plan with each family at the beginning of each learning period.
- Maintain daily communication through live and synchronous sessions with students and parents/guardians through online platform, email, and telephone communication.
- Evaluate, update, and document student progress towards the educational plan and Common Core State Standards by examining the entire body of student learning at the monthly Academic Consultation and engaging the student through evaluative discussion and observation.
- Collect work samples each learning period and use those samples to create a record of each students' learning.
- Stay current with school policy and procedure.
- Complete the required paperwork and documentation for each student according to individual deadlines.
- Responsible for synchronous and live sessions to support increased student engagement and grade level mastery.
- Advise and support parents and students.
- Ensure students' academic needs are met by ordering, researching, and suggesting curriculum.
- Suggest and provide information regarding available educational opportunities.
- Proactively seek information on high school curriculum and course work.
- Stay current with UC A-G requirements, school policy and procedure.
- Work with Program Director to ensure high school requirements are being met.
- Design Custom High School Courses according to student need.
- Maintain an accurate online budget for each student-make sure funds are spent according to academic priority—curriculum, tutoring, and then enrichment.
- Communicate school information to the parents/students.
- Respond to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours.
- Attend IEP and other required meetings for assigned students.
- Use computer technology, email, the Internet, and other technology.
- Attend mandatory teacher trainings and weekly meetings/mentoring sessions.
- Complete online and other trainings as determined as necessary by the school.
- Proctor state mandated tests and administer any charter required assessments, such as the i-Ready assessment, easyCBM, etc.
- Support high school students and parents with high school planning.
- Evaluate student transcripts for graduation/completion purposes.
- May perform other duties commensurate with the functions and level of the position.

Paperwork and Documentation:

*Teacher of Record - Homeschool Job Description
Board Approved Nov. 04, 2021*

The Teacher of Record - Homeschool must complete all paperwork and documentation necessary to serve each assigned student. Completed documentation must be submitted by specific due dates as specified by the school. The required documentation includes, but is not limited to, the following:

- Master Agreements and enrollment paperwork
- Attendance Reporting
- Assignment and Work Record (AWR) in School Pathways to document student learning--to be completed within two weeks after attendance has been taken
- Report Cards
- Portfolios(digital)
- Purchase Orders
- Checkout (performed after last day of school)
- High school plans and paperwork
- IEP paperwork
- Additional paperwork as needed

Advice and Support:

The Teacher of Record - Homeschool is expected to serve students with varying needs. A broad base of educational knowledge, as well as a thorough understanding of educational opportunities available through the school, is necessary to support families adequately. This knowledge must include, but is not limited to, familiarity with the following:

- School and Common Core State Standards
- Curricular options to meet the standards
- Learning approaches and teaching philosophies
- School graduation requirements
- School and community in-services available
- Internet resources
- Distance learning
- Field Trips
- High School specific information

The Teacher of Record - Homeschool is responsible for answering educational questions posed by their families, performing research, using the Elite Educator manual, and consulting their assigned local lead as needed.

Other Duties

- Proctoring duties as needed during the testing window.
- Plan two field trips per year and create educational materials to support the field trip. This includes but is not limited to worksheets to be completed on the field trip, before or after.
- Respond to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours.
- Document and report to the school's management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; and ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).
- Perform other duties as assigned.

Use of Computer Technology:

To perform this job successfully, an individual should have general knowledge of database software, how to use the internet to find information and complete tasks, email usage, order processing systems, spreadsheet software, and word processing software. The employee is expected to acquire and maintain a working computer with an internet connection and a printer. The employee should be familiar with videochat platforms in order to support students virtually and attend meetings, as applicable.

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.

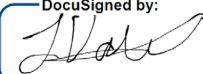
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to demonstrate activities.
- Operates a computer and other office machinery.
- Seeing to read a variety of materials and monitor students.
- Bending at the waist, kneeling, or crouching.
- Sitting or standing for extended 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.

- Noise level is generally moderate
 - Meetings conducted in public and private settings
 - Indoor and outdoor in varying temperature
 - Employee must have available transportation and be able to drive up to 100 miles in a day
-

Employee Acknowledgement:

DocuSigned by:

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Lauren Valdez

5/19/2022

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 Lauren Valdez (“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: DocuSigned by: Meghan Freeman
By: _____
Its: Chief Executive Officer

EMPLOYEE: DocuSigned by: [Signature]
By: _____

DATED: 5/18/2022

DATED: 5/19/2022



CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

The Parties to this Confidentiality and Non-Solicitation Agreement ("Agreement") are Elite Academic Academy - Lucerne (the "School") and Lauren Valdez ("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.

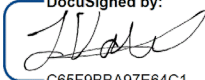
Employee further agrees that signing this Agreement is a condition of his/her employment with the School and payment therefore, which he/she understood before accepting employment with the School.

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: 5/19/2022

DocuSigned by:

C65E9BBA97F64C1
NAME _____

Date: 5/18/2022

DocuSigned by:

A4137E406BF5494
By: _____
Its: Chief Executive Officer

EAA 2022/2023 Staffing Calendar - 201 Day (12 month) Employees (New Hire)																																		
JULY							AUGUST							SEPTEMBER							OCTOBER							Important Dates						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
					1	2	1	2	3	4	5	6					1	2	3							1	7/1	First Day of School (Year-Round)						
																											7/4	Independence Day Holiday						
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	2	3	4	5	6	7	8	8/8	Contract Start Date				
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	3	9	10	11	12	13	14	15	8/29	First Day of School (Traditional)				
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	4	16	17	18	19	20	21	22	9/5	Labor Day Holiday				
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30									11/11	Veteran's Day Holiday					
31																													11/21 - 11/25	Thanksgiving Break				
																													12/19 - 1/6	Winter Break				
NOVEMBER							DECEMBER							JANUARY							FEBRUARY													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7					1	2	3	4	2/17 - 2/20	Presidents' Day Weekend				
														8	9	10	11	12	13	14									3/13 - 3/17	Spring Break				
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	16	5	6	7	8	9	10	11	5/29	Memorial Day				
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	17	12	13	14	15	16	17	18	6/13	Last Day of School - Traditional				
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	1	19	20	21	22	23	24	25	6/14	Last Day of School - Year Round				
27	28	29	30				25	26	27	28	29	30	31	29	30	31						26	27	28					6/30	Contract End Date				
MARCH							APRIL							MAY							JUNE							Key						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
			1	2	3	4						1	1	2	3	4	5	6					1	2	3									Contract Start and End Dates
																													First & Last Day(s) of School					
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	15	4	5	6	7	8	9	10		Paid Holidays (FT)				
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	16	11	12	13	14	15	16	17		New Hire Orientation and PD (8/8-8/12)				
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	17	18	19	20	21	22	23	24		Paid Flex (Non-school/contract) Days (FT)				
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31					25	26	27	28	29	30			All Staff Professional Development Days				
							30																							Track A TOR/CT PD				



Pending Board Approval

DocuSigned by:

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5/19/2022



AT-WILL EMPLOYMENT AGREEMENT

Between Elite Academic Academy Charter - Lucerne

and

Name: Barbara Craig

in the position of

Title: Special Education - Education Specialist

April 10, 2023

Barbara Craig
5676 E. Los Angeles Ave.
Simi Valley, CA 93063

Dear Barbara,

We are pleased to offer you the position of full-time exempt Special Education - Education Specialist with Elite Academic Academy-Lucerne (the "School") commencing July 1, 2023 and including 3 Professional Development days (August 17, 18, and 21, 2023). We are delighted you chose to join the Certificated Teaching Department and are confident you will enjoy it here. The purpose of this letter is to summarize the terms of your employment with the School as set forth in this At-Will Employment Agreement (the "Agreement"), should you accept our offer. This offer of employment is conditioned upon the receipt of proof of your legal eligibility to work in the United States (IRS I-9) and successful completion of all background (Livescan) checks.

The terms of your employment with the School are as follows:

1. **Job Duties.** Your job duties are detailed in the attached job description (Exhibit A) and you will report to the Special Education Coordinator, Special Education Consultant, or designee.
2. **At-Will Employment.** Your employment at the School is "at will," which means that it is of no definite duration and will continue only as long as both you and the School consider it of mutual benefit. Either you or the School is free to terminate the employment relationship at any time, with or without cause and with or without notice. Although your job duties, title,

compensation, and benefits, as well as our personnel policies and procedures, may change from time-to-time, the “at will” nature of your employment may only be changed in a document signed by you and the CEO of the School.

3. Work Hours. You are compensated for the general value of services you perform and not for the amount of time you spend on the job. Thus, you will generally be paid your set salary notwithstanding the number of hours you work. However, to ensure that you can be reached by your supervisor and communicate with those individuals who will assist you in performing your job duties, you are generally expected to work Monday to Friday during normal business hours.

4. Compensation. Due to funding uncertainties generally, and more specifically associated with the School’s required participation in the SB 740 funding process for non-seat-time charter schools, as well as the unpredictability of legislation affecting charter schools, the total amount of School funds available for employee compensation is often unknown to the School at the outset of any academic year. Accordingly, you will be paid a minimum annual salary of \$103,488 (or \$8,624 per month for 12 months), less applicable withholdings, for 224 days of work (\$462/day) (see calendar attached) including 3 days of Professional Development (see above), which amount may be adjusted upward during or at the conclusion of the academic year by the School’s governing board in its sole discretion. You will also receive a stipend of \$150.00 a month for travel and mileage (in lieu of mileage reimbursement), along with a \$125.00 monthly stipend in honor of your Master’s Degree. You will be paid once a month on, or before, the 26th of each month. Salary increases and annual bonuses may be awarded at the end of each calendar year, at the sole and absolute discretion of the CEO, based upon, among other things, your performance and the School’s overall performance during the calendar year.

5. Benefits. You will be eligible for all benefits as generally offered to similarly situated employees of the School, including contributions to California State Teachers Retirement System, as further described in our Employee Handbook. The School also offers Health and Welfare benefits, after one month of employment, 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. You may “opt out” of medical insurance provided by the Charter and retain a monthly allotment of \$200. For more information, please see the plan benefits.

6. Arbitration. It is a condition of your employment that you review our Arbitration Agreement (attached) which provides that any disputes between you and the School be submitted to binding arbitration. You should notify the School in writing of any complaints you have with respect to your employment so that any issues can immediately be addressed and rectified.

7. Confidentiality. Because of the nature of our work and the highly confidential information we provide to our employees, you will be required to execute a Confidentiality and Non-Disclosure agreement (attached), which will remain in full force and effect after your employment.

8. Equal Employment Opportunity. The School is an equal opportunity employer. School policy prohibits discrimination, retaliation, or harassment based on actual or perceived ancestry, race, color, religion, including religious dress and grooming practices, national origin, including language use and possession of a driver’s license, citizenship, marital status, sex, pregnancy, childbirth, breastfeeding, or related medical conditions, gender, gender identity, gender expression, sexual orientation, age (40 and above), military or veteran status, physical or

mental disability, including HIV and AIDS, medical condition, including cancer or a record or history of cancer, genetic characteristic or information, 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, and any other status protected by federal, state, or local laws. This commitment applies to all personnel decisions and to all persons involved in the operations of the School. In addition, you are expressly prohibited from discriminating against, retaliating against, or harassing any student of the School. You must treat all students and third parties working for or on behalf of the School respectfully and appropriately.

9. Prior Agreements. You affirm that you are not a party to any agreement(s) such as a non-competition agreement that would prohibit you from employment with us.

