



# Elite Academic Academy - Mountain Empire

Join Zoom Meeting

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pwd=dVJiSVBTbTNleGZobGduSk1NZINyZz09 Meeting ID:

943 3932 2461 Passcode: 517181 One tap mobile

+16699009128,,94339322461#,,,,\*517181# US (San Jose)

September 2, 2021 at 10:00 am

43414 Business Park Drive, Temecula, CA 92590

1102 South Juniper Street, Escondido, CA 92025

3291 Buckman Springs Rd., Pine Valley, CA 91962

3407 Winona Ave, Burbank, CA 91504



## Elite Academic Academy - Mountain Empire - September 2, 2021

Elite Academic Academy - Mountain Empire

**Time:** 1.0 Call To Order

Roll Call:  
Morgen Oelckers, Patrick Keeley, Ronnie Jackson

**2.0 Approve/Adopt the Agenda**

It is recommended the Board of Directors adopt as presented the agenda for the Board Meeting of September 2, 2021.

**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.

**Open (Time): 4.0 Adjourn to Closed Session**

**Close (Time):** 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)**

**A) Conference with Legal for CEO Salary Comparative Review**

**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](mailto:galtamirano@eliteacademic.com). Please complete and return the form for agendized or non-agendized 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.

**9.0 General Functions**

**9.1 Informational Items**

**A. CEO Report**

[EAA-ME CEO Report Aug 2021.pdf](#)

**9.2 Consent Agenda**

**Motion: Second:**

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

Vote:

**A. Meeting Minutes from the August 05, 2021 Board Meeting**

[EAA-ME 08.05.2021.pdf](#)

**B. Warrant Register**

[WarrantRegisterME\\_Aug21.pdf](#)

**C. Job Descriptions**

[JD Coordinator of Student Systems .pdf](#)

[JD Onboarding Specialist\\_CTE Pathway Teacher \(pending\).pdf](#)

[JD-Introductory Mathematics Lead Content Teacher \(1\).pdf](#)

[Teacher Buddy Job Description.pdf](#)

**D. New Instructional Services Community Partners**

[Elite Academic Instructional Service Community Partner\\_Sept\\_2021.xlsx - VCI Community Partners.pdf](#)

**10.0 Personnel Services**

**10.1 Certificated Hires**

It is recommended that the Board ratify the following Certificated Hires for Elite Academic Academy - Mountain Empire.

Motion: Second:  
Vote:

[21220334.pdf](#)

[21220338.pdf](#)

[21220342.pdf](#)

[21220266.pdf](#)

[21220270.pdf](#)

[21220335.pdf](#)

**10.2 Employee Release and Resignations**

It is recommended that the Board ratify the following Release and Resignations for Elite Academic Academy - Mountain Empire.

Motion: Second:  
Vote:

[21220217.pdf](#)

[21220223.pdf](#)

[21220233.pdf](#)

[21220237.pdf](#)

[21220238.pdf](#)

[21220249.pdf](#)

[21220252.pdf](#)

[21220255.pdf](#)

[21220266.pdf](#)

[21220279.pdf](#)

[21220298.pdf](#)

[21220299.pdf](#)

[21220300.pdf](#)

[21220301.pdf](#)

[21220303.pdf](#)

[21220306.pdf](#)

[21220307.pdf](#)

[21220308.pdf](#)

[21220311.pdf](#)

[21220312.pdf](#)

[21220315.pdf](#)

### 10.3 Employee Contract Addendums

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

Motion: Second:  
Vote:

[21220303.pdf](#)

[21220311.pdf](#)

### 10.4 Employee Changes of Relationship

It is recommended that the Board ratify the following Employee Changes of Relationship for Elite Academic Academy - Mountain Empire.

Motion: Second:  
Vote:

[21220207.pdf](#)

[21220208.pdf](#)

[21220257.pdf](#)

[21220274.pdf](#)

[21220293.pdf](#)

[21220297.pdf](#)

Time: 11.0 Business Services

### 12.0 Educational Services/Policy Development

#### 12.1 Reimbursement Policies

It is recommended that the board approve the following Reimbursement Policy for Elite Academic Academy - Mountain Empire.

Motion: Second:  
Vote:

[Reimbursement Policy- Enrichment](#)

[Parent Materials Expense Reimbursement - Updated 21.22.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 scheduled meeting is October 7, 2021 at 10:00 am.

### 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

Motion: Second:  
Vote:

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.

# Elite Academic Academy

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



## Monthly Update

August 2021

*#BeElite*

ELITE ACADEMIC ACADEMY



**School:** Elite Academic Academy-Mountain Empire  
**Authorizer:** Mountain Empire Unified School District  
**Leader:** Ms. Meghan Freeman, CEO  
**Month:** August 2021

## August 2021

Essential Focus	Celebrate	On Target	In Proaress
Student Work/Data	✓		
Families/Community	✓		
Curriculum Development		✓	
Budget		✓	

**Celebration Areas:**

- ◆ We are so proud to be starting our **I-Ready assessments** with all our new and returning students!
- ◆ We are listening to our families and they wanted less emails but more communication. As a result we mailed home our first **Eagle News letter to families**. This monthly communication will help streamline important school news and support families who don't want to filter the sea of emails!





Interim Director: Mr. Evan Jorgensen

Homeschool by the Numbers:  
Lucerne: 205 students  
Mountain Empire: 404 students  
Total: 609 students

\*The current enrollment trend is parents who homeschooled during COVID are trying to return to the classroom to be in person with friends. We have MANY families on the waitlist, and are welcoming new Homeschooling families to Elite!

August has been a great month of growth for the Homeschool Academy! We doubled our teaching staff from 14 Teachers to 28 teachers!

It is going to be a great year of supporting and partnering with Homeschooling Families!

### Synchronous Instruction & Live Interaction

As per ABI 30, our staff is gearing up to offer Synchronous Instruction & Live Interaction opportunities to our students. Some of the Homeschool offerings to students will be:

K-3:

- Morning Circle Time
- Morning Read-Alouds
- Show & Tell!

4-8:

- Weekly Academic Tutoring
- Writing & Math Office Hours



### Exciting Announcements

I am excited to announce Kris Mason as Assistant Director of Homeschool!

Kris comes with a wealth of knowledge in the Homeschool world, and is already supporting teachers and families.

### Grade Level Requirements

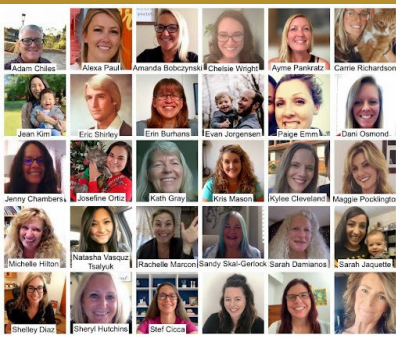
TK-3	Synchronous sessions daily	Live interaction opportunities not required
4-8	Synchronous sessions weekly	Daily Live interaction opportunities
9-12	Synchronous sessions weekly	Live interaction opportunities not required

### Reimbursement Process Updates

- “Library Share” - Internal Database of materials to check-out for staff & parents
- Tutoring Platform & Increase in Intervention Services
- i-Ready Instruction Platform for Reading & Mathematics

### Homeschool Parent/Student Orientation

The Homeschool Parent/Student Orientation was Thursday, August 26th @ 6:00pm. Updates to come!!



Want to get to know our Homeschool Team? You can play our [KAHOOT Homeschool Introduction Game!!](#)

### How We do it → Wrap-Around Philosophy



#### Homeschool Director

Evan Jorgensen and Kris Mason (AD) work closely with Elite Educator and family to provide support and oversight of work, curriculum choices, implementation progress, and assessments.



#### Elite Educator

Works very closely with you and your student to navigate your goals, choose curriculum, create a schedule, provide accountability, monitor student progress, manage educational funds, and give assessments.



#### Parent

As the main instructor, you work with your child each week in all grade level subject areas to meet their learning plan goals and objectives. As a homeschool parent, you have flexibility, choice, and the support of an Elite Educator to ensure your child's homeschool journey is a successful one.



#### Student(s)

The student's responsibility is to work hard and listen to the parent as the teacher. Student must participate in 4-6 hours of educational activities per day in accordance with their individualized learning path. Maintains wonder, learn perseverance, and have fun learning!





Meet the Virtual Academy Team!

We have hired 5 new Teachers of Record and 3 content teachers!



# Elite Virtual Academy

Virtual Academy is now under the leadership of Mrs. Allison Watters, M.Ed. Along with new leadership, comes new teachers!



Elite Virtual Academy's current student enrollment is 312 students and growing!

Students will be meeting daily with one content teacher for Live Instruction and interaction, as well as meeting weekly with their Teacher of Record to monitor their progress, support systems, and needs.

**Meet the Virtual Academy Team**  
THE PEOPLE BEHIND THE SCENES

 Allison Watters  
Assistant Director  
 Dr. Cathryn Reardon  
Lead Teacher  
 Cecilia Rodriguez  
Lead Teacher

**Course Login Canvas**

Visit [www.eliteacademic.com](http://www.eliteacademic.com)

Click here: 



Please bookmark Canvas!

**Meet the Virtual Academy Team**  
THE PEOPLE BEHIND THE SCENES

 Crystal Casey  
Teacher of Record  
 Katie Pollock  
Teacher of Record  
 Regina Rivera  
Teacher of Record

Another exciting change with the Virtual Academy is that our courses have all been moved to one Learning Management System in our own Elite Canvas! This streamlines student access to curriculum, support, and teachers.

*Interactive Student Notebook*



**Meet the Virtual Academy Team**  
THE PEOPLE BEHIND THE SCENES

 Cristina Planchon  
Teacher of Record  
 Saaha Perkins  
Teacher of Record  
 Vanessa Venzburg  
Teacher of Record

This summer, our Virtual teachers worked hard to create an interactive notebook for students to use as a resource this year. This notebook has many different resources, organizational tools, offline work/projects, and a place for students to take daily notes from their online courses. This tool will be so helpful to ensuring academic success and preparedness this year!

We are looking forward to a successful 21/22 school year and celebrating all of the student work, interests, and growth to come!

### Content Teachers

We are excited to have Matt Martin as our new Content Teacher in Science. Matt comes to us from High Tech High. His experience providing highly engaging experiences both in-person and during the pandemic will be a huge asset for our Virtual and Flex students.

We are also excited to have Shaun Bunn switch from part-time to full-time to teach middle school math.

**Meet the Virtual Academy Team**  
THE PEOPLE BEHIND THE SCENES

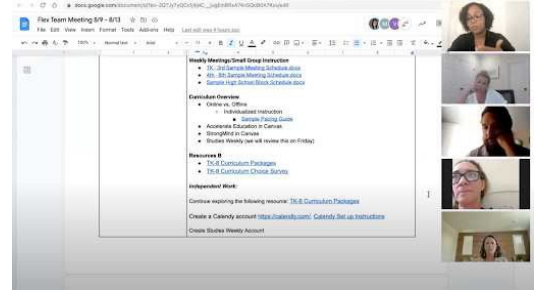
 Katie Curtis  
Teacher of Record  
 Leah Finley  
Teacher of Record  
 George Baran  
Teacher of Record



**We are growing!**

Lucerne: 285 students  
 Mountain Empire: 186  
 Total: 471 students  
 More than doubled!

Hired 12 new teachers  
 Hosted PD for all new teachers



Over 160 families attended the TK-Flex Orientations held on Zoom



Flex teachers are meeting with their students and families:



Flex is excited to host K-3 synchronous sessions. Teachers are collaborating and coming up with creative ways to connect with students and create engaging instructional opportunities.

**LIVE Meetings with Mrs. O'Connor**

Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:30 2nd Graders	9:00-9:30 2nd Graders	9:00-9:30 2nd Graders	9:00-9:30 2nd Graders	9:00-9:30 K-8th Graders
9:45-10:15 1st Graders	9:45-10:15 1st Graders	9:45-10:15 1st Graders	9:45-10:15 1st Graders	
10:30-11:00 Kindergarteners	10:30-11:00 Kindergarteners	10:30-11:00 Kindergarteners	10:30-11:00 Kindergarteners	10-10:50 Elite Staff Development (Every other week)
11:15-11:45 3rd Graders	11:15-11:45 3rd Graders	11:15-11:45 3rd Graders	11:15-11:45 3rd Graders	
4th-8th Graders Must check in with me on Google Chat	11:45-12:15 4th Graders	4th-8th Graders Must check in with me on Google Chat	11:45-12:15 4th Graders	4th-8th Graders Must check in with me on Google Chat
12:00-12:30 Office Hours	12:30-1:00 5th Graders	12:00-12:30 Office Hours	12:30-1:00 5th Graders	12:00-12:30 Office Hours

Meetings will be in ZOOM with Mrs. O'Connor. Note: Meetings times and topics are subject to change.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9	STEAM Challenge TK-8	Calendar Mystery Box TK-3	Storytime TK-3	Calendar Mystery Box TK-3	STEAM Challenge Share TK-8
9:30-10	K	1	K	1	Office Hours
9:30-10	2	3	2	3	Office Hours
Break					
10:15-11	5	6	5	6	
11-11:45	7	8	7	8	
Lunch					
12:15-1	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours





## Be Elite Podcast

The Be Elite Podcast hosted two episodes during the summer; the most recent which just debuted on YouTube. It features former MLB Catcher Andy Allanson as he talks about life in the major leagues. We are gearing up for season 2 of the podcast, which will kick off in September.



## Marketing Academy

The Marketing Academy wrapped up its courses during the summer in August, with students turning in some amazing results. Portfolios, presentations, and posters that are meant to encourage travel to a state of the student's choosing; all projects that utilize the skills learned during the semester and apply it to real world scenarios. For the fall, the Marketing Academy is going strong with a number of courses being offered in the fall, including Media and Communications, Startups and Innovation and a newly designed Digital Publishing: Yearbook A.





SOAR TO NEW HEIGHTS IN ELITE'S

## The ArtSeen

WHAT DO YOU DO?

WRITE STORIES • POETRY • SONGS • MAGIC • SING  
PLAY AN INSTRUMENT • DANCE • DRAW • PAINT  
DESIGN • SCULPT • STORYTELLING • ANIMATION  
VENTRILLOQUISM • SOMETHING ELSE?

The ArtSeen is a peer-social group advised by VAPA Lead Amy Ciceri, inviting all Elite students grades 3rd-12th who like to be a part of creating positive connections by sharing ideas, interests, and powerful imaginations. Students are invited to authentically express themselves through a range of artistic ways, to ultimately add equitable value and purpose to their lives.

MEETINGS HAPPEN ONCE PER MONTH ON TUESDAYS @ 1PM  
UPDATE: ALL AGE GROUPS MEET TOGETHER SAME TIME AND DATES

CHECK PARENTSQUARE FOR DATES & RSVP

CONTACT  
AMY CICERI  
ELITE@ELITEACADEMY.COM

ELITE Visual and Performing Arts

The VAPA program is excited to reconnect students grades 3rd-12th and also welcome new faces this fall to The ArtSeen and Core Us enrichment clubs. The upcoming projects these students collaborate on and envision together -- you'll have to wait and see!

Core Us

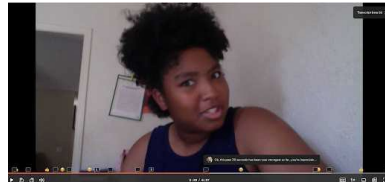
Core Us is a music club advised by VAPA Lead Amy Ciceri, open to all Elite students grades 3rd-12th who enjoy singing and/or playing an instrument and want to further explore free artistic expression and positive human connection through the power of music to create fun and meaningful performance projects throughout the year.

MEETINGS HAPPEN TWICE A MONTH ON TUESDAYS @ 1PM  
UPDATE! ALL AGE GROUPS MEET TOGETHER SAME TIME AND DATES

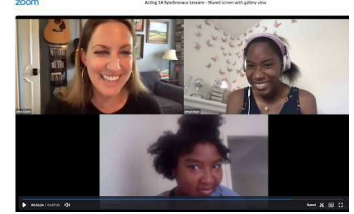
CHECK PARENTSQUARE FOR DATES AND TO RSVP

CONTACT  
AMY CICERI  
ELITE@ELITEACADEMY.COM

The Summer's Acting 1A course concluded with students submitting a combination of written and spoken performance-task videos to demonstrate growth in skill abilities. In addition to a Voiceover Monologue piece, the Autobiographical Storytelling Video Project was one of two rigorous final projects that gave students the opportunity to step outside their comfort zones and onto a virtual stage in front of their peers to tell a story about a significant experience in their life, revealing their culminating skill acquisition in verbal and nonverbal communication, genuine expression, improvisation, elements of story, pace, and artistic vulnerability -- to ultimately glean diverse perspective and increased awareness of the creative value that comes from the details within each others' unique and "ordinary" life experiences. It was apparent that students really appreciated this project for the chance to be heard and express themselves freely.



Below, Acting 1A students and Mrs. C share many laughs using playful learning strategies to increase students' ability to focus and closely observe gestures and expressions, and transition between play-it-small for screen to play-it-big for stage scenarios.