10. Organization Policies. If you accept this offer and begin employment, on your first day of employment, you will be given additional information about the School, including but not limited to its Employee Handbook and other policies and procedures


11. Entire Agreement. This Agreement and its Exhibit A, and accompanying attachments, when accepted by you, constitutes our entire agreement and supersedes all prior agreements and representations whether written or oral. This Agreement may be amended only by a writing signed by both yourself and the CEO of the School. To the extent this Agreement or its attachments conflict with our Employee Handbook or any other policy or procedure, this Agreement or its attachments, as the case may be, shall control.

On your first day of work, you will be required to complete the INS form I-9. Please bring appropriate identification that shows your eligibility to work in the United States.

If these terms are acceptable to you, please sign one copy of this offer letter and return it at your earliest convenience. This offer will remain open for 5 working days.

Once again, we are looking forward to you joining the Elite Academic Academy-Lucerne team, contributing to the Certificated Teaching Department, and personally growing with the School.

Sincerely,

DocuSigned by:

Meghan Freeman
CEO

Date: 4/10/2023

AGREED TO AND ACCEPTED BY:

Employee: Barbara Craig

Signature:  Date: 4/11/2023
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Special Education - Education Specialist

Job Description

Position Title:	Special Education - Education Specialist
Reports To:	Director or Program Lead (or designee)
FLSA Status:	Exempt
School Classification:	Certificated
Pay Range:	Based on the range of the program hiring
Work Schedule:	186 -224 days
Location:	Onsite/Remote Office

Position Summary:

Has knowledge and expertise in special education. School staff will rely on the Education Specialist to provide consultation and educational services within the area of special education.

ESSENTIAL DUTIES and RESPONSIBILITIES

- Case manage students with Individualized Education Programs (IEPs).
- Conduct educational assessment related to students' access to the academic core curriculum and progress towards meeting instructional academic goals.
- Provide instruction and special education support to individuals with disabilities including specific learning disabilities, mild to moderate intellectual disabilities, other health impairments, serious emotional disturbance, and authorizes service in grades TK–12 and in classes organized primarily for adults through age 22 across a continuum of program options available.
- Write IEPs, schedule IEP meetings.
- Consult with various school team members, parents, and outside service providers; coordinate IEP services as needed.
- Plan programs, coordinate curricular resources, and evaluate effectiveness of programs for individuals with exceptional needs.
- Participate in staff and program development related to the special methods and approaches of providing special education services.
- Perform duties as assigned.

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.

- Bachelor's degree from an accredited college or university.
- Most hold a valid, current, California state Education Specialist Instruction Credential Mild/Moderate for teaching staff. A copy of Teaching Credential to be provided and kept current.
- 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 Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB Tine test dated within the last 60 days (Ed. Code 49406) upon employment and thereafter updated every four years.
- Valid California Driver's License.
- Familiarity with the CA Common Core State Standards.
- An enthusiasm for curriculum development to support a young and growing school program.
- Core academic subject competence must be:
 - EXAM: Pass a subject matter examination approved by the CCTC in each subject taught or
 - COURSEWORK:
 - In each core area taught complete a:
 - A) CCTC approved subject matter program, or
 - B) Major, or
 - C) Major equivalent, (32 semester units or the equivalent) or
 - D) Graduate degree or
 - ADVANCED CERTIFICATION:
 - National Board Certification in the core area **OR**
 - HOUSSE: Complete California's High Objective Uniform State Standard of Evaluation
 - Must have strong math knowledge and math skills in the areas of General/Basic Math, Algebra 1, Geometry, Algebra 2, Pre-Calculus in addition to a general knowledge of other subjects (English, Science, History, etc).
 - Must have strong computer skills including word processing, entering data into a database, Internet, electronic mail, and other digital literacy skills
 - Must have own transportation, a valid driver's license, and vehicle insurance as required by California law.

Requirements/Experience:

- Reside in the state of California
- Bachelor's degree
- Strong content and subject-matter knowledge
- Ability to support and guide adults, as well as students
- Strong written and verbal communication skills

- Organization and time-management skills
- Excellent writing and grammar skills
- Flexible schedule
- Proficiency in various word processing programs, SEIS and experience using them in a professional capacity

Other Duties:

- Proctoring duties as needed during the testing season.
- Respond to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours.
- Document and report to the school's management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; and ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).
- Perform other duties as assigned.

Use of Computer Technology:

To perform this job successfully, an individual should have general knowledge of database software, how to use the internet to find information and complete tasks, email usage, order processing systems, spreadsheet software, and word processing software. The employee is expected to acquire and maintain a working computer with an internet connection and a printer.

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 and monitor students
- 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.

- Noise level is generally moderate

- Meetings conducted in public and private settings
- Indoor and outdoor in varying temperature
- Employee must have available transportation and be able to drive up to 100 miles in a day

Employee Acknowledgement:

DocuSigned by:

25255C6B667941C...
Employee Signature

Barbara Craig

Printed Name

4/11/2023

Date



MUTUAL AGREEMENT TO ARBITRATE DISPUTES

The parties to this Mutual Agreement to Arbitrate Disputes (the “Agreement”) wish to resolve, fairly and efficiently, any dispute which may arise between them and mutually agree as follows:

In consideration of the undersigned employee’s (“Employee”) employment with Elite Academic Academy – Lucerne (the “Company”) and the mutual promises contained herein, Barbara Craig (“Employee”) and the “Company,” including any of its current and former owners, managers, members, directors, officers, shareholders, employees, agents, predecessors, successors, representatives, affiliated or related entities (“Company Parties,” who are intended third party beneficiaries of this Agreement) (collectively, the “Parties”, or individually, “Party”) knowingly and voluntarily agree that binding arbitration before a single, neutral arbitrator shall be the exclusive remedy for any and all claims that have existed, currently exist, and/or may arise between them.

- A) Claims Covered. This Agreement broadly covers *all* claims between the Parties (except claims that by law are non-arbitrable) (collectively, “Covered Claims”) including, but not limited to, claims for: (a) misclassification, wages (regular or overtime), meal period and/or rest break premiums, statutory and civil penalties including without limitation wage statement and 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; (d) unfair competition and/or misappropriation of trade secrets; (e) discrimination and/or harassment, subject to the provisions of Section D below; (f) retaliation; and (g) any other claims arising out of the Parties’ employment relationship (including application for employment) or separation of the employment relationship or for violation of any federal, state, local, or other government law, statute, regulation, rule, or ordinance including, without limitation, the California Labor Code, the applicable Industrial Welfare Commission Wage Order, California Business and Professions Code, the Fair Labor Standards Act, the California Fair Employment and Housing Act, the California Family Rights Act, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, and the Age Discrimination in Employment Act. Other possible disputes covered by this Agreement include claims the Company may have against Employee, including, but not limited to, claims for: (a) the unauthorized disclosure or misappropriation of trade secrets; (b) intellectual property infringement; (c) conversion or theft; (d) breach of employment contract; (e) interference with contractual relations; (f) negligence; (g) breach of a fiduciary duty or the duty of loyalty; (h) trade libel or defamation.

B) Arbitration as Exclusive Remedy for Class, Collective, Representative and Multi-Party Action. Covered Claims must be arbitrated on an individual basis only, and arbitration on an individual basis is the exclusive remedy. No arbitrator has authority to join or consolidate claims or proceed with arbitration on a multi-plaintiff, class, collective, or representative basis, such as under California’s Private Attorneys General Act of 2004 to the maximum extent permitted by law (“representative” meaning Employee is seeking to represent other employees). THIS MEANS THAT YOU MAY NOT SEEK RELIEF ON BEHALF OF ANY OTHER PARTIES IN ARBITRATION, INCLUDING BUT NOT LIMITED TO SIMILARLY SITUATED EMPLOYEES OR AGGRIEVED EMPLOYEES. THE ARBITRATOR’S AUTHORITY TO RESOLVE ANY DISPUTE AND TO MAKE WRITTEN AWARDS WILL BE LIMITED TO YOUR INDIVIDUAL

CLAIMS. Any disputes concerning the applicability or validity of this paragraph shall be decided by a court of competent jurisdiction, not by the arbitrator. As to any Covered Claim, each Party waives the right to a jury trial and to a bench trial, and also waives the right to bring, maintain, participate in, or receive money from any class, collective and/or other multi-party proceeding, whether in arbitration or otherwise.

C) Knowing and Voluntary Nature of Agreement. The Parties, by signing this Agreement, represent and warrant that they have carefully read and fully understand this Agreement, that they have been afforded sufficient opportunity to review this Agreement with any advisors of their choice, that they are fully competent to manage their own business affairs and to enter into this Agreement, and that they have signed this Agreement knowingly, freely, and voluntarily. Employee understands that entering into this Agreement is not a condition of Employee's employment with the Company and, if Employee chooses to not enter into this Agreement, the Company will not retaliate, discriminate, threaten, terminate, or revoke Employee's offer of employment for that reason.

D) Excluded Claims. Notwithstanding the above broad scope of Covered Claims, this Agreement does not cover any claims that are non-arbitrable pursuant to applicable law (to the extent the law is not preempted by the Federal Arbitration Act ("FAA")) such as: (i) claims for workers' compensation benefits; (ii) claims for unemployment insurance benefits; (iii) sexual harassment and sexual assault disputes arising under federal, state or local law, unless the employee elects to arbitrate these claims; (iv) proceedings before the Worker's Compensation Appeals Board, the Employment Development Department, or the National Labor Relations Board; or (v) claims brought directly by the U.S. Department of Labor, the Department of Fair Employment and Housing, or the Equal Employment Opportunity Commission (collectively, "Administrative Claim"). If and to the extent a claim or proceeding which is listed as an example is no longer deemed non-arbitrable per applicable law, its inclusion in the list shall not be controlling and the claim shall be arbitrated pursuant to this Agreement. If any part of this Agreement is in conflict with any applicable law, the law shall govern, and that part of this Agreement shall be reformed and construed to the maximum extent possible in conformance with the applicable law. If any issue arises as to whether a particular dispute or claim between the Parties is arbitrable under this Agreement, a court of competent jurisdiction, and not an arbitrator, shall decide the issue of arbitrability.

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.

F) Rules and Place of Arbitration. Unless the Parties agree to an alternative, the arbitration shall be administered by JAMS ADR Services ("JAMS"). Arbitration will occur within 45 miles of where Employee is or was last employed by the Company under JAMS's then current Employment Arbitration Rules, except where these rules contradict this Agreement or applicable law. (A current copy of the JAMS rules is available at www.jamsadr.com or from Human Resources upon request). The arbitrator can order the same remedies that a judge could order in a court of law. 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 power to subpoena relevant documents for review by a party prior to the arbitration hearing as well as subpoena relevant documents for production at the arbitration hearing. If the parties cannot agree on an arbitrator, JAMS's rules will govern selection. The arbitrator's written award shall: (i) issue within thirty (30) days of the conclusion of evidence; (ii) state the reasons to support the decision; and (iii) be based on governing law and evidence cited.

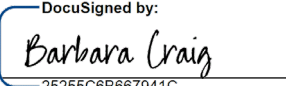
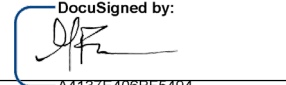
G) Arbitration Fees and Costs. Except for the equivalent court filing fees, the Company will be

responsible for any arbitration fees. Each Party shall pay its own costs and attorneys’ fees, if any, except that the arbitrator shall award attorneys’ fees and costs in accordance with applicable law.