Here is a quote from 11th grader Zenya, taken from her end-of-the-course Impromptu Spoken Reflection Video about Gratitude:

"Thank you to my castmates and Mrs. Ciceri, I have changed a lot in these past 6 weeks...probably more than I have ever...and that's saying a lot. I'm not really fond of change, or at least I wasn't until I joined this course. I have really gotten to know myself...this course has forced me to get to know myself, and I feel like I've grown in a way that I didn't know was possible. I find myself being a little more chill and laid back, less judgy, and more supportive. I just wanted to thank my classmates...especially those who showed up to our weekly synchronous lessons because you guys have been the ones to see me first-hand in growth and being 100% vulnerable and you didn't make fun of me, you were 100% supportive and made me feel okay about breaking down a wall for once, and I think that's a great thing...I'm very thankful for that. And also, I really want to specifically thank Mrs. Ciceri because you have been my biggest support in this course. It was very new and fast-paced...I was not ready for it, but you helped me get through it and you helped me see a side of myself that I hadn't seen before. Even when I was doubting myself, you told me to let loose and I did, and it's really liberating letting my creative side out for people to see. I have never really done that, really. The last time I let people see that side of me being vulnerable was back when I was dancing, and it's been a long time and I was not use to it, and you let me be me...and we got really up close and personal at times, but I think that's the beauty of growth, you have to be vulnerable to grow...that is one of the main things I've learned, and I've just been a lot more open and happier. This course has really sparked some joy and interest, and I will definitely be taking this course second semester. Thank you guys for supporting me and just being there. See you all in September!"





#BeElite  
ELITE ACADEMIC ACADEMY



# Elite Adventure CTE Pathway

Lead: Mr. Tom Olson

Director: Ms. Ashlea Kirkland- Haynes

## Adventure Academy

August was a busy month as we transitioned from the summer session to planning for the year ahead. Adventure Academy courses offered this summer included Intro to Surfing, Mechanics of Surfing, and Intro to Sailing all of which were accelerated to a six-week schedule. The quality of student projects was not diminished during the short session, showing that the hands-on projects resonate with our students. Those who participated in the summer session expressed interest to continue on in Adventure Academy courses - a great point of success to end the summer on! August 6th concluded the summer session and began the planning period for the 2021/2022 school year. In-person field trips and activities will mark a change in the school atmosphere as we plan to reconvene following state and federal regulations. Students in both Intro to Surfing and Mechanics of Surfing have an awesome field trip to look forward to at the California Surf Museum on September 24th! Picture below, left to right: Surf Museum RSVP form, Kalysta pushing into a pop-up, Adrianna showing proper surfing stance.



QUEST  
CREW

**QUEST CREW**  
BEGINNER HIKE, SATURDAY, SEPT. 25TH @ 9:00 A.M.  
**BLUE SKY ECOLOGICAL RESERVE**  
Join the Quest Crew for a gentle, beginner-level hike in the Blue Sky Ecological Reserve in Poway. This 2-mile round trip hike has minimal elevation gain and is mostly shaded - perfect for hikers of all ages! We will have a picnic area, tag, snacks and games, and will return to the parking lot by noon. Follow the link below to RSVP for the event!  
[HTTPS://TINYURL.COM/BLUEKYRVSP](https://tinyurl.com/bluekyrvsp)

PLEASE WEAR GOOD HIKING SHOES, SUN PROTECTION AND BRING PLENTY OF WATER! **RSVP FOR THE QUEST**

**QUEST CREW**  
ADVANCED HIKE, SATURDAY, SEPT. 25TH @ 8:00 PM  
**SUNSET FROM MOUNT WOODSON**  
Test your stamina on this 7.6-mile round trip hike to the summit of Mount Woodson. This hike climbs nearly 2000' above Lake Poway, offering great views on this sunset hike. Headlamps are required - we will return to the start around 8:00 pm. This hike is for physically fit, advanced hikers only.  
[HTTPS://TINYURL.COM/MTWOODSONRVSP](https://tinyurl.com/mtdwoodsonrvsp)

PLEASE WEAR GOOD HIKING SHOES, SUN PROTECTION AND BRING PLENTY OF WATER! **RSVP FOR THE QUEST**

**QUEST CREW**  
MOUNTAIN FIELD TRIP: PALIS INSTITUTE  
THURSDAY, NOVEMBER, 18TH - RUNNING SPRINGS  
**RSVP FOR THE TRIP!**

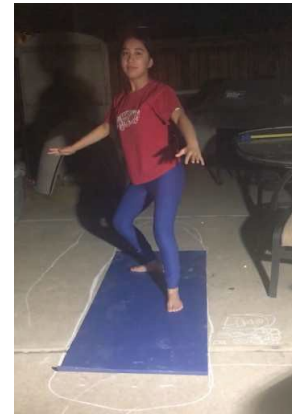
[TINYURL.COM/PALIRSRVSP](https://tinyurl.com/palirsrvsp)

Spend a day in the mountains at Palis Institute, with ropes courses and group activities, aerial. The trip is open to all Elite students, grades 9th - 12th. Follow the QR code or Palis to learn more about this awesome outdoor experience. **WE LOOK FORWARD TO SEEING YOU THERE!**

**QUEST CREW**  
FRIDAY, SEPT. 24TH @ 10:00 A.M.  
**CALIFORNIA SURF MUSEUM**  
Explore the history of surfing in our state during this amazing tour of the California Surf Museum! From traditional boards to revolutionary designs and advancements, come explore this incredible facility and learn something along the way.  
**SEE YOU THERE!** 312 Pier View Way  
Oceanside 92054

[HTTPS://TINYURL.COM/CALIFORNIASURFMUSEUM](https://tinyurl.com/californiasurfmuseum)

WE ENCOURAGE STUDENTS TO WEAR ELITE GEAR, BRING WATER & SNACKS! **RSVP FOR THE TOUR**



## Quest Crew

The Quest Crew held one event in late July, Intro to Fishing: Spinning, that had a great turnout from some very interested students. While this event didn't land in August, it did influence decision-making as the majority of the past month was spent planning and preparing for the school year ahead. The Quest Crew will come back in September with consistently scheduled meetings called 'Wild Side Walks' where we will all take a walk and discuss the month's activities as a way to build school community and culture. Wild Side Walks will be in addition to in-person and virtual events and aims to promote an active lifestyle, mindfulness, and natural awareness. The Quest Crew will meet on the second Wednesday of the month at one o'clock for the Wild Side Walks - we would love to see you there!

## MakerSpace

The MakerSpace had its first event during the summer session, building a water-balloon launcher, with an incredible student turnout - over 40 kits were mailed to families! After concluding the meeting, families reached out expressing their excitement and gratitude for the opportunity presented to them; a reassuring act that put confidence in the decision to form the club. The MakerSpace aims to enrich our student's education through hands-on skills and exposure to processes and machines that they may otherwise not encounter. As with the other academies and clubs, August was spent designing the year ahead and there are several exciting projects for students to look forward to! Beginning with sketching and ideation processes, students will explore expressing their thoughts physically as a way to tap into their creativity. After holding a couple of meetings and building student buy-in, those that are engaged will be invited to build a birdhouse over the course of the school year, covering the entire process from the design to cutting the wood, drilling holes, setting nails & screws, sanding, gluing, painting & finishing and lastly, installation. Other topics will be incorporated such as tool safety and instant challenges to maintain interest. We plan to meet on the first Monday of each month as a way to build continuity with our students. Pictured below, left: an example schedule presented to students during the summer session, right: the flyer for the first meeting is ready to go!

**Elite MakerSpace 2021/2022 Schedule**

- Sept 13th @ 10:00 am: Introduction & Ideation through Drawing
- Oct 4th @ 10:00 am: Form & Function, Ideation through Sculpture
- Nov 1st @ 10:00 am: Shop Protocol & Safety Gear
- Dec 6th @ 10:00 am: Saw Safety & Wood Cutting  
+ Instant Challenge Competition
- Jan 3rd @ 10:00 am: Fasteners & Drills
- Feb 7th @ 10:00 am: Clueing/Clamping
- Mar 7th @ 10:00 am: Sanding
- April 4th @ 10:00 am: Finishes: Painting, Oil & Varnish
- May 2nd @ 10:00 am: Epoxy & Fiberglass
- June 6th @ 10:00 am: Instant Challenge Competition

**ELITE MAKERSPACE**  
FIRST MEETING  
SEPTEMBER 13TH, 10:00 AM

Bring paper and something to draw with!

[TINYURL.COM/MAKERSPACEZOOM](https://tinyurl.com/makerspacezoom)

Explore your creativity through the MakerSpace! This enrichment club is centered on building design skills and creation through hands-on activities. Join us on the first Monday of the month as we explore different materials and processes. See you there, Elite Eagle!





Lead: Mr. Andy Allanson

Director: Ms. Ashlea Kirkland- Haynes

## Program Offerings

This summer, students were able to attend our Athletic Round Table Athletic webinar. We had amazing guest speakers and the webinar was hosted by our Athletic lead, Andy Allanson. Students were able to learn more about sports nutrition, a positive mindset, and athletics post-high school.

**Eagle Athletic Round Table**

November 9th at 11 Am

Join Coach Andy in an open discussion with experts in recruiting, strength training, and mental health. Find the answers you need at this month's athletic roundtable!

**Athletics**

**Golf Club**

FOR CURRENT ELITE GOLFERS AND ANYONE INTERESTED IN LEARNING ABOUT ELITE GOLF! COACH ANDY WILL BE REVIEWING THE COMPONENTS OF ELITE GOLF, AND TEAM MEMBERS WILL GET TO RECAP THEIR GOLF EXPERIENCE OVER THE LAST MONTH WITH FELLOW TEAM MEMBERS.

1ST THURSDAY EACH MONTH AT 10AM

**Equestrian & Riding Club**

FOR CURRENT EQUESTRIAN MEMBERS AND ANY ONE INTERESTED IN LEARNING ABOUT BECOMING A PART OF THE TEAM! COACH ANDY WILL BE REVIEWING THE COMPONENTS OF ELITE EQUESTRIAN, AND TEAM MEMBERS WILL GET TO RECAP THEIR RIDING EXPERIENCE OVER THE LAST MONTH WITH FELLOW TEAM MEMBERS.

3RD THURSDAY EACH MONTH AT 11AM

**Baseball & Softball Team**

ALL BASEBALL OR SOFTBALL PLAYERS ARE INVITED TO JOIN OUR FIRST YEAR OF TEAM BASEBALL AND SOFTBALL ONCE A MONTH WE WILL MEET TOGETHER TO DISCUSS THE FUTURE DEVELOPMENT OF OUR ELITE SOFTBALL AND BASEBALL TEAM'S.

3RD MONDAY EACH MONTH  
SOFTBALL AT 10AM & BASEBALL AT 11AM

For more information or to join email Coach Andy at [aallanson@eliteacademic.com](mailto:aallanson@eliteacademic.com)  
\*Meeting date is subject to change due to holidays\*

**Athletics**

**579 Club**

THE PFT IS A PHYSICAL FITNESS TEST AND REQUIRES EVERY STUDENT IN FIFTH, SEVENTH, AND NINTH GRADE TO PERFORM A SERIES OF PHYSICAL TASKS.

THE TEST HAS SIX PARTS THAT SHOW A LEVEL OF FITNESS THAT OFFER A DEGREE OF DEFENSE AGAINST DISEASES THAT COME FROM INACTIVITY.

2ND WEDNESDAY OF THE MONTH AT 12NOON

**Eagle Fitness Challenge**

STAY FIT THROUGHT THE YEAR WITH FUN 3 FUN FITNESS CHALLENGES. DESIGNED TO KEEP OUR STUDENTS HEALTHY AND ACTIVE THROUGHT THE YEAR.

CHALLENGE 1 OCTOBER 25TH - 29TH  
CHALLENGE 2 FEBRUARY 22ND - 28TH  
CHALLENGE 3 MAY 23RD - 27TH

**Fitbit Challenge**

YOU HAVE BEEN SELECTED BY COACH ANDY TO BECOME A PART OF THE EAGLE FITNESS FITBIT CHALLENGE!

MAKE SURE TO WEAR YOUR FITBIT EVERY DAY, STAY ACTIVE, AND JOIN YOUR SCHOOLMATES IN THIS STEPPING CHALLENGE!

CHALLENGE 1 JANUARY 17TH - 28TH  
CHALLENGE 2 MARCH 7TH - 18TH  
CHALLENGE 3 APRIL 18TH - 29TH

For more information or to join email Coach Andy at [aallanson@eliteacademic.com](mailto:aallanson@eliteacademic.com)  
\*Meeting date is subject to change due to holidays\*

**Athletics**

**NCAA Round Table Webinar**

JOIN COACH ANDY IN AN OPEN DISCUSSION WITH EXPERTS IN RECRUITING, STRENGTH TRAINING, AND MENTAL HEALTH. FIND THE ANSWERS YOU NEED AT THIS MONTH'S ATHLETIC ROUNDTABLE!

NOVEMBER 9TH AT 11 AM

**Coach Andy's Webinar Series**

COACH ANDY WANTS TO HELP SUPPORT OUR STUDENTS NONE IN THEIR STRENGTH, AGILITY, CONDITIONING, AND SPEED. STARTING IN OCTOBER COACH ANDY WILL BE HOSTING THIS HELPFUL ATHLETIC WEBINAR.

2ND MONDAY OF EACH MONTH AT 10 AM

For more information or to join email Coach Andy at [aallanson@eliteacademic.com](mailto:aallanson@eliteacademic.com)  
\*Meeting date is subject to change due to holidays\*

**Exercise with Mrs. Watters**

COME JOIN MRS. WATTERS FOR A QUICK 20 MINUTE WORKOUT!

NO EQUIPMENT? NO PROBLEM! BRING A TOWEL OR MAT, WATER BOTTLES (OR WEIGHTS IF YOU HAVE THEM) AND THAT'S IT! COME READY TO SWEAT AND GET THAT HEART PUMPING! ALL FITNESS LEVELS ARE WELCOME.

3RD TUESDAY OF EACH MONTH AT 1 PM

For more information or to join email Mrs. Watters at [awatters@eliteacademic.com](mailto:awatters@eliteacademic.com)  
\*Meeting date is subject to change due to holidays\*

**579 CLUB**

Every 2nd Wednesday of the month at 12noon

\*Meetings date is subject to change due to holidays.\*

Coach Andy here inviting you to have Lunch with Coach. Coach is ready to answer any of your PFT questions.

The PFT is a physical fitness test and requires every student in fifth, seventh, and ninth grade to perform a series of physical tasks. The test has six parts that show a level of fitness that offer a degree of defense against diseases that come from inactivity.

1. Body Mass Index Exercise
2. Trunk-Lift Exercise
3. Shoulder Flexibility Exercise
4. Curl-Up Exercise
5. Push-Up Exercise
6. 1 Mile Run or Pacer Exercise

Together we will crush the PFT Testing!

## Softball/Baseball

As Elite Athletics heads into fall and a new school year, we are excited to announce the formation of 2 new clubs, Elite Softball and Elite Baseball. These clubs will field high school teams, compete in tournaments with hopes and goals of securing college scholarships.

**ELITE ACADEMIC ACADEMY**

**Golf Club**

For current Elite Golfers and any one interested in learning about Elite Golf! Coach Andy will be reviewing the components of Elite Golf, and team members will get to recap their golf experience over the last month with fellow team members.

Come and learn about Elite Golf or discuss your time on the course!

This is a recurring meeting, happening the first 1st Thursday of every month.

\*Meeting date is subject to change due to holidays\*

For any questions please contact Coach Andy [aallanson@eliteacademic.com](mailto:aallanson@eliteacademic.com)

Set up a Meeting with Coach by clicking here.

**Equestrian & Riding Club**

All ages and skill levels welcome!

For current equestrian members and any one interested in learning about becoming a part of the team! Coach Andy will be reviewing the components of Elite equestrian, and team members will get to recap their riding experience over the last month with fellow team members.

Come and learn about Elite Equestrian & Riding Club and discuss your latest ride!

This is a recurring meeting, happening the first 1st Thursday of every month.

\*Meeting date is subject to change due to holidays\*

For any questions please contact:

Andy Allanson, Athletic Lead  
[aallanson@eliteacademic.com](mailto:aallanson@eliteacademic.com)  
866-354-5302 ext. 709

[Click here to schedule a meeting](#)

## Sports & Athletic Clubs

Elite Athletics has connected with over 75 new Track B student/athletes and families. From these connections we have added 8 new members to the Elite Equestrian & Riding Club and 7 new members to the Elite Golf Club. We connected with 35 TK-5th student/athletes and families excited for the new school year and the opportunity to customize their fitness and athletics. Family feedback already has Elite Soccer Club as well as the Elite Martial Arts & MMA Club in the works.







Based on the family survey, we estimate a total of 119 new students who may need Chromebooks this 21-22 school year so we are prepping them now!

As the first day approaches, we are assisting staff with all of their questions. We have office hours available for families and students who may have questions with Canvas, or navigating their Elite GSuite account. Tutorials are being created as well for anytime support.



## Marketing

Kiley and Adam put together the Master Calendar which contains the schedule of events for the upcoming 21/22 School Year. We have student interest clubs, virtual and in-person field trips, as well as parent workshops planned. It's going to be an engaging year!

Our top two posts for August spotlight the students and staff of our YearRound program that finished August 6th.



The first monthly print newsletter was mailed to Elite families and staff. It contains important updates, upcoming events for the month, and much more.