H) Governing Law. The Parties acknowledge that this Agreement and Employee’s employment with the Company evidence a transaction involving interstate commerce. Thus, notwithstanding applicable substantive state law, any arbitration conducted pursuant to this Agreement shall be governed by the FAA, 9 U.S.C. §§ 1-16. Otherwise, California law shall govern to the extent not inconsistent with the FAA.

I) Sole and Entire Agreement as to Dispute Resolution; Severability. This Agreement contains the entire agreement between the Parties with respect to alternative dispute resolution, which can only be modified in a writing signed by the Employee and an authorized officer of the Company. The Parties intend that this Agreement be limited to those claims that may legally be subject to a pre-dispute arbitration agreement under applicable law after applying FAA preemption principles. A court or arbitrator construing this Agreement may therefore modify or interpret it to render it enforceable. In the event that any provision of this Agreement is found to be invalid or unenforceable for any reason, such provision shall be severed from the Agreement and the remaining portions of the Agreement shall be given full force and effect.

BY SIGNING BELOW, THE PARTIES ACKNOWLEDGE THAT EACH HAS RECEIVED AND HAS HAD THE OPPORTUNITY TO READ THIS AGREEMENT AND KNOWINGLY AND VOLUNTARILY WAIVES THE RIGHT TO CLASS, COLLECTIVE, REPRESENTATIVE AND OTHER MULTI-PARTY PROCEDURES, AND THE RIGHT TO TRIAL BY JURY OR JUDGE FOR ANY COVERED CLAIM.

Barbara Craig	 <small>DocuSigned by: Barbara Craig 25255C6B667941C...</small>	4/11/2023
Employee Name	Signature	Date
MEGHAN FREEMAN	 <small>DocuSigned by: A4137E406BF5494...</small>	4/10/2023
Meghan Freeman Chief Executive Officer Elite Academic Academy – Lucerne	Signature	Date



CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

The Parties to this Confidentiality and Non-Solicitation Agreement ("Agreement") are Elite Academic Academy-Lucerne (the "School") and Barbara Craig ("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: 4/11/2023

DocuSigned by:
Barbara Craig
25255C6B667941C...
NAME

Date: 4/10/2023

DocuSigned by:
[Signature]
A4137E406BF549A...
By: _____
Its: Chief Executive Officer

EAA 2023/2024 Staffing Calendar - 224 (12 Month) Certificated Employee

22

JULY							AUGUST							SEPTEMBER							OCTOBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1			1	2	3	4	5						1	2	1	2	3	4	5	6	7		
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	27	28	29	30	31	24	25	26	27	28	29	30	29	30	31							
30	31																											

NOVEMBER							DECEMBER							JANUARY							FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4					1	2	1	2	3	4	5	6				1	2	3			
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	29							
							31																				

MARCH							APRIL							MAY							JUNE								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2	1	2	3	4	5	6				1	2	3	4						1				
3	4	5	6	7	8	9	7	8	9	10	11	12	13		6	7	8	9	10	11		3	4	5	6	7	8		
10	11	12	13	14	15	16	14	15	16	17	18	19	20		13	14	15	16	17	18		10	11	12	13	14	15		
17	18	19	20	21	22	23	21	22	23	24	25	26	27		20	21	22	23	24	25		17	18	19	20	21	22		
24	25	26	27	28	29	30	28	29	30		27	28	29	30	31											26	27	28	29
31																													

- Important Dates**
- 6/30 - First Day of School (Year-Round)
 - 7/1 - Contract Start Date
 - 7/4 - Fourth of July
 - 8/28 - First Day of school (Traditional)
 - 9/4 - Labor Day
 - 11/10 - Veteran's Day
 - 11/20 - 11/24 - Thanksgiving Break
 - 12/18- 1/5 - Winter Break
 - 1/15 - Martin Luther King Jr. Day
 - 2/19 - Presidents' Day
 - 3/11 - 3/15 - Spring Break
 - 5/27 - Memorial Day
 - 6/13 - Last Day of School
 - 6/19 - Juneteenth
 - 6/30 - Contract End Date

- Key**
- Contract Start and End Dates
 - First & Last Day(s) of School
 - Paid Holidays (FT)
 - Paid Flex (Non-school/contract) Days (FT)
 - All Staff Professional Development Days



Pending Board Approval

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DocuSigned by:
Barbara Craig
 25255C6B667941C... 4/11/2023

Elite Academic Academy 2023/2024 Staffing Calendar - Payroll

JULY							AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5						1	2	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30	31	24	25	26	27	28	29	30	29	30	31						
30	31																										

NOVEMBER							DECEMBER							JANUARY							FEBRUARY							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	4					1	2			1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
26	27	28	29	30	24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	29	25	26	27	28	29			
							31																					

MARCH							APRIL							MAY							JUNE								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
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3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29	23	24	25	26	27	28	29
31																			30										

Important Dates

- 7/4 - Fourth of July
- 9/4 - Labor Day
- 11/10 - Veteran's Day
- 11/20 - 11/24 - Thanksgiving Break
- 12/18- 1/5 - Winter Break
- 1/15 - Martin Luther King Jr. Day
- 2/19 - Presidents' Day
- 3/11 - 3/15 - Spring Break
- 5/27 - Memorial Day
- 6/19 - Juneteenth

Key

- Semi-Monthly Payroll
- Monthly/Semi-Monthly Payroll
- Holidays



Pending Board Approval

DocuSigned by:
Barbara Craig
 25255C6B667941C... 4/11/2023



AT-WILL EMPLOYMENT AGREEMENT

Between Elite Academic Academy Charter - Lucerne

and

Name: Shannon Nguyen

in the position of

Title: School Psychologist

April 10, 2023

Shannon Nguyen
23479 Thornewood Drive
Newhall, CA 91321

Dear Shannon,

We are pleased to offer you the position of full-time exempt School Psychologist with Elite Academic Academy-Lucerne (the "School") commencing July 1, 2023 and including 3 Professional Development days (August 17, 18, and 21, 2023). We are delighted you chose to join the Certificated Teaching Department and are confident you will enjoy it here. The purpose of this letter is to summarize the terms of your employment with the School as set forth in this At-Will Employment Agreement (the "Agreement"), should you accept our offer. This offer of employment is conditioned upon the receipt of proof of your legal eligibility to work in the United States (IRS I-9) and successful completion of all background (Livescan) checks.

The terms of your employment with the School are as follows:

1. **Job Duties.** Your job duties are detailed in the attached job description (Exhibit A) and you will report to the Special Education Coordinator, Special Education Consultant, or designee.
2. **At-Will Employment.** Your employment at the School is "at will," which means that it is of no definite duration and will continue only as long as both you and the School consider it of mutual benefit. Either you or the School is free to terminate the employment relationship at any time, with or without cause and with or without notice. Although your job duties, title,

compensation, and benefits, as well as our personnel policies and procedures, may change from time-to-time, the “at will” nature of your employment may only be changed in a document signed by you and the CEO of the School.

3. Work Hours. You are compensated for the general value of services you perform and not for the amount of time you spend on the job. Thus, you will generally be paid your set salary notwithstanding the number of hours you work. However, to ensure that you can be reached by your supervisor and communicate with those individuals who will assist you in performing your job duties, you are generally expected to work Monday to Friday during normal business hours.

4. Compensation. Due to funding uncertainties generally, and more specifically associated with the School’s required participation in the SB 740 funding process for non-seat-time charter schools, as well as the unpredictability of legislation affecting charter schools, the total amount of School funds available for employee compensation is often unknown to the School at the outset of any academic year. Accordingly, you will be paid a minimum annual salary of \$142,016 (or \$11,834.67 per month for 12 months), less applicable withholdings, for 224 days of work (\$634/day) (see calendar attached) including 3 days of Professional Development (see above), which amount may be adjusted upward during or at the conclusion of the academic year by the School’s governing board in its sole discretion. You will also receive a stipend of \$150.00 a month for travel and mileage (in lieu of mileage reimbursement), along with a \$125.00 monthly stipend in honor of your Master’s Degree. You will be paid once a month on, or before, the 26th of each month. Salary increases and annual bonuses may be awarded at the end of each calendar year, at the sole and absolute discretion of the CEO, based upon, among other things, your performance and the School’s overall performance during the calendar year.

5. Benefits. You will be eligible for all benefits as generally offered to similarly situated employees of the School, including contributions to California State Teachers Retirement System, as further described in our Employee Handbook. The School also offers Health and Welfare benefits, after one month of employment, 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. You may “opt out” of medical insurance provided by the Charter and retain a monthly allotment of \$200. For more information, please see the plan benefits.

6. Arbitration. It is a condition of your employment that you review our Arbitration Agreement (attached) which provides that any disputes between you and the School be submitted to binding arbitration. You should notify the School in writing of any complaints you have with respect to your employment so that any issues can immediately be addressed and rectified.

7. Confidentiality. Because of the nature of our work and the highly confidential information we provide to our employees, you will be required to execute a Confidentiality and Non-Disclosure agreement (attached), which will remain in full force and effect after your employment.

8. Equal Employment Opportunity. The School is an equal opportunity employer. School policy prohibits discrimination, retaliation, or harassment based on actual or perceived ancestry, race, color, religion, including religious dress and grooming practices, national origin, including language use and possession of a driver’s license, citizenship, marital status, sex, pregnancy, childbirth, breastfeeding, or related medical conditions, gender, gender identity, gender expression, sexual orientation, age (40 and above), military or veteran status, physical or

mental disability, including HIV and AIDS, medical condition, including cancer or a record or history of cancer, genetic characteristic or information, 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, and any other status protected by federal, state, or local laws. This commitment applies to all personnel decisions and to all persons involved in the operations of the School. In addition, you are expressly prohibited from discriminating against, retaliating against, or harassing any student of the School. You must treat all students and third parties working for or on behalf of the School respectfully and appropriately.

9. Prior Agreements. You affirm that you are not a party to any agreement(s) such as a non-competition agreement that would prohibit you from employment with us.

10. Organization Policies. If you accept this offer and begin employment, on your first day of employment, you will be given additional information about the School, including but not limited to its Employee Handbook and other policies and procedures

11. Entire Agreement. This Agreement and its Exhibit A, and accompanying attachments, when accepted by you, constitutes our entire agreement and supersedes all prior agreements and representations whether written or oral. This Agreement may be amended only by a writing signed by both yourself and the CEO of the School. To the extent this Agreement or its attachments conflict with our Employee Handbook or any other policy or procedure, this Agreement or its attachments, as the case may be, shall control.

On your first day of work, you will be required to complete the INS form I-9. Please bring appropriate identification that shows your eligibility to work in the United States.

If these terms are acceptable to you, please sign one copy of this offer letter and return it at your earliest convenience. This offer will remain open for 5 working days.

Once again, we are looking forward to you joining the Elite Academic Academy-Lucerne team, contributing to the Certificated Teaching Department, and personally growing with the School.

Sincerely,

DocuSigned by:


Meghan Freeman
CEO

4/10/2023

Date: _____

AGREED TO AND ACCEPTED BY:

Employee: Shannon Nguyen

DocuSigned by:

F67892584A914DF...