## Social Media Reach – July 26th – August 22nd, 2021

Facebook Page Reach – 273.9k  
Instagram Page Reach – 170.6k  
64 New FB Page Likes → up 16%  
74 New IG Followers → up 8%

Facebook Post Engagement – 11.3k  
New FB Page Followers – 70 → up 35%  
Top Cities Reached this Month:  
Indio, Los Angeles, San Diego





### Meet Our Team...

Mrs. Karen Makkai, Director At Promise Department

Mrs. Antonette Sims, Director of Assessment

Ms. Nicole Lively, School Counselor

Ms. Jen Edick, Special Education Coordinator

Ms. Kiley Allen, Community and Marketing Coordinator

### Who we are...

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

### What we do...

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

### Special Education

The Special Education Department has been busy reviewing incoming IEPs, scheduling 30-day meetings, assigning caseloads to service providers, and engaging in training with the Elite staff. **The Special Education Team has grown this year and has established a focus on closing the communication gap between general education and special education.** This is being accomplished through the implementation of communication processes and professional development.

### Assessment

\*272 new students completed i-Ready Reading and Math diagnostics.  
\*3 In-house tutors have started training through our new Teachworks platform.

\*i-Ready BOY orientation for new and returning teachers completed.  
\*Provided Welcome Survey results to Academy Directors.

**\*The new Coordinator of Student Systems, Michelle Wood, was added to the team.**

\*Worked with Karen Makkai to develop a pilot program. In-house tutors will support \*Low-performing returning students by providing ELA and Math coaching.

### At Promise Department

The At Promise Department is looking forward to implementing academic intervention strategies to students based on iReady Assessments and CAASPP results. I have been working closely with Antonette in Assessment to solidify and provide additional small group support to students who are below grade level.





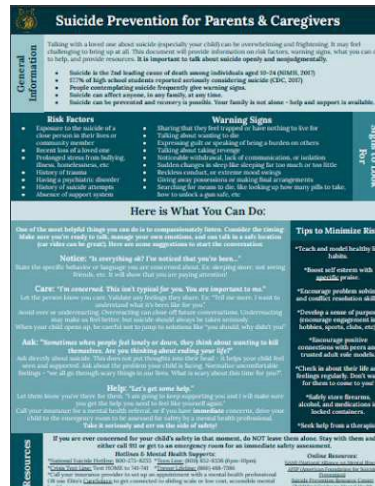
As we gear up for the school year, counseling services have continued creating new resources for families based on needs listed on Elite's Welcome Survey. These include suicide prevention tip sheets for both families and staff, a LGBTQ+ resource sheet, and social-emotional learning (SEL) resources for families to implement at home.

Nicole and Melissa have been dedicated to increasing the visibility of counseling services this month. During staff-wide Professional Development, counseling services presented information on individual counseling, crisis support, resources, and general staff support so that all Elite team members understand and can access the services we provide. They have also interfaced directly with teachers to begin our ongoing collaboration supporting students in need.




Both Nicole and Melissa have been meeting with students for introductory short-term counseling sessions for families with specific mental health needs. Counseling services have also continued to provide individual follow-ups to every family requesting one on the Welcome Survey - out of 572 responses, 161 requested a follow up (28%). Several parents have expressed gratitude for how supportive Elite is already - they were impressed by every department's follow-up!

Our school counselor has worked with each department and family directly to ensure each high schooler at Elite has a complete 4-year plan in place.

Finally, our social worker is hard at work organizing Elite's comprehensive suicide prevention efforts, launching in September. Stay tuned for more information!



# Elite Accomplishment Summary

- 
 With a focus on **Professional Development** we hosted two weeks of engaging trainings for new and returning staff.
- 
 With a focus on **Responsive Instruction** we are focusing and supporting our content teachers, making sure they are up to date on the latest virtual student engagement trends.
- 
 With a focus on **Shared Leadership** as we work on finalizing our WASC report!



Grade Span	Track B (Projected Enrollment)
Tk-3	252
4-6	167
7-8	111
9-12	182
<b>Total</b>	<b>Total 712</b>

*\* This does not include Track A*

## Goals For Next Month

- Successfully **start the new school year**.
- Test and pilot our **new tutoring systems**.
- **Begin level 1 interventions** for struggling students.





## Elite Academic Academy - Mountain Empire - August 5, 2021

### Elite Academic Academy - Mountain Empire

Time: 10:00 a.m.

#### 1.0 Call To Order

Roll Call:

Morgen Oelckers, Patrick Keeley, Ronnie Jackson

Present Present Present

#### 2.0 Approve/Adopt the Agenda

It is recommended the Board of Directors adopt as presented the agenda for the Board Meeting of August 5, 2021.

Morgen Pat

Motion: Second:

Vote: Morgen; Aye, Pat; Aye, Ronnie; 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.

#### 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)

A) CEO Annual Goals and Objectives

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 Open: 10:01 am  
Time Closed: 10:36 am

Time: 10:37 a.m.

#### 6.0 Pledge Of Allegiance

Led By: Morgen Oelckers

#### 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](mailto:galtamirano@eliteacademic.com). Please complete and return the form for agendized or non-agendized 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.

#### 9.0 General Functions

##### 9.1 Informational Items

###### A. CEO Report

EAA-ME CEO Report June July 21.pdf

##### 9.2 Consent Agenda

It is recommended that the board approve the following consent

Morgen Ronnie

Motion: Second:

Vote: Morgen; Aye, Pat; Aye, Ronnie;  
Aye.  
Item carries 3-0.

agenda items.

A. Meeting Minutes from the June 17, 2021 Board Meeting

EAA-ME 06.17.21.pdf

B. Warrant Register

WarrantRegisterME\_Jul21.pdf

C. Job Descriptions

JD 2021 Community Relations Clerk (pending).pdf

JD 2021 Temporary Part-Time Community Relations Clerk (pending).pdf

JD Homeschool Teacher (pending) .pdf

JD PT CTE Teacher Part Time-Certificated (1).pdf

JD Teacher on Special Assignment (TOSA) (pending).pdf

JD Virtual Science Content Teacher -Certificated (pending).pdf

JD-Elite Virtual Content Teacher Spanish (pending).pdf

Speech and Language Pathologist JD (pending).pdf

D. New Instructional Services Community Partners

Elite Academic Instructional Service Partner\_July\_2021.pdf

10.0 Personnel Services

10.1 Temporary Certificated Hires

It is recommended that the Board ratify the following Temporary Certificated Hires for Elite Academic Academy - Mountain Empire.

21220252

21220266

21220312

10.2 Temporary Classified Hire

It is recommended that the Board ratify the following Temporary Classified Hire for Elite Academic Academy - Mountain Empire.

21220279

21220311

21220313

21220328

21220321

10.3 Certificated Hires

It is recommended that the Board ratify the following Certificated Hires for Elite Academic Academy - Mountain Empire.

21220297

21220315

21220316

21220318

Morgen Pat

Motion: Second:

Vote: Morgen; Aye, Pat; Aye, Ronnie; Aye.  
Item carries 3-0.

Morgen Ronnie

Motion: Second:

Vote: Morgen; Aye, Pat; Aye, Ronnie;  
Aye.  
Item carries 3-0.

Morgen Ronnie

Motion: Second:

Vote: Morgen; Aye, Pat; Aye, Ronnie;  
Aye.  
Item carries 3-0.

21220319

21220322

21220324

21220326

21220327

21220330

**10.4 Classified Hire**

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

No items open for vote.

Motion: Second:

Vote:

**10.5 Employee Release and Resignations**

It is recommended that the Board ratify the following Release and Resignations for Elite Academic Academy - Mountain Empire.

Morgen Ronnie

Motion: Second:

Vote: Morgen; Aye, Pat; Aye, Ronnie; Aye.  
Item carries 3-0.

21220248

21220258

21220282

21220283

21220292

**10.6 Employee Contract Addendums**

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

Morgen Ronnie

Motion: Second:

Vote: Morgen; Aye, Pat; Aye, Ronnie; Aye.  
Item carries 3-0.

21220290

21220290 1).pdf

21220291 (2).pdf

21220291(1).pdf

21220293.pdf

21220294

**10.7 Employee Changes of Relationship**

It is recommended that the Board ratify the following Employee Changes of Relationship for Elite Academic Academy - Mountain Empire.

Morgen Ronnie

Motion: Second:

Vote: Morgen; Aye, Pat; Aye, Ronnie; Aye.  
Item carries 3-0.

21220105

21220217

21220218

21220225

**10.8 21.22 Contract Templates**

It is recommended that the Board ratify the following 21.22 Contract Templates for Elite Academic Academy - Mountain Empire.

Morgen Ronnie

Motion: Second:

Vote: Morgen; Aye, Pat; Aye, Ronnie; Aye.  
Item carries 3-0.

21.22 - 11 Month - Certificated Teacher Contract.pdf

21.22 - 12 Month - Certificated Teacher Contract .pdf

21.22 Directors Contract (Certificated Notice of Employment).pdf

21.22 Full Time Certificated (Director) \_At-Will\_ Exempt (Salary) Contract .pdf



21.22 Full Time Classified (Director) \_At Will\_ Exempt (Salary) Contract .pdf

21.22 Full-Time Classified Non-Exempt (Hourly) Contract.pdf

21.22 Full-Time Classified Non-Exempt (Salary) Contract .pdf

21.22 Part-Time Certificated Non-Exempt (Hourly) Contract .pdf

21.22 Part-Time Classified Non-Exempt (Hourly) Contract .pdf

### 10.9 2021-2022 Staffing Calendar - 224 New Teacher

It is recommended that the board approve the following 2021-2022 Staffing Calendar - 224 New Teacher for Elite Academic Academy - Mountain Empire.

2021-2022 Staffing Calendars -approved - New Teacher 224 (12 month).pdf

Morgen Ronnie

Motion: Second:

Vote: Morgen; Aye, Pat; Aye, Ronnie; Aye.

Item carries 3-0.

Time: 10:50 a.m. 11.0 Business Services

### 11.1 CSC Borrowing Agreement

It is recommended that the board approve the following CSC Borrowing Agreement for Elite Academic Academy - Mountain Empire.

Charter School Capital\_Funding Proposal\_7-30-21-ME.pdf

Elite Academic Academy Term Sheet 7.28.21.pdf

FE-018591-1 EAA Mt Empire 8.23.21.pdf

7.30.21 ME Board Report - Cash Flow.pdf

Morgen Ronnie

Motion: Second:

Vote: Morgen; Aye, Pat; Aye, Ronnie; Aye.

Item carries 3-0.

### 11.2 20.21 Payroll Allocation

It is recommended that the board approve the following 20.21 Payroll Allocation between Elite Academic Academy - Mountain Empire and Elite Academic Academy - Lucerne.

2020-21 Audit\_Payroll Allocation\_EAA - Board Presentation.pdf

2020-21 Audit\_Payroll Allocation\_EAA - Allocation Summary.pdf

Morgen Ronnie

Motion: Second:

Vote: Morgen; Aye, Pat; Aye, Ronnie; Aye.

Item carries 3-0.

### 11.3 Pitney Bowes Contract

It is recommended that the board ratify the Pitney Bowes Contract for Elite Academic Academy - Mountain Empire.

Pitney Bowes Lease Agreement 21-25 (2).pdf

Pitney Bowes Lease Agreement 21-25 (1).pdf

Morgen Ronnie

Motion: Second:

Vote: Morgen; Aye, Pat; Aye, Ronnie; Aye.

Item carries 3-0.

### 11.4 Pitney Bowes Resolution

It is recommended that the board approve the Pitney Bowes Resolution for Elite Academic Academy - Mountain Empire.

Pitney Bowes Resolution - Mountain Empire 21.22.pdf

\* Opened with Item 11.3 and voted on both items

Motion: Second:

Vote: Morgen; Aye, Pat; Aye, Ronnie; Aye.

Item carries 3-0.

### 11.5 Tutor Time Phase 2 Proposal

It is recommended that the board approve the Tutor Time Phase 2 Proposal for Elite Academic Academy - Mountain Empire.

Tutor Time Elite\_Phase 2 Work Proposal

Ronnie Pat

Motion: Second:

Vote: Morgen; Aye, Pat; Aye, Ronnie; Aye.

Item carries 3-0.

### 11.6 Nextiva Phone System Contract

It is recommended that the board approve the Nextiva Phone System Contract for Elite Academic Academy - Mountain Empire.

Nextiva Sales Quote Proposal 16404922(final).pdf

Nextiva Contract.pdf

Morgen Pat

Motion: Second:

Vote: Morgen; Aye, Pat; Aye, Ronnie; Aye.

Item carries 3-0.

### 11.7 Community Partner Packets 21-22

Morgen Ronnie

Motion: Second:



It is recommended that the board approve the Community Partner Packets for Elite Academic Academy - Mountain Empire.

2021-22 Community Partners -VCI Packet EAACS\_complete.pdf

2021-2022 EMR Community Parter Packet EAACS\_complete.pdf

### 11.8 Special Education Master Vendor Contracts 21.22

It is recommended that the board approve the following Special Education Contracts 21.22 for Elite Academic Academy - Mountain Empire.

McColgan2021-signed2022-Master-Contract\_ME.pdf

SLG\_signed\_2021-2022-Master-Contract\_ME.pdf

STS\_signed2021-2022-Master-Contract\_ME.pdf

TSW\_signed\_2021-2022-Master-Contract\_ME.pdf

### 11.9 Solution Tree HES Accreditation Purchase Agreement

It is recommended that the board approve the Solution Tree HES Accreditation Purchase Agreement for Elite Academic Academy - Mountain Empire.

Purchase Agreement -HES Accreditation - Elite Academic Academy 6.10.21.pdf

## 12.0 Educational Services/Policy Development

### 12.1 Staff Handbook for Suicide Prevention, Intervention, and Postvention

It is recommended that the board approve the following Staff Handbook for Suicide Prevention, Intervention, and Postvention for Elite Academic Academy - Mountain Empire.

Handbook of Suicide Prevention, Intervention, and Postvention - updated July 2021 (1).pdf

### 12.2 Independent Study Policy

It is recommended that the board approve the Independent Study Policy for Elite Academic Academy - Mountain Empire.

ME Independent Study Policy EAA - updated July, 2021.pdf

### 12.3 Parent/Student Handbook

It is recommended that the board approve the Parent/Student Handbook for Elite Academic Academy - Mountain Empire.

### 12.4 YouSchool Contract

It is recommended that the board approve the following YouSchool Contract for Elite Academic Academy - Mountain Empire.

The YouSchool Contract Summer Fall 2021.pdf

### 12.5 Content Teacher Professional Development Agreement

It is recommended that the board approve the Content Teacher Professional Development Agreement for Elite Academic Academy - Mountain Empire.

Content Teacher Professional Development Agreement

## 13.0 Report of Action Taken in Closed Session

The Board will report any action taken in closed session as required by law. **The Board approved the CEO's Goals and Objectives for the 2021-22 School year and the vote carried 3-0.**

## 14.0 Calendar

The next scheduled meeting is September 2, 2021 at 10:00 am.

## 15.0 Board Comments and Future Planning

## 16.0 Adjournment

Vote: **Morgen; Aye, Pat; Aye, Ronnie; Aye.**  
Item carries 3-0.

Morgen Ronnie

Motion: Second:

Vote: **Morgen; Aye, Pat; Aye, Ronnie; Aye.**  
Item carries 3-0.

Morgen Ronnie

Motion: Second:

Vote: **Morgen; Aye, Pat; Aye, Ronnie; Aye.**  
Item carries 3-0.

Morgen Ronnie

Motion: Second:

Vote: **Morgen; Aye, Pat; Aye, Ronnie; Aye.**  
Item carries 3-0.

Morgen Ronnie

Motion: Second:

Vote: **Morgen; Aye, Pat; Aye, Ronnie; Aye.**  
Item carries 3-0.

Morgen Ronnie

Motion: Second:

Vote: **Morgen; Aye, Pat; Aye, Ronnie; Aye.**  
Item carries 3-0.

Morgen Ronnie

Motion: Second:

Vote: **Morgen; Aye, Pat; Aye, Ronnie; Aye.**  
Item carries 3-0.

Morgen Ronnie

Motion: Second:

Vote: **Morgen; Aye, Pat; Aye, Ronnie; Aye.**  
Item carries 3-0.

Morgen Ronnie

Motion: Second:

Time: 11:12 am

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.

**Vote: Morgen; Aye, Pat; Aye, Ronnie; Aye.  
Item carries 3-0.**

**Staff Present**

Meghan Freeman  
Tracy Hasper  
Gena Altamirano  
Adam Woodard  
Antonette Sims  
Catherine Heredia  
Karen Makkai  
Laura Spencer  
Teresa Schaffer  
Monique Waithe  
Ashlea Kirkland-Haynes