Signature: _____

Date: 4/11/2023



School Psychologist

Job Description

Position Title:	School Psychologist
Reports To:	SPED Director/Consultant, SPED Coordinator, or designee
FLSA Status:	Exempt
School Classification:	Certificated Administration
Pay Range:	\$100,000 - \$150,000 Based upon experience
Work Schedule:	12 months
Location:	Remote Office

Position Summary: *The School Psychologist is a credentialed professional whose primary objective is the application of scientific principles of learning and behavior to address students' school-related challenges, and to facilitate the learning and social-emotional development of students. The School Psychologist is expected to deliver quality psychoeducational services that facilitate successful learning experiences for all students in accordance with the National Association of School Psychologists (NASP) professional standards and the educational philosophy and objectives of the charter school.*

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.

- Current California license to practice psychology.
- Valid pupil personnel services credential (k-12) with special authorization in school psychology.
- 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 Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB Tine test dated within the last 60 days (Ed. Code 49406) upon employment and thereafter updated every four years.
- Valid California Driver's License.

ESSENTIAL DUTIES and RESPONSIBILITIES:

Psychoeducational Services

- **Data-based decision making, program evaluation and accountability:**
 - Use data to make empirically-based decisions, problem-solve, develop interventions, measure progress and evaluate the outcomes of programs and services.
 - Administer and interpret psychoeducational assessments (including current assessment instruments for autism and dyslexia) of students for special education eligibility and placement, educational recommendations, reevaluation, and educational needs.
 - Conduct and present legally defensible special education evaluations.
 - Complete comprehensive psychoeducational assessments.
 - Observe students in the instructional setting and in other school environments.
 - Develop targeted behavior and academic intervention plans.
 - Compile monthly accountability data.

- **Consultation and Collaboration:**
 - Collaborate effectively with teachers, specialists, administrators, parents, and outside service providers to develop targeted strategies and interventions for students.
 - Consult with teachers in the development and implementation of instructional methods and procedures designed to facilitate student learning and to decrease learning and behavioral challenges.
 - Consult with school administrators concerning appropriate learning objectives for students and the subsequent planning of interventions for students in general and special education programs.
 - Review and discuss student progress and needs.
 - Make appropriate referrals to community resources/services.
 - Collaborate with other support staff to provide comprehensive services for all students.
 - As appropriate and as assigned by administrator – serve in a leadership role in the special education department, to provide guidance in implementation of special education procedures, guidelines, and compliance.

- **Effective Instruction and Development of Cognitive/Academic Skills, Socialization, and Life Skills:**
 - Serve as a member of IEP/SST teams to recommend, develop, and evaluate appropriate goals and interventions that meet individual student needs.
 - Integrate multiple sources of information including student academic history to develop interventions.
 - Collaborate with teachers and other special education service providers to evaluate student progress towards goals and need for modifications in students' IEPs.

- **Student Diversity in Development and Learning:**
 - Demonstrate sensitivity and skills needed to work with diverse individuals and to implement strategies based on individual characteristics, strengths, and needs.
 - Apply knowledge of individual differences, abilities, and disabilities and the potential influence of biological, social, cultural, ethnic, experiential, socioeconomic, gender-

related, and linguistic factors in development and learning.

- Evaluate students integrating multiple sources of data and address information related to possible influence of cultural, ethnic, socioeconomic, and experiential factors.
- **Home/School/Community Collaboration:**
 - Work effectively with families, educators, outside service providers and services in the community to promote and provide comprehensive services to children and families.
 - Collaborate and consult with parents to promote student's academic, social, and behavioral success at home and school.
 - Coordinate community mental health services.
 - Have a variety of resources available to make appropriate community referrals.
 - Evaluate students integrating multiple sources of data and address information related to possible influence of cultural, ethnic, socioeconomic, and experiential factors.
 - Consult with educators regarding students' individual differences and needs.
 - Conduct individual and group conferences/trainings with students, parents, and staff members to foster academic growth, emotional health, and or professional competence as needed.
- **Prevention, Crisis Intervention, and Mental Health:**
 - Provide and contribute to prevention and intervention programs that promote the mental health and physical well-being of students.
 - Respond to students who are in crisis or immediate need of support.
 - Apply safe and positive physical intervention response techniques in situations where a student is at risk of harming self or others, only as a last resort and preferably in a team approach (must be formally trained in appropriate physical interventions, and training must be current).
 - Engage students in conflict resolution and problem solving.
 - Provide counseling services to students who have designated instructional services on their IEP.
 - Provide counseling services to at-risk, self-referred, and parentally referred general education students as appropriate.
 - Conduct Suicide Risk Assessments and Threat Assessments.
 - Provide crisis intervention services for students, parents, and teachers.
 - Make referrals to and consult with appropriate individuals and agencies in the community needed to perform services beyond the scope of the school setting.
 - Facilitate students' abilities to identify and apply solutions to their problems.

Information Technology

- Access, evaluate, and use information sources and technology.
- Attend training opportunities and maximize use of SEIS, email system, SIS and additional technology resources as they become available.

Professional Development

- Participate in relevant professional development and/or activities that support the schools'/programs' mission statements and career professional development:
 - Remain current with the California Education Code as it applies to compliance in all areas.
 - Provide direct supervision of interns and practicum students in school psychology.
 - Seek new information that is appropriate based on referrals.
 - Attend staff monthly meetings.
 - Attend school/program staff meetings and professional development opportunities.
 - Attend SELPA sponsored professional development activities.

School, Systems Organization and Policy Development

- Participate in school/program and SELPA procedural development and policy development:
 - Prepare monthly accountability records.
 - Attend and meaningfully contribute to school/program meetings.
 - Attend staff monthly meetings.
 - Support or participate in afterschool activities for the benefit of student success as appropriate.
 - Maintain knowledge of school/program, SELPA, and California Education Code. policies and regulations to communicate accurate information to students, parents, teachers, and administrators.
 - Maintain knowledge of general education and special education programs and interventions available at each school/program.

Other Duties

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

Use of Computer Technology:

To perform this job successfully, an individual should have general knowledge of database software, how to use the internet to find information and complete tasks, email usage, order processing systems, spreadsheet software, and word processing software. The employee is expected to acquire and maintain a working computer with an internet connection and a printer.

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 and monitor students
- 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.

- Noise level is generally moderate
- Meetings conducted in public and private settings
- Indoor and outdoor 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:

DocuSigned by:

F67892584A914DF...
Employee Signature

Shannon Nguyen
Printed Name

4/11/2023
Date



MUTUAL AGREEMENT TO ARBITRATE DISPUTES

The parties to this Mutual Agreement to Arbitrate Disputes (the “Agreement”) wish to resolve, fairly and efficiently, any dispute which may arise between them and mutually agree as follows:

In consideration of the undersigned employee’s (“Employee”) employment with Elite Academic Academy – Lucerne (the “Company”) and the mutual promises contained herein, Shannon Nguyen (“Employee”) and the “Company,” including any of its current and former owners, managers, members, directors, officers, shareholders, employees, agents, predecessors, successors, representatives, affiliated or related entities (“Company Parties,” who are intended third party beneficiaries of this Agreement) (collectively, the “Parties”, or individually, “Party”) knowingly and voluntarily agree that binding arbitration before a single, neutral arbitrator shall be the exclusive remedy for any and all claims that have existed, currently exist, and/or may arise between them.

- A) Claims Covered. This Agreement broadly covers *all* claims between the Parties (except claims that by law are non-arbitrable) (collectively, “Covered Claims”) including, but not limited to, claims for: (a) misclassification, wages (regular or overtime), meal period and/or rest break premiums, statutory and civil penalties including without limitation wage statement and 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; (d) unfair competition and/or misappropriation of trade secrets; (e) discrimination and/or harassment, subject to the provisions of Section D below; (f) retaliation; and (g) any other claims arising out of the Parties’ employment relationship (including application for employment) or separation of the employment relationship or for violation of any federal, state, local, or other government law, statute, regulation, rule, or ordinance including, without limitation, the California Labor Code, the applicable Industrial Welfare Commission Wage Order, California Business and Professions Code, the Fair Labor Standards Act, the California Fair Employment and Housing Act, the California Family Rights Act, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, and the Age Discrimination in Employment Act. Other possible disputes covered by this Agreement include claims the Company may have against Employee, including, but not limited to, claims for: (a) the unauthorized disclosure or misappropriation of trade secrets; (b) intellectual property infringement; (c) conversion or theft; (d) breach of employment contract; (e) interference with contractual relations; (f) negligence; (g) breach of a fiduciary duty or the duty of loyalty; (h) trade libel or defamation.

B) Arbitration as Exclusive Remedy for Class, Collective, Representative and Multi-Party Action. Covered Claims must be arbitrated on an individual basis only, and arbitration on an individual basis is the exclusive remedy. No arbitrator has authority to join or consolidate claims or proceed with arbitration on a multi-plaintiff, class, collective, or representative basis, such as under California’s Private Attorneys General Act of 2004 to the maximum extent permitted by law (“representative” meaning Employee is seeking to represent other employees). THIS MEANS THAT YOU MAY NOT SEEK RELIEF ON BEHALF OF ANY OTHER PARTIES IN ARBITRATION, INCLUDING BUT NOT LIMITED TO SIMILARLY SITUATED EMPLOYEES OR AGGRIEVED EMPLOYEES. THE ARBITRATOR’S AUTHORITY TO RESOLVE ANY DISPUTE AND TO MAKE WRITTEN AWARDS WILL BE LIMITED TO YOUR INDIVIDUAL

CLAIMS. Any disputes concerning the applicability or validity of this paragraph shall be decided by a court of competent jurisdiction, not by the arbitrator. As to any Covered Claim, each Party waives the right to a jury trial and to a bench trial, and also waives the right to bring, maintain, participate in, or receive money from any class, collective and/or other multi-party proceeding, whether in arbitration or otherwise.

C) Knowing and Voluntary Nature of Agreement. The Parties, by signing this Agreement, represent and warrant that they have carefully read and fully understand this Agreement, that they have been afforded sufficient opportunity to review this Agreement with any advisors of their choice, that they are fully competent to manage their own business affairs and to enter into this Agreement, and that they have signed this Agreement knowingly, freely, and voluntarily. Employee understands that entering into this Agreement is not a condition of Employee's employment with the Company and, if Employee chooses to not enter into this Agreement, the Company will not retaliate, discriminate, threaten, terminate, or revoke Employee's offer of employment for that reason.

D) Excluded Claims. Notwithstanding the above broad scope of Covered Claims, this Agreement does not cover any claims that are non-arbitrable pursuant to applicable law (to the extent the law is not preempted by the Federal Arbitration Act ("FAA")) such as: (i) claims for workers' compensation benefits; (ii) claims for unemployment insurance benefits; (iii) sexual harassment and sexual assault disputes arising under federal, state or local law, unless the employee elects to arbitrate these claims; (iv) proceedings before the Worker's Compensation Appeals Board, the Employment Development Department, or the National Labor Relations Board; or (v) claims brought directly by the U.S. Department of Labor, the Department of Fair Employment and Housing, or the Equal Employment Opportunity Commission (collectively, "Administrative Claim"). If and to the extent a claim or proceeding which is listed as an example is no longer deemed non-arbitrable per applicable law, its inclusion in the list shall not be controlling and the claim shall be arbitrated pursuant to this Agreement. If any part of this Agreement is in conflict with any applicable law, the law shall govern, and that part of this Agreement shall be reformed and construed to the maximum extent possible in conformance with the applicable law. If any issue arises as to whether a particular dispute or claim between the Parties is arbitrable under this Agreement, a court of competent jurisdiction, and not an arbitrator, shall decide the issue of arbitrability.

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.