## Elite Academic Academy - Mountain Empire

Date	Vendor Name	Account Name	Ref Number	Amount
7/9/2021	HOTELSCOM9193639180352	Travel, Lodging & Meals	Credit Card 348	\$309.66
7/11/2021	GRASSHOPPER.COM	Phone / Internet / Website Fees	Credit Card 348	\$109.57
7/16/2021	ULINE *SHIP SUPPLIES	Postage & Delivery - Educational	Credit Card 348	\$2,295.16
7/18/2021	MSFT * E0300F72CU	Technology Services & Software - Business	Credit Card 348	\$338.25
7/20/2021	STAMPS.COM	Postage & Delivery - Educational	Credit Card 348	\$17.99
7/25/2021	ULINE *SHIP SUPPLIES	Postage & Delivery - Educational	Credit Card 348	\$471.24
7/30/2021	SQ *MARCH MOVING	Misc. Operating Expense	Credit Card 348	\$500.00
8/3/2021	Anthem Blue Cross	Health Insurance	2.02108E+11	\$6,104.59
8/3/2021	Guardian	Health Insurance	008Aug2021	\$606.13
8/4/2021	HOPE CDC	Educational Services	343	\$3,904.96
8/4/2021	Wildomar Valley Wood Products, Inc.,	Rent - Facilities Lease	08Aug2021Lease	\$2,574.75
8/5/2021	Jenny Soulias	UNALLOCATED WAGES	80221	\$155.53
8/10/2021	Ambassador Media Group, LLC	Approved Core Curriculum, Teacher Manuals &	72821	\$58,625.00
8/10/2021	CuriosityStream, Inc.	Approved Core Curriculum, Teacher Manuals &	INV-0382	\$2,500.00
8/10/2021	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals &	159727653	\$8.38
8/10/2021	Morgen Oelkers	Board Stipends - Attendance	08Aug2021ME	\$300.00
8/10/2021	Ronald Lloyd Jackson	Board Stipends - Attendance	08Aug2021ME	\$300.00
8/10/2021	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1M4R-6FN6-17HK	\$69.36
8/10/2021	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XT3-74T3-4GQF	\$157.10
8/10/2021	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PHG-PP7J-7WTJ	\$217.20
8/10/2021	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QD6-FTFW-FYMR	\$4,279.46
8/10/2021	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1LCY-P9GK-DJL1	\$4,974.17
8/10/2021	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	111M-34W6-DN4Y	\$744.26
8/10/2021	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CMR-K1NK-R3P1	\$40.18
8/10/2021	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17D6-D1H4-73CR	\$700.90
8/10/2021	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	163D-CPQT-3PRT	\$74.19
8/10/2021	Staples Business Credit	Core Teaching/Student Supplies	7335106975-0-1	\$630.82
8/10/2021	Carol Osborne	Educational Services	OSB063021	\$320.00
8/10/2021	Elite Spirit Cheer	Educational Services	1	\$11,680.00
8/10/2021	Ellen Yang	Educational Services	YAN063021	\$148.50
8/10/2021	Freedom in Motion Gym, LLC	Educational Services	524444312	\$320.00
8/10/2021	Sara Ransom	Educational Services	RAN063021	\$1,575.00
8/10/2021	Blank Rome LLP	Legal Fees	1980990	\$115.00
8/10/2021	Amazon Capital Services, Inc.	Technology Equipment - Staff	16WM-CN1N-1CTW	\$1,309.20

## Elite Academic Academy - Mountain Empire

8/10/2021	Amazon Capital Services, Inc.	Technology Equipment - Students	1HXV-XJ9C-XHLJ	\$260.85
8/10/2021	OPS	Technology Services & Software - Educational	2196	\$888.44
8/11/2021	Accrediting Commission for Schools W	Accreditation	1306982	\$1,100.00
8/11/2021	McGraw-Hill School Education, LLC	Approved Core Curriculum, Teacher Manuals &	118313179001	\$3,600.00
8/11/2021	Renaissance	Approved Core Curriculum, Teacher Manuals &	INV5221506	\$735.00
8/11/2021	BranchÃ© Jones	Business Services	8022021	\$1,500.00
8/11/2021	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1RJL-9KVW-DMPR	\$27.16
8/11/2021	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KR3-NM6M-9PHD	\$2,712.00
8/11/2021	Jostens	Core Teaching/Student Supplies	26790123	\$13.26
8/11/2021	Pali Institute	Educational Services	7893	\$2,128.50
8/11/2021	Certifix Live Scan	Fingerprinting	55614	\$277.10
8/11/2021	Scenario Learning	Professional Development	INV30468	\$273.18
8/11/2021	Pioneer Nashville II, LLC	Rent - Facilities Lease	008Aug21STE130	\$2,001.00
8/11/2021	Staples Technology Solutions	Technology Equipment - Staff	LMP545	\$4,072.69
8/11/2021	Staples Technology Solutions	Technology Equipment - Staff	LMP566	\$3,258.15
8/11/2021	Sprint	Technology Equipment - Students	203114558-021	\$1,063.09
8/11/2021	ParentSquare Inc	Technology Services & Software - Educational	6224	\$2,260.00
8/11/2021	School Pathways Holdings, LLC	Technology Services & Software - Educational	140-INV2404	\$2,160.85
8/11/2021	Southern California Edison	Utilities - Gas/Electric/Water	08AugSCE2021ME	\$162.71
8/12/2021	Prime Educational Solutions	Educational Services	1039	\$8,500.00
8/12/2021	Prime Educational Solutions	Special Education Services	1039	\$12,821.95
8/13/2021	Aflac	Health Insurance	652296	\$67.47
8/13/2021	Jennifer R Reed	UNALLOCATED WAGES	81221	\$447.05
8/16/2021	Leah Finley	UNALLOCATED WAGES	81321	\$1,812.52
8/17/2021	Alyssa Bobczynski	UNALLOCATED WAGES	81521	\$321.95
8/17/2021	Raenelle Mcdougal	UNALLOCATED WAGES	81521	\$98.43
8/19/2021	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals &	1YQR-FKXN-6JMC	\$26.93
8/19/2021	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals &	1WPQ-WGVV-3FG7	\$29.06
8/19/2021	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals &	1WPQ-WGVV-FRJ1	\$52.20
8/19/2021	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals &	1F3Q-MYDC-7WHV	\$25.17
8/19/2021	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals &	1PHN-PKP6-FKPY	\$104.22
8/19/2021	Art of Problem Solving	Approved Core Curriculum, Teacher Manuals &	220884	\$96.00
8/19/2021	Mystery Science	Approved Core Curriculum, Teacher Manuals &	145599	\$89.00
8/19/2021	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals &	3475264	\$76.41
8/19/2021	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals &	3475175	\$313.26

## Elite Academic Academy - Mountain Empire

8/19/2021	Prime Educational Solutions	Back Office Fees	1041	\$76,793.60
8/19/2021	Pitney Bowes Global Financial Services	Business Services	3104891260	\$104.45
8/19/2021	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PTL-D4T4-49N6	\$56.53
8/19/2021	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13DM-37FQ-33LX	\$19.38
8/19/2021	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	167Y-DLGY-4XHV	\$16.15
8/19/2021	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WJG-WJIF-619P	\$141.90
8/19/2021	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14YH-HQRT-4R4M	\$118.10
8/19/2021	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1X3K-6M9X-J3WM	\$218.94
8/19/2021	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JR3-QJ1M-1FPR	\$14.00
8/19/2021	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1C4V-WPFF-46FF	\$211.79
8/19/2021	Staples Business Credit	Core Teaching/Student Supplies	7336567300-0-2	\$194.87
8/19/2021	Staples Business Credit	Core Teaching/Student Supplies	7336567300-0-1	\$11.73
8/19/2021	Staples Business Credit	Core Teaching/Student Supplies	7336486345-0-1	\$706.84
8/19/2021	ATH Academy	Educational Services	8	\$2,000.00
8/19/2021	Ambassador Media Group, LLC	Educational Services	072821a	\$18,540.00
8/19/2021	Elite Spirit Cheer	Educational Services	2	\$19,480.00
8/19/2021	Great American Insurance Group	General Liability Insurance	008Aug2021ME	\$6,032.17
8/19/2021	Amazon Capital Services, Inc.	Materials & Supplies - Office	1QHR-XCTH-T7YT	\$282.50
8/19/2021	Frontier	Phone / Internet / Website Fees	009Sep21-43385	\$153.51
8/19/2021	McColgan & Associates, Inc.	Special Education Services	4277	\$1,033.08
8/19/2021	TSW Therapy, Inc.	Special Education Services	960	\$781.25
8/19/2021	TSW Therapy, Inc.	Special Education Services	962	\$500.00
8/24/2021	FlipSwitch Marketing LLC	Marketing	INVFM266	\$57,018.00
8/25/2021	Kaiser Foundation Health Plan	Health Insurance	009Sep2021ME	\$3,850.96
8/26/2021	Sunny Bolden	UNALLOCATED WAGES	82421	\$1,710.62
8/27/2021	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals &	1HC6-XX1N-NJNK	\$47.39
8/27/2021	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals &	1KG4-3QM1-XVH6	\$319.63
8/27/2021	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals &	1FXW-Q1W9-7DF7	\$3,453.26
8/27/2021	Beautiful Feet Books, Inc.	Approved Core Curriculum, Teacher Manuals &	14967	\$251.18
8/27/2021	Institute for Excellence in Writing	Approved Core Curriculum, Teacher Manuals &	807583	\$174.76
8/27/2021	Nicole the Math Lady, LLC	Approved Core Curriculum, Teacher Manuals &	3256	\$59.00
8/27/2021	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals &	3475004	\$34.22
8/27/2021	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals &	3475016	\$112.30
8/27/2021	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals &	3475019	\$396.47
8/27/2021	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals &	3475170	\$39.72