F) Rules and Place of Arbitration. Unless the Parties agree to an alternative, the arbitration shall be administered by JAMS ADR Services ("JAMS"). Arbitration will occur within 45 miles of where Employee is or was last employed by the Company under JAMS's then current Employment Arbitration Rules, except where these rules contradict this Agreement or applicable law. (A current copy of the JAMS rules is available at www.jamsadr.com or from Human Resources upon request). The arbitrator can order the same remedies that a judge could order in a court of law. 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 power to subpoena relevant documents for review by a party prior to the arbitration hearing as well as subpoena relevant documents for production at the arbitration hearing. If the parties cannot agree on an arbitrator, JAMS's rules will govern selection. The arbitrator's written award shall: (i) issue within thirty (30) days of the conclusion of evidence; (ii) state the reasons to support the decision; and (iii) be based on governing law and evidence cited.

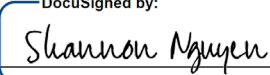

G) Arbitration Fees and Costs. Except for the equivalent court filing fees, the Company will be

responsible for any arbitration fees. Each Party shall pay its own costs and attorneys' fees, if any, except that the arbitrator shall award attorneys' fees and costs in accordance with applicable law.

H) Governing Law. The Parties acknowledge that this Agreement and Employee's employment with the Company evidence a transaction involving interstate commerce. Thus, notwithstanding applicable substantive state law, any arbitration conducted pursuant to this Agreement shall be governed by the FAA, 9 U.S.C. §§ 1-16. Otherwise, California law shall govern to the extent not inconsistent with the FAA.

I) Sole and Entire Agreement as to Dispute Resolution; Severability. This Agreement contains the entire agreement between the Parties with respect to alternative dispute resolution, which can only be modified in a writing signed by the Employee and an authorized officer of the Company. The Parties intend that this Agreement be limited to those claims that may legally be subject to a pre-dispute arbitration agreement under applicable law after applying FAA preemption principles. A court or arbitrator construing this Agreement may therefore modify or interpret it to render it enforceable. In the event that any provision of this Agreement is found to be invalid or unenforceable for any reason, such provision shall be severed from the Agreement and the remaining portions of the Agreement shall be given full force and effect.

BY SIGNING BELOW, THE PARTIES ACKNOWLEDGE THAT EACH HAS RECEIVED AND HAS HAD THE OPPORTUNITY TO READ THIS AGREEMENT AND KNOWINGLY AND VOLUNTARILY WAIVES THE RIGHT TO CLASS, COLLECTIVE, REPRESENTATIVE AND OTHER MULTI-PARTY PROCEDURES, AND THE RIGHT TO TRIAL BY JURY OR JUDGE FOR ANY COVERED CLAIM.

Shannon Nguyen		4/11/2023
Employee Name	Signature	Date
MEGHAN FREEMAN		4/10/2023
Meghan Freeman Chief Executive Officer Elite Academic Academy – Lucerne	Signature	Date



CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

The Parties to this Confidentiality and Non-Solicitation Agreement ("Agreement") are Elite Academic Academy-Lucerne (the "School") and Shannon Nguyen ("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: 4/11/2023

DocuSigned by:
Shannon Nguyen
F67892584A014DF...

NAME _____

Date: 4/10/2023

DocuSigned by:
[Signature]
A4137E406BF5494...

By: _____
Its: Chief Executive Officer

EAA 2023/2024 Staffing Calendar - 224 (12 Month) Certificated Employee

22

JULY							AUGUST							SEPTEMBER							OCTOBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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30	31																											

NOVEMBER							DECEMBER							JANUARY							FEBRUARY						
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5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
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19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
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							31																				

MARCH							APRIL							MAY							JUNE								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
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31																													

- Important Dates**
- 6/30 - First Day of School (Year-Round)
 - 7/1 - Contract Start Date
 - 7/4 - Fourth of July
 - 8/28 - First Day of school (Traditional)
 - 9/4 - Labor Day
 - 11/10 - Veteran's Day
 - 11/20 - 11/24 - Thanksgiving Break
 - 12/18- 1/5 - Winter Break
 - 1/15 - Martin Luther King Jr. Day
 - 2/19 - Presidents' Day
 - 3/11 - 3/15 - Spring Break
 - 5/27 - Memorial Day
 - 6/13 - Last Day of School
 - 6/19 - Juneteenth
 - 6/30 - Contract End Date

- Key**
- Contract Start and End Dates
 - First & Last Day(s) of School
 - Paid Holidays (FT)
 - Paid Flex (Non-school/contract) Days (FT)
 - All Staff Professional Development Days



Pending Board Approval

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DocuSigned by:

 F67892584A914DF... 4/11/2023

Elite Academic Academy 2023/2024 Staffing Calendar - Payroll

JULY							AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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NOVEMBER							DECEMBER							JANUARY							FEBRUARY						
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5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	29							
							31																				

MARCH							APRIL							MAY							JUNE								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2			1	2	3	4	5	6				1	2	3	4						1		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29	23	24	25	26	27	28	29
31																			30										

- ### Important Dates
- 7/4 - Fourth of July
 - 9/4 - Labor Day
 - 11/10 - Veteran's Day
 - 11/20 - 11/24 - Thanksgiving Break
 - 12/18- 1/5 - Winter Break
 - 1/15 - Martin Luther King Jr. Day
 - 2/19 - Presidents' Day
 - 3/11 - 3/15 - Spring Break
 - 5/27 - Memorial Day
 - 6/19 - Juneteenth

- ### Key
- Semi-Monthly Payroll
 - Monthly/Semi-Monthly Payroll
 - Holidays



Pending Board Approval

DocuSigned by:
Shannon Nguyen 4/11/2023
F67892584A914DF...



Date of Offer: April 24, 2023

Assignment Offered: Level Up Temporary Content Teacher

Candidate Name: Bert Esposito

Candidate Address: 30531 Wailea Court, Temecula, CA 92592

It is our pleasure to offer you a position with Elite Academic Academy - Lucerne, as a Temporary Level Up Content Teacher. This offer is contingent upon final Board approval, an acceptable FBI/DOJ background clearance, student enrollment in the Level Up program, and your timely completion of the requirements set forth in this letter.

If you are currently under contract with another district/charter for June 26, 2023 - August 10, 2023, you must provide Elite Academic Academy - Lucerne with documentation of your eligibility for employment (most traditional schools only contract through June). You must meet all certification requirements before the beginning of your assignment. Failure to timely provide the specified credentials will nullify this offer.

Upon completion of these matters, and we have the student enrollment in the program, and your area of preference, the CEO will have final approval of your employment. At that time, we will send you a temporary employment contract for your review, signature, and completion. Your salary would be based on the compensation as outlined below. If you are offered an assignment and you choose to decline it, Elite Academic Academy - Lucerne is not obligated to offer you another assignment. You would, however, be eligible to apply and interview for other assignments.

Terms and Benefits for this position:

Start Date: June 26, 2023

Term: Temporary/At- Will

Position Title: Temporary Content Teacher

FLSA/CA Classification: Non-Exempt

Hourly Rate: \$41.88

- 40 hours: 80 students and over
- 35 hours: 70-79 students
- 30 hours: 60-69 students
- 25 hours: 50-59 students
- 20 hours: 40-49 students
- 15 hours: 30-39 students
- 10 hours: 20-29 students

Number of Vacation Days: 0

Work Days: (Monday- Friday) Temporary Level Up Calendar

Retirement Benefits: STRS

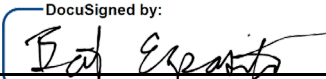
Please sign below to indicate your acceptance of this conditional offer and return this letter within 5 calendar days. Please let us know if you have any questions. We look forward to working with you. Please understand vacation time is not granted and you are expected to work full-time from June 26, 2023- August 10, 2023.

I have read and understood the conditions and commitments stated above. I have initiated below to indicate that I have accepted or declined this offer.

Candidate: Bert Esposito

^{DS}
BE (Initial) **I accept** the offer of employment with Elite Academic Academy starting June 26, 2023. I understand that this offer is expressly conditioned on Board approval, an acceptable FBI/DOJ background check, student enrollment and my timely completion of the requirements set out in this letter.

____ (Initial) **I do not accept** the offer of employment with Elite Academic Academy

Signature: _____ ^{DocuSigned by:}  Date: 4/24/2023
4894459D23E74D6...

Chief Executive Officer _____ ^{DocuSigned by:}  Date: 4/24/2023
A4137E406BF5494...



Date of Offer: April 24, 2023

Assignment Offered: Level Up Temporary Content Teacher

Candidate Name: David Russell

Candidate Address: 21902 Sims Court, Santa Clarita, CA 91350

It is our pleasure to offer you a position with Elite Academic Academy - Lucerne, as a Temporary Level Up Content Teacher. This offer is contingent upon final Board approval, an acceptable FBI/DOJ background clearance, student enrollment in the Level Up program, and your timely completion of the requirements set forth in this letter.

If you are currently under contract with another district/charter for June 26, 2023 - August 10, 2023, you must provide Elite Academic Academy - Lucerne with documentation of your eligibility for employment (most traditional schools only contract through June). You must meet all certification requirements before the beginning of your assignment. Failure to timely provide the specified credentials will nullify this offer.

Upon completion of these matters, and we have the student enrollment in the program, and your area of preference, the CEO will have final approval of your employment. At that time, we will send you a temporary employment contract for your review, signature, and completion. Your salary would be based on the compensation as outlined below. If you are offered an assignment and you choose to decline it, Elite Academic Academy - Lucerne is not obligated to offer you another assignment. You would, however, be eligible to apply and interview for other assignments.

Terms and Benefits for this position:

Start Date: June 26, 2023

Term: Temporary/At- Will

Position Title: Temporary Content Teacher

FLSA/CA Classification: Non-Exempt

Hourly Rate: \$41.88

- 40 hours: 80 students and over
- 35 hours: 70-79 students
- 30 hours: 60-69 students
- 25 hours: 50-59 students
- 20 hours: 40-49 students
- 15 hours: 30-39 students
- 10 hours: 20-29 students

Number of Vacation Days: 0

Work Days: (Monday- Friday) Temporary Level Up Calendar

Retirement Benefits: STRS

Please sign below to indicate your acceptance of this conditional offer and return this letter within 5 calendar days. Please let us know if you have any questions. We look forward to working with you. Please understand vacation time is not granted and you are expected to work full-time from June 26, 2023- August 10, 2023.

I have read and understood the conditions and commitments stated above. I have initiated below to indicate that I have accepted or declined this offer.

Candidate: David Russell

^{DS}
DR (Initial) **I accept** the offer of employment with Elite Academic Academy starting June 26, 2023. I understand that this offer is expressly conditioned on Board approval, an acceptable FBI/DOJ background check, student enrollment and my timely completion of the requirements set out in this letter.

____ (Initial) **I do not accept** the offer of employment with Elite Academic Academy

Signature: _____
DocuSigned by:
David Russell
0A53DB822A2E45B... Date: 4/24/2023

Chief Executive Officer _____
DocuSigned by:

A4137E406BF5494... Date 4/24/2023

INDEPENDENT CONTRACTOR AGREEMENT ADDENDUM

This Contract Addendum (the “Independent Contractor Agreement Addendum”) is made on 04/17/2023 by Elite Academic Academy Lucerne and Derik Nelson.

Company: Elite Academic Academy (the “Company”) with a mailing address of 43414 Business Park Drive, Temecula, CA 92590, and Derik Nelson (the “Independent Contractor”).

The Company and Independent Contractor is referred to herein as the “Parties”.

The Addendum shall be added to the original agreement dated 01/18/2023 between the parties (the “Independent Contractor Agreement”).

The aforementioned Contract is hereby supplemented as follows:

ELITE ACADEMIC: Ukulele Songwriting Level Up Music Program

Curriculum Creation, production, and Development by Derik Nelson

Curriculum added into Canvas Course cartridge by Derik Nelson

Details specified in the program outline sent via email; deliverables include:

- 15 Self-Paced Exercises & 3-5 Quizzes
- Original Course Curriculum w/ Video Lessons
- Student Workbook (30+ pages)
- Elite Branded Chord Chart Poster
- Virtual Concert Series
- Group Song Music Video

The curriculum, Workbook, and Poster delivered June 5

Total Compensation: \$22,950.00

We, the Company and Independent Contractor, agree to the aforementioned additions to the Independent Contractor Addendum. Any changes made are legally binding upon the signature of both parties.

ELITE ACADEMIC ACADEMY - LUCERNE

By: Meghan Freeman

Derik Nelson

Its: Chief Executive Officer

Independent Contractor

Renewal Order Schedule

EXHIBIT A EAA - Lucerne
Acct Code: 5886
Amount: \$4,776.00
Reviewed By: AW

EAA - Mountain
Acct Code: 5886
Amount: \$4,776.00
Reviewed By: AW

Date: 03-Apr-2023
Offer Expires: 29-Apr-2023
Quote #: Q-399742

Prepared For:

Name: Meghan Freeman
Company: Elite Academic Academy
Address: 43414 Business Park Drive
Temecula, CA 92590
Phone: (866) 354-8302
Email: mfreeman@eliteacademic.com

Subscription Term Length: 12 (months)

Subscription Period: 30-Apr-2023 through 29-Apr-2024

Subscription Invoicing: Annual subscription fees begin on the start date of your paid subscription period, with such fees invoiced annually at the beginning of each paid subscription period.

Subscription Payment Terms: Net 30 from date of invoice.

Products

Sage Intacct Services

Product Name	Description	Quantity	Term List Price	Unit Disc.	Total Price
Intacct Financial Management (for a Single Business Entity)	Intacct Financial Management includes the following - General Ledger, Cash Management, Purchase Order, Accounts Payable, Order Entry, Accounts Receivable, Standard Reports, Dashboard, Customization Services.	1.00	6,300.00	1,260.00	5,040.00
User License - Business User	Users with unlimited access rights to all applications. Can be restricted based on permissions assigned by an Administrator.	1.00	3,180.00	636.00	2,544.00
Intacct Employee User 10 Pack	Ten (10) additional employee user pack with limited access rights which include: Read only access to the Dashboard; Ability to enter/approve expense reports, staff expenses, timesheets and/or purchase requisitions and to approve for payments. Also includes read only access to any additional applications built on the Intacct Platform.	1.00	1,680.00	336.00	1,344.00
Intacct Basic Project Tracking	With Intacct Basic Project Tracking, you get the Project object and dimension, which allow you to create project records with descriptive elements and tag select financial transactions (AP bills, purchasing transactions, AR invoices, order entry transactions, and journal entries) with a valid project ID for later analysis and financial reporting. Also, actuals get accumulated in a summary object that can also be used for reporting.	1.00	3,480.00	3,480.00	0.00
Each Additional Business Entity	A business entity is an independent balancing set of accounting books with tax reporting capabilities.	1.00	780.00	156.00	624.00

Product Name	Description	Quantity	Term List Price	Unit Disc.	Total Price
Intacct Buy With Confidence Guarantee	Our "Buy With Confidence" program applies to the Sage Intacct Services and includes guaranteed system uptime and disaster recovery protection. Details of the Buy With Confidence program are available at https://www.sageintacct.com/customer-terms .	1.00	0.00	0.00	0.00
Essential Support	Essential Support is included at no additional charge to all customers of Intacct reseller Partners. Your Intacct Partner will respond to your initial request for support. Your Partner has direct access to all of Intacct's support resources including Intacct's comprehensive knowledgebase and Intacct's support personnel. Should your Partner be unable to resolve your support case, they will escalate to Intacct Support on your behalf. Intacct will work with your Partner, or directly with you, as needed, to resolve the case. Essential Support gives your company direct access to the Intacct Community - a path to submit cases, check the status of cases and search Intacct's comprehensive knowledgebase for answers to commonly asked questions. This is also where your organization can recommend product enhancements directly to Intacct as well as vote on product enhancement requests submitted by others.	1.00	0.00	0.00	0.00
Intacct Application Hosting, Infrastructure and Security Services	Hosting of Intacct Applications at a secure top tier data center, and disaster recovery services at a separate secure data center in a different geographic locale, described in detail in the Buy With Confidence program. Additionally, data is backed up to tape and stored off-site.	1.00	0.00	0.00	0.00
Intacct Platform Services - Standard	Intacct Platform - Standard includes the ability to deploy up to 2 applications on the Intacct Platform with up to 10 custom objects and 10,000 custom records. A minimum of Standard is required for the deployment of any Platform application, including Intacct Ready Partner or other 3rd party applications.	1.00	0.00	0.00	0.00
Sage Intacct Services Total:					USD 9,552.00

Grand Total: USD 9,552.00

TERMS:

This Order Schedule is subject to the Agreement for subscription to the Services with effective date 28-Mar-2019, inclusive of any subsequent modifications. All terms not otherwise defined herein shall have the meaning ascribed to them in the Agreement. Prices shown above do not include any taxes that may apply.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized officers or representatives, either by signature below or by electronic signature through DocuSign.

Elite Academic Academy

CliftonLarsonAllen LLP - VAR

(Authorized Signature)

(Authorized Signature)

(Printed Name and Title)

(Printed Name and Title)

(Signature Date)

(Signature Date)

Exhibit A**Additional Terms and Conditions**

The following terms are added to, and in the event of a conflict prevail over, the Terms:

- Intacct Financial management includes up to two hundred (200) bank account connections through bank feeds. Bank feeds provide electronic access to thousands of financial institutions for bank reconciliations and matching payments to invoices.



This agreement constitutes a Statement of Work (“SOW”) to the Master Service Agreement (“MSA”) made by and between CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) and Elite Academic Academy (“Client,” “you” and “your”) dated February 23, 2023. The purpose of this SOW is to outline certain services you wish us to perform in connection with that agreement. By signing this Agreement, Elite Academic Academy (“Client” or “You”) has retained CliftonLarsonAllen (CLA) to proceed with the requested services, and agrees to the terms and conditions as set forth in this agreement:

1. Subscription. Client agrees to the Sage Intacct subscription and agrees to pay the fees as noted in the Sage Intacct Order Schedule (Exhibit A). Fees are due prior to the start of each subscription period to ensure continued system and support access.

2. Services. Client has retained CliftonLarsonAllen to perform ad hoc support, consulting, and training services for your existing Sage Intacct accounting system.

This SOW is not intended to replace a more comprehensive or involved project. A separate Statement of Work may be requested by either party to clarify and define scope.

3. Support and Hourly Fees. Sage Intacct ad hoc support and consulting are available at the rates described in Exhibit B herein. CLA receives a percentage of the annual subscription fees to provide Tier 1 Support (as defined in Exhibit B) for Sage Intacct Services.

4. Retainers. Services rendered beyond the Plan allowance will be billed at the full hourly rate with payment due upon receipt. Hours are billed in 15 (fifteen) minute increments. Payments rendered are considered fully earned and nonrefundable or prorated. All CLA Client Success Plans expire at the end of the Sage Intacct subscription period.

5. Additional Work. Our fees for these services will be based on the time involved and the degree of responsibility and skills required. Client understands additional work beyond the SOW must be negotiated separately and will require a separate Agreement.

6. Office Hours & Communication. Office hours for CLA Support are Monday through Friday 9:00 AM to 5:00 PM (Eastern Time). Email is the form of communication between Client and CLA Support for all Support transactions. If telephone support is requested for Clients that select CLA Support, that time is billed in 15 (fifteen) minute increments. CLA Support is available for phone calls during office hours only. Telephone meetings expected to last longer than 15-minutes should be prescheduled whenever possible. CLA invoices Client for all missed meetings or cancellations when sufficient notice is not given.

7. Terms. Our invoices for consulting fees, plus applicable state and local taxes, will be rendered monthly

and are payable on presentation. Fees and reimbursements will be due and payable following the receipt of an invoice from CLA. Compensation for services is due upon receipt. CLA has the right to immediately terminate our services if payment for our fees or expenses are not made to us in a timely manner. CLA may suspend access to Sage Intacct if the client has not paid their subscription prior to their renewal date or if they have an outstanding invoice past due. If access to Sage Intacct is suspended, it may take up to 5 business days to re-activate client access. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable. Whereas travel is not anticipated, if required, we will notify you and bill any travel related expenses as well as internal and administrative charges. A technology and client support fee of five percent (5%) will be added to all professional fees billed.

Normal work hours are from 8:30am to 5:30pm ET, Monday through Friday, excluding holidays. Travel time and expenses (if any) are not included in this services estimate. All reasonable and necessary actual expenses are reimbursable.

Management responsibilities

For all consulting and professional services, 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.

Cash access

Client hereby acknowledges that CLA may inherently have, through administrative system rights, access to the client's Cash Management module and configured cash accounts within various modules. CLA will have administrative permissions which inherently include cash access rights. CLA will not make any changes to accounts or process any cash related transactions. Client acknowledges oversight responsibility over all its cash accounts and should put in place procedures that would mitigate the risk of any potentially fraudulent activities. Such procedures may include approval workflows for cash related activities, timely review of bank statements, and review of Intacct's built-in audit logs.

Other

This agreement will remain in effect until it is terminated by either party on thirty (30) days' written notice, with or without cause. In the event of termination, the Terms of Engagement shall survive and remain in effect. Any notices under this agreement shall be sent to you at the address noted above and to us at:

CliftonLarsonAllen LLP
Attn: Abe Mathew
901 North Glebe Rd, Suite 200
Arlington, VA 22203

We are performing this agreement as an independent contractor and we are not your employee or agent. This agreement contains the entire agreement and understanding between us and any prior proposals, communications, agreements and negotiations between us are merged into and replaced by this agreement, which may not be modified except in a writing signed by both parties. In the event that any provision of this agreement shall be deemed invalid or unenforceable, then the remainder of this agreement shall remain in

force and effect. In the event of any Dispute, this agreement shall be governed by the laws of the State of Minnesota without giving effect to any choice of law principles.

Sage Intacct terms of service

This renewal is submitted pursuant to the terms and conditions of your original contract for Sage Intacct Services inclusive of any subsequent modifications, except as expressly stated herein. All terms not otherwise defined herein shall have the meaning ascribed to them in those terms and conditions. CLA is an authorized Intacct “Partner” as identified in the Intacct Terms of Service.

Agreement

We appreciate the opportunity to provide to you the services described in this SOW under the MSA and believe this SOW accurately summarizes the significant terms of our audit engagement. This SOW and the MSA constitute the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA related to audit services. If you have any questions, please let us know. Please sign, date, and return this SOW to us 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.

Sincerely,

CliftonLarsonAllen LLP

Keven Truhler
Principal
612-376-4550
keven.truhler@claconnect.com

This SOW correctly sets forth the understanding of Elite Academic Academy:

Client

Elite Academic Academy



Meghan Freeman, Chief Academic Officer

SIGNED 4/11/2023, 1:08:55 PM CDT

CLA

CliftonLarsonAllen



Keven Truhler, Principal

SIGNED 4/12/2023, 9:14:52 AM CDT

Exhibit A

Please see attached Order Schedule

Exhibit B

(1) Client Support

As a valued CLA client, Client Support is part of your current CLA Renewal Agreement. Please note the CLA Support Desk for Sage Intacct is not part of, nor does it replace client's internal helpdesk. Client Support includes the following ad-hoc services:

- **Support Services**

- For complex issues identified by Client management or help desk, Tier 1 Support (bug support) for Sage Intacct Services. When delivering Tier 1 Support, CLA will interface with Client to perform various responsibilities, including but not limited to (i) collection of relevant information (including client's attempted resolution); (ii) problem identification and analysis; (iii) fault isolation and diagnosis; and, (iv) troubleshooting and problem resolution. CLA will work with Client to determine if the issue falls in one of these categories:
 - System malfunction ("Bug") – If CLA is unable to diagnose and/or resolve a Client issue through Tier 1 support, then CLA shall escalate the issue to the Sage Intacct support center and initiate a Tier 2 support case. Client and CLA will, prior to contacting the Sage Intacct support center, obtain all information necessary to recreate the reported nonconformance, including, but not limited to the following: (i) a complete description and scope of the nonconformance; (ii) time that the nonconformance began; (iii) the Software revision level and any known workarounds (if applicable); (iv) document any attempted resolution. Client will not be billed for services time required to resolve the issue.
- User error – For complex issues identified by Client management or help desk, CLA shall work with client to resolve the error. Services are billed based on Client Support hourly rate.
- Client Support is not intended to replace user training. User training, re-training or report writing – Services are billed based on Client Support hourly rate.
- Client Support is not intended to replace user training. User training, re-training or report writing – Services are billed based on Client Support hourly rate.

- **Access to the CLA Support Desk:**

- Email support to intacct@claconnect.com (preferred) or phone support via 703-825-2197;
- Telephone support that is available 8:00am-5:00pm CST;
- Client Support hourly rate is \$225, billed in 15 minute increments;
- Access to Sage Intacct Customer Portal - Search Sage Intacct's comprehensive knowledgebase for answers to commonly asked questions and use available online tools. Through the portal, your organization can recommend product enhancements directly to Sage Intacct as well as vote on product enhancement requests submitted by others.

(2) Client Success Plan

- In addition to what CLA offers under Client Support, the Client Success Plan includes Client Support at a lower rate:
 - CLA Success Plan discounted to rate \$175/hour (replaces Client Support Hourly Rate)

(3) Fixed-Price Support Plan

- In addition to what CLA offers under Client Support, the Fixed-Price Support Plan includes ad-hoc support for approved users (please note Applies to all plans section below). Support requests received from other contacts will be billed at the discounted rate of \$150 /hour.
- Fixed-price support is designed to help address how-to questions that arise from time to time and also to help with any support escalations with Intacct.
- Fixed-price support is not designed to replace a separate consulting agreement that is used for training, report writing or other configuration consulting assistance.

Applies to all plans

- CLA shall work with client to resolve complex errors escalated by the client help desk or management users. client authorizes the following users to request support:

All Management users

Only these users can request support:

oContact 1 name and email address: _____

oContact 2 name and email address: _____

- Additional services included at no-charge:
 - Periodic or annual renewal check-in:
 - Confirm module subscriptions

- Confirm user and entity counts
- Invitations to CLA Sage Intacct Client events including client user conference events, meet-ups and webinars.
- Additional Service Requests – Our Support and Client Success teams will help route your additional service requests to the appropriate party so they may personalize an engagement for you:
 - Customized training programs for new or transitioning staff
 - Sage Intacct Assessment (SIA)
 - Report writing services, including updating or maintaining account groupings
 - System integrations
 - System customizations
 - Add-on modules

Select Level of Support:

Check here to select **(2) Client Success Plan** at the fixed annual price of **\$0/year**
(Normal fee \$2,400/year. Discount of \$2,400 reflects CLA's appreciation for your business!)

Check here to select **(3) Fixed-Price Support Plan** at the fixed annual price of \$12,000/year
(please contact your Client Success team to discuss)

Certificate of completion

Statement of Work - Intacct Copy	Pages: 7	Status: Done
Parties: 2	Variables: 199	Secrets: 0
Certificate pages: 1	Audit log pages: 0	Attachments: 0
TimeZone: America/Chicago	Outlaw ID: -NSIDU6FnFv8z4TVzqaY	

Client (Party)	Signature	Timestamp
Meghan Freeman		Viewed: 4/11/2023, 1:08:31 PM CDT
mfreeman@eliteacademic.com	Signing location: On platform	Signed: 4/11/2023, 1:08:55 PM CDT
User ID: NL4UmePDFASL6Lk5tEIOT7kLjR42		

Electronic record and signature disclosure

CLA (Party)	Signature	Timestamp
Keven Truhler		Viewed: 4/12/2023, 9:14:37 AM CDT
keven.truhler@claconnect.com	Signing location: On platform	Signed: 4/12/2023, 9:14:52 AM CDT
User ID: ETu2E6QpCiNf9zQzOa7dxBrkqh43		

Electronic record and signature disclosure



RESOLUTION REGARDING THE EDUCATION PROTECTION ACCOUNT

WHEREAS, the voters approved Proposition 30 on November 6, 2012 and Proposition 55 on November 8, 2016;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012 (sun setting 12/31/2017), and Proposition 55 Article XIII, Section 36(e) to the California Constitution effective November 8, 2016 (commencing 01/01/2018);

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor, or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education

Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of May 4th, 2023;

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of Elite Academic Academy - Lucerne has determined to spend the monies received from the Education Protection Act as attached.

DATED: 5/04/2023

Board Member

Board Member

Board Member

Board Member

Board Member



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 (audited)	\$	135,110
2022-23 School Year (budgeted)	\$	165,040

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.

EliteX<->NXTLVL - Leveling Up High School Credit Recovery

- *Description:* This program is designed to help high school students achieve *more than* academic success during the summer. The program begins with a professional grade personality assessment that is tailored to high school students, and based on leadership level corporate programs. The assessment will help students understand their strengths and opportunities for growth. Students will then receive 30 min of personalized coaching per week. Coaching will allow them to intentionally use their personality test results to hone in on a skill to grow (such as collaboration). We will focus primarily on how students take action in their lives. As a backdrop and providing the perfect practice space, we will harness NXTLVL.io games, which promote collaboration, communication, creativity, and leadership skills in a very engaging format.

This program connects to the EliteX Program by creating an opportunity for the Fellows or members of the Dev Team to train to assist trained facilitators in running the games with students. By doing so, they will be putting concepts they've learned into direct practice. Additionally, we will be capturing moments from the games where students are showing high levels of engagement or skill development (tied to Elite's Portrait of a Graduate).

- Dates: Mandatory meeting (Kolbe Test Administered) June 30. Game dates: July 3, 6, 11, 13, 18, 20, 25, 27 + Aug 1, 3

Budget:

- ★ NXTLVL Fee: \$76/student
 - Includes NXTLVL training for the facilitators and 2 hrs training for TORs who will be assistant facilitating the game sessions; facilitator payment for 10 sessions; TA for 10 sessions; access to the game
- ★ Coaching Program Fee: \$80/student
 - TORs are assigned 50 students
 - Each TOR will have two coaches working with them and their students.
 - Each coach will directly coach 10 students individually for 30 min per week

- TORs will coach 30 students for 20 to 30 min each per week.
- Coaches & TORs will work with the same student for the duration of the program
- Coaches will meet with the TOR to prep them for their coaching sessions 1x week for 1 hr, thus each TOR will receive two hours of "coach the coach" sessions each week.
- Coaches will be paid for 2 hours of prep time per week
- Coaches are paid \$50/hr

★ EliteX Team Overhead Fee: \$33

- EliteX Team will recruiting all facilitators
- EliteX Team will recruit and train all coaches
- EliteX Team will manage the program

★ Build Coach Training Program Fee: Flat Fee of \$3,000

- Webinar hosted by Kolby Assessment Team to explain how to use the test results
- Framework that all coaches will employ

★ Personality Inventory (Kolbe Student Aptitude Test plus test taking and homework add on) Fee: \$17/student

Payment Terms (for NXTLVL):

- 50% due June 18th
- 50% due Aug 10th

II. EliteX_NXTLVL - Teacher Training Plug-in

- Description: We will use the backdrop of NXTLVL games for the EliteX Program. It was evident from the teachers' experience of the playtest we ran a few weeks back, the power of using games as an educational experience, and things moved from the abstract to exact for them. We want to capitalize on that and use these game sessions to spur reflection.
- Dates: Wednesdays 8am PDT- 9am PDT beginning April 24 for 6 weeks
- Budget: \$1,500 USD to NXTLVL

- Payment terms: 50% now - 50% when teacher training ends

	Total Possible (300 Students)	Per Student
NXTLVL Fee (includes facilitators + facilitator training time)	22800	76
Coaches (Each coach provides 30 min of coaching for 10 students each + 1 hr coaching with each TOR + 2 hrs of prep)	24000	80
Coach training guide creation	3000	flat fee
EliteX Overhead (time recruiting facilitators, coaching, etc)	10000	33
Kolby Personality Assessment	5,100	17
Teacher Training NXTLV Fee	1,500	flat fee
Total (300 Students)	66400	



School Pathways Quote Form with Elite Academic Academy - Lucerne: Canvas Bridge (7/1/2023-6/30/2024)

Company name
School Pathways LLC

Company address
PO Box 432, Portola, CA 96122

Company ID no.
FEIN #84-3824527

Hereinafter referred to as
Sender

Company name
Elite Academic Academy - Lucerne

Company address
43414 Business Park Drive, Temecula CA

Hereinafter referred to as
Recipient

Customer Name: Elite Academic Academy - Lucerne	Enrollment: 5
Customer Contact Name: Meghan Freeman	Customer Contact Title: Chief Executive Oicer
Contact Email: mfreeman@eliteacademic.com	Number of Schools: 1
Customer Contact Phone: 866-354-8302	Contract Term: 12 months
Proposal Issue Date: 2023-04-21	Start Date: 2023-07-01
Proposal Expiration Date: 2023-06-30	End Date: 2024-06-30

Deal ID: 13086235807

SaaS Subscriptions / One-Time Fees	Quantity	Unit	Unit Price (\$)	Fee (\$)
Canvas Two-Way Bridge Annual Minimum Subscription (0-150 students)	1	School	\$751.05	\$751.05



Total Annual Fees:	\$751.05
Total One-Time Fees:	\$0.00
Total Quote:	\$751.05

School Pathways will review enrollment prior to term end date to adjust subscription fees for enrollment increases as needed. Any applicable state sales tax has not been added to this quote.

Invoices shall be issued at or by quote start date. All invoices shall be paid before or on the due date set forth on invoice.

By execution of this quote, School Pathways subscriptions and/or services listed herein shall be provided to the Customer subject to the terms and conditions found at: link to www.schoolpathways.com/msa

IN WITNESS WHEREOF, the parties hereto have executed this Order Form on the dates indicated below.

On behalf of
Elite Academic Academy - Lucerne

Representative title
Chief Executive Oicer

Company representative
Meghan Freeman

Email
mfreeman@eliteacademic.com

IP Address
-

DocuSigned by:


Signature _____
A4137E406BF5494...

4/26/2023

Date _____


On behalf of
School Pathways LLC

Representative title
Controller

Company representative
LeAnn Steffanic

Email
leann@schoolpathways.com

IP Address
-

DocuSigned by:


Signature _____
400F8B4901BA48E...

4/26/2023

Date _____



Star Way Productions
 PO Box 883
 Murrieta, CA 92564
 Phone: 951.678.2759
 Fax: 951.696.7009

Quote

Quote Number: 23-0097
 Elite Academic Academy Charter School Graduation 2023

Client
Teresa Elite Academic Academy Charter School

Venue / Site
Hawk Ranch 42149 Elm Street Murrieta, CA 92562

Account Manager	Shipping Method	Customer PO	Warehouse	Terms	Tax Rule
Adam Nutt	N/A		Star Way		Tax Exempt

Ship Date	Load In	Show Start	Load Out	Return Date	Discount
6/14/2023 8:00 AM				6/15/2023 11:00 AM	

Type	Qty.	Description	Note	Time	Rate	Disc	Price	Price Ext.
------	------	-------------	------	------	------	------	-------	------------

Audio

- Rental 1 XLR Kit - Medium
- Rental 1 Yamaha LS9 Console
- Rental 4 K12.2 Speaker (QSC)
- Rental 4 Tripod Speaker Stand
- Rental 1 Axient Wireless Mic (2 Pack)
- Rental 1 Edison Box

Audio Total: \$771.00

Video

- Rental 1 Small SDI/HDMI Pkg
- Rental 1 Networking Package
- Rental 1 Constellation Rack
- Rental 2 JVC HD Camera Package (20x Zoom Lens)
- Rental 2 Libec Camera Tripod
- Rental 1 Teradek Bolt 500
- Rental 2 23" TV Display
- Rental 2 85" TV Display
- Rental 2 Rolling Monitor Stand
- Rental 2 iMac w/ Keyboard and Mouse (2018)
- Rental 1 Encoder for Zoom Streaming
- Rental 1 Live-streaming Service

Video Total: \$4,404.00

Podium/Power

- Rental 1 Inverter Generator w/ Fuel
- Rental 1 Curved Truss Podium (Black) w/ Spandex Cover

Podium/Power Total: \$650.00

Labor

Ship Date: 6/14/2023 10:00 AM
Return Date: 6/14/2023 8:00 PM

- Labor 1 Audio Engineer
- Labor 2 Camera Operator
- Labor 1 Stage Hand
- Labor 1 Video Director

Labor Total: \$3,685.00

Note 100% payment will be due at the time of load in.

Star Way Productions

Quote (Quote Number: 23-0097)

Subtotal:	\$9,510.00
Discount:	(\$0.00)
Delivery and Pickup:	\$150.00
Total:	\$9,660.00
Total Applied Payments:	\$0.00
Balance Due:	\$9,660.00

Total Cost Split
Between Schools

LU= \$4830
ME= \$4830

Received/Approved



Star Way
 PO Box 883
 Murrieta, CA 92564
 Phone: 951.678.2759
 Fax: 951.696.7009

Quote Number	23-0097
Name	Elite Academic Academy Charter
Account Manager	Adam Nutt
Quote Date	4/20/2023

Client
Teresa Elite Academic Academy Charter School Cell: 951-565-0239

Venue / Site
Hawk Ranch 42149 Elm Street Murrieta, CA 92562

Ship Date	Return Date	Status	Terms	Total
6/14/2023 8:00 AM	6/15/2023 11:00 AM	Inquiry		\$9,660.00

Due to the current economic impact the pandemic has created, Star Way Productions payment terms have been temporarily changed to the following:

- 50% due 7 days prior to the event, balance due net 10

Terms and Conditions

TERMS

Quote is confirmed upon receipt of signed contract and/or deposit obligations. Quoted prices are valid for 30 days from original quote. See quote terms for required deposits and payments. The deposit becomes non-refundable 72 hours prior to Load In, Delivery or Pick Up(**,***). Balance of Invoice is due based upon "Quote Terms". In a situation where the event is rescheduled, the deposit, minus any pre-production labor and fees incurred prior to cancellation, will be applied towards the rescheduled event (if held within six months at same location). Please note that the client is responsible for obtaining any and all permits and licenses required by law and/or jurisdiction.

CRASH CHARGE

A crash charge of 10% or \$100.00 (whichever is greater) will be added to all labor calls added within 24 hours of the shift start time or 48 hours if added on a holiday or weekend.

CANCELLATION POLICY

In the event of cancellation, charges may apply in consideration of Star Way Productions preparing, holding in reserve or sub-renting equipment on client's behalf including any pre-production labor and fees. Cancellation conditions and the associated client costs are:

- Cancellation on the Day of Load In, Delivery or Pick Up - 100% of the total balance is due
- Cancellation With Less Than 72 Hours Notice to the day of Load In, Delivery or Pick Up - 50% of the total balance is due (**,***)
- Cancellation 72 Hours Notice – Client is responsible for all pre-production labor and fees (***)

** In addition to the full amount of any pre-production labor and fees

*** SPECIAL ORDER ITEMS (required equipment that Star Way does not own) - 100% of the total rental/purchase invoice and labor required to secure said items, given that items had been secured prior to cancellation.

WEATHER/EMERGENCY

For the safety of the public, staff, performers, and equipment, at the discretion of either party and/or authority having jurisdiction, the event may be temporarily stopped and/or shut down due to conditions beyond our control, including but not limited to severe weather, terrorism, active shooter(s), and/or other conditions that could directly threaten public safety, in which case this will not be deemed as a breach of contract and the full balance is due.

VIDEO RECORDING POLICY

Client shall provide to and obtain from the participants and attendees to the recorded event any necessary notices, releases, waivers or consents in regard to the recording and distribution of recordings of the event.

Client shall fully indemnify, hold harmless and defend Star Way Productions, its directors, officers, employees, agents, and stockholders against any and all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs and expenses (including but not limited to reasonable attorney's fees and costs), in

regard to the recording and distribution of the event, including any claims pertaining to privacy, use of likeness and publicity, and wiretap laws.

LATE PAYMENT FINANCE CHARGE

This invoice must be paid within terms to avoid late fees. If payment is not received in full by Star Way Productions according to invoice due date, a late payment fee finance charge of 1.5% per month (APY of 18%) will be assessed on the unpaid balance, beginning from the invoice due date through the date that the final payment is received, and shall be due to and payable to Star Way Productions.

LATE PAYMENT

All invoices from Star Way Productions for services rendered under this contract are due and payable according to client's terms. If client fails to pay the past due balance and late payment finance charge (as described above) within 90 days of the date that the invoice is due, Star Way Productions reserves the right to suspend all services to client under this contract, terminate the client's account with Star Way Productions, and place the client's account into collections. In the event that Star Way Productions is forced to place the client's account with a collection agency or attorney, the client agrees to pay Star Way Productions the past due balance, associated finance charges, and any additional damages, collection costs, court costs, and attorney fees incurred by Star Way Productions as a result of the client's failure to pay Star Way Productions as agreed under the terms of this contract.

AUTHORIZED SIGNATURE

By signing this document as an Authorized Representative and on behalf of the above-named client. I am accepting and agreeing to the terms and conditions as outlined above.

Date: _____

Company
Signature: _____

Name/Title: _____

Date: _____

Client
Signature: _____

Name/Title: Teresa Schaffer

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, 2023 to June 30, 2024

In accordance with governing board approval dated May 4th, 20 23.

Signature _____ 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

Table with 2 columns: SIGNATURE, INITIALS. Rows include Susan McDougal (President of the Board of Trustees/Education), Kent Christensen (Clerk/Secretary of the Board of Trustees/Education), and Cody Simms (Member of the Board of Trustees/Education).

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:

Table with 2 columns: SIGNATURE, INITIALS. Rows include Meghan Freeman (Chief Executive Officer) and Teresa Schaffer (Director of Educational Business Services).

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

Number of Signatures required:

Table with 2 columns: ORDERS FOR SALARY PAYMENTS, ORDERS FOR COMMERCIAL PAYMENTS; NOTICES OF EMPLOYMENT, CONTRACTS.



ELITE[™]
— A C A D E M I C —
A C A D E M Y

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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 the CEO. Sub account cards, which cannot function independent of the main card, will be issued for use by Cabinet Level employees and are subject to board approval and CEO oversight per individual transaction. 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. The following protocols shall only be implemented for contingency purposes.
- 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 \$2,000. 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. Stripe Account

- i. The Stripe specific checking 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.
- iii. Every transaction which occurs between purchasers and Elite staff, or between Stripe balances and Elite's Stripe checking account, includes a digital receipt. These receipts are subject to monthly business department audit and CEO oversight in order to ensure accuracy and verification of total account balances.
- iv. All receipts shall be recorded to Elite's accounting records on at least a monthly basis. Transfers between Stripe balances and Elite's Stripe checking account shall be recorded as a journal entry that includes each individual transaction intrinsic to Stripe activity which makes up the total of the transfer.
- v. Access to the Stripe specific checking account shall be restricted to board approved signers.

c. 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/California Education Code 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: 5/04/2023

Secretary/Treasurer _____

Date: 5/04/2023

CEO _____

Date: 5/04/2023

APPENDIX A

Certification of Signatures

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, 2023 to June 30, 2024
 In accordance with governing board approval dated May 4th 20 23.

Signature _____
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	INITIALS
TYPED NAME	
Susan McDougal	
President of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Kent Christensen	
Clerk/Secretary of the Board of Trustees/Education	
SIGNATURE	INITIALS
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.

FORM NO. 503-804 Rev. 10-10-2013

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	INITIALS
TYPED NAME	
Meghan Freeman	
TITLE Chief Executive Officer	
SIGNATURE	INITIALS
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	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	

Number of Signatures required:

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 Fiscal Support
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	Scott Michaelson	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					

Date: May 4th, 2023

Subject: Adding Authorized Users to Elite Academic Academy Credit Cards

WHEREAS, Elite Academic Academy (the "Company") has been making purchases using corporate credit cards for years; and

WHEREAS, the Company requires additional authorized users to have their own credit cards to better track purchases from departments; and

WHEREAS, the Company has identified Ms.Ashlea Kirkland Haynes, Ms.Laura Spencer, and Ms.Teresa Shaffer as individuals who need to be added as authorized users for corporate credit cards;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Directors of the Company hereby approves the addition of Ashlea Kirkland Haynes, Laura Spencer, and Teresa Shaffer as authorized users for the corporate credit cards.
2. The authorized users shall have their own credit cards with a daily spending limit of \$5000 unless increased for that day only by the CEO.
3. The authorized users shall comply with the fiscal policies handbook previously approved by the Board of Directors, which includes but is not limited to adhering to spending limits, submitting timely expense reports, and maintaining appropriate documentation for all purchases.
4. The CEO and other relevant personnel are authorized to take necessary actions to implement this resolution, including but not limited to notifying the credit card company, providing necessary information to the authorized users, and updating the Company's records accordingly.
5. This resolution shall be effective immediately upon adoption.

RESOLVED FURTHER, that the actions of the CEO and other relevant personnel taken in accordance with this resolution are hereby ratified, confirmed, and approved in all respects.

This resolution shall be kept in the Company's records and shall be considered a binding resolution of the Board of Directors of the Company.

Duly adopted by the Board of Directors of Elite Academic Academy on this 4th day of May, 2023.

Name]
Board President

[Name]
Board Vice President

[Name]
Board Treasurer/Secretary