## Elite Academic Academy - Mountain Empire

8/27/2021	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals &	3475013	\$40.40
8/27/2021	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals &	3475020	\$34.63
8/27/2021	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals &	3475025	\$173.37
8/27/2021	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals &	3475012	\$226.03
8/27/2021	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals &	3475258	\$435.21
8/27/2021	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals &	3479386	\$89.92
8/27/2021	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals &	3479383	\$120.05
8/27/2021	Rightstart Math	Approved Core Curriculum, Teacher Manuals &	383644	\$230.45
8/27/2021	Studies Weekly	Approved Core Curriculum, Teacher Manuals &	402798	\$64.54
8/27/2021	Studies Weekly	Approved Core Curriculum, Teacher Manuals &	402783	\$32.57
8/27/2021	Time4Learning	Approved Core Curriculum, Teacher Manuals &	T4L13119	\$35.00
8/27/2021	Lakeshore Learning Materials	Core Teaching/Student Supplies	4.32692E+11	\$153.20
8/27/2021	Staples Business Credit	Core Teaching/Student Supplies	7337598903-0-1	\$76.60
8/27/2021	Carol Osborne	Educational Services	OSB063021a	\$165.00
8/27/2021	Elite Spirit Cheer	Educational Services	3	\$7,400.00
8/27/2021	Department of Justice	Fingerprinting	527967	\$265.50
8/27/2021	Blank Rome LLP	Legal Fees	1985571	\$1,840.00
8/27/2021	Blank Rome LLP	Legal Fees	1985569	\$920.00
8/27/2021	Empower Retirement c/o SchoolsFirst	Other Employee Benefits	002-071521	\$21,435.12
8/27/2021	Charter Schools Development Center	Professional Development	21338	\$2,962.50
8/27/2021	Marsh & McLennan Agency, LLC	Workers Compensation	1592625	\$1,661.50



## Coordinator of Student Systems

### *Job Description*

<b>Position Title:</b>	Coordinator of Student Systems
<b>Reports To:</b>	Director of Assessment (or designee)
<b>FLSA Status:</b>	Exempt
<b>School Classification:</b>	Certificated Administration
<b>Pay Range:</b>	Based upon experience & student enrollment
<b>Work Schedule:</b>	232 days
<b>Location:</b>	Remote Office

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**Position Summary:** *This position will work with the Director of Assessment to establish procedures and protocols for, and ensure all Elite Academic Academy students are prepared for (and take), any and all state required assessments. This position will create data systems and structures to ensure that all staff are able to provide the intervention and acceleration needed for academic success. Reporting to the Director of Assessment, or designee, this individual will leverage deep knowledge of research regarding student learning to support all stakeholders in annually increasing the Elite Academic Academy assessment scores. The Coordinator of Student Systems will work with partners to identify resources and creative solutions to finding new opportunities for Elite Academic Academy and the students it serves.*

**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 is preferred but not required. A copy of credential to be provided and kept current.
- A minimum of three 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:**

#### **Administrative Responsibilities:**

- Monitor student information system data for accuracy and data integrity.
  - Manage and manipulate large amounts of data.
  - Gather, compile or summarize data to assist with internal and external reports and generate charts, graphs or reports in documents, spreadsheets, and slide presentations in an accessible, clear format.
  - Create complex queries to produce custom reports and disaggregate student data.
- Collaborate with the Student Support Team to analyze (and build systems as needed) and monitor student progress towards completion of graduation requirements.
  - Bring data to the Director of Assessment for the leadership team on a monthly basis.
- Build/Maintain systems to monitor intervention and benchmark assessment programs.
  - Build analysis reports of assessment data for Academy Directors and Student Support Team.
  - Track performance of students to inform growth celebrations and to determine students not meeting predicted progress.
- Administer school and state required benchmark assessments.
  - Based on assessment results, assist teachers in creating intervention and acceleration plans to meet the needs of Elite students.

- Build a system for regular academic updates for students and families.
  - Collaborate with counselors and the leadership team to develop a system of regular communication about student academic progress.
  - Monitor trends: course level, teacher level, student level, subgroup level and bring to the leadership team on a monthly basis.
- Coordinate with the Assessment Director to provide all data needed to update the LCAP for each school and ensure that we are working towards our assessment goals and objectives.
- Ensure all local and formal assessment and survey data is in the SIS and Monday.com for each student.
  - Support the Assessment Director in providing training to directors, teachers and parents in learning how to access the content and run reports.
- Other duties as assigned.

**General Expectations**

- Encourage, create and support all Elite Academic Staff.
- Maintain confidentiality of sensitive employee and student information.
- Attend various meetings as required
- Meet established deadlines.
- Follow all protocols and policies.
- Follow legal mandates relative to mandated reporting.
- Participate in marketing events and/or additional activities held by the school such as graduation ceremonies.

**SMART Goals**

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

**Other Duties:**

- 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



**Onboarding Specialist/CTE (Career Technical Education) Pathway Teacher**  
*Job Description*

<b>Position Title:</b>	Onboarding Specialist/CTE Pathway Teacher
<b>Reports To:</b>	Admissions Coordinator/Chief Student Development Officer, and/or designees
<b>FLSA Status:</b>	Non-Exempt
<b>School Classification:</b>	Classified
<b>Pay Range:</b>	\$20-25 per hour, or salary equivalent (depending on experience)
<b>Work Schedule:</b>	239 Day Calendar
<b>Location:</b>	Remote/On-Site

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**Position Summary:**

*The Onboarding Specialist portion of this position is responsible for taking phone calls and answering general questions about the school and the program. The Onboarding Specialist works to onboard new families that are starting with Elite. This position would check in with families throughout the enrollment process and then after the student is enrolled to make sure the family has heard from their teacher and that all questions regarding the program have been answered. The Onboarding Specialist works to ensure student applications are complete and required attachments are submitted. The Onboarding Specialist works to keep the SIS updated with all student information, and supports the operations of student enrollment.*

*Additionally, the CTE Pathway Teacher portion of this position is responsible for overseeing CTE specific online courses. The CTE Pathway Teacher reviews and sets up their course according to guidelines provided, and their knowledge of the subject material. The CTE Pathway Teacher plans weekly live sessions with discussion topics and engaging material to support the courses. In addition, the CTE Pathway Teacher will ensure academic success of the students in their courses through consistent and clear communication, synchronous & asynchronous direct instruction sessions for student participation, holds office hours for small groups and/or 1-1 tutoring opportunities for Elite students. The CTE Pathway Teacher responds to students within 24 hours of receipt of a message, and communicates to Elite Educator (TOR) and program Director any concerns regarding the successful completion of a course.*

**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.

- Two (2) years of related 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.
- A valid, current, and appropriate California CTE credential.
- Highly qualified to authorize students' learning in the content area served.

### **ESSENTIAL FUNCTIONS and RESPONSIBILITIES:**

#### **Operations/Onboarding:**

- Answer general school phone calls and direct the questions to the appropriate departments.
- Be the first contact with families communicating via email and/or phone system .
- Explain the differences between the Schools' various academies.
- Support families in choosing the appropriate academy for their child.
- Explain to families the enrollment process.
- Follow up with families to help complete registration.
- Check each application in the online registration portal for uploaded documents.
- Contacts parents for missing or incomplete documents, vaccine records, or waivers. Continue to follow up daily until docs have been received.
- Notifies families of their acceptance into the school.
- Documents acceptance status and notifies the teacher, and administration accordingly.
- Uploads Global Notes for each student (medical record, vaccines, IEP/504, HSTs).
- Supports contacting families to verify whether or not students will return each Fall.
- Checks for new student applications/documents daily.
- Follow up with parents/students on missing documents until documents are received or the application is withdrawn.
- Initiates communication with enrolled students and keeps notes accordingly.
- Ensures that student assignments are accurately recorded.
- Following up with new students to ensure a successful transition into the program.
- Matches student start date with placement on the teacher's roster.
- Assist with immunization collection and recording.
- Assist with Cumulative Records Request.
- Assist with student file organization.
- Assists with collection and maintenance of HDC forms.
- Assists with collection and recording of re-enrollment forms.
- Assist with collection and maintenance of report cards and transcripts.
- Assist with internal compliance auditing.
- Supports the Operations Department as needed.

#### **CTE (Career Technical Education):**

- Initial setup and preparation of their courses, including due dates, syllabus, grading scale, and content review.

- Provide students with syllabus, pacing guide with due dates for assignments, and assessments.
- Provide students with standards.
- Issue midterm progress report.
- Offer office hours and Tutoring opportunities for students.
- Review completed coursework and work with the Teacher of Record to determine final grades.
- Update course as necessary.
- Hold Live Sessions for each CTE course.
- Add/write supplemental curriculum

**Personalized Courses:**

- Provide parents/students with standards.
- Review the course outline and ensure the standards are covered and that there is adequate rigor.
- Provide students and parents with feedback as necessary.
- Create a pacing guide for the year for the parent and student to utilize. This pacing guide will include due dates for assignments.
- Chief Student Development Officer gives final approval on personalized course.

**Other Duties:**

- 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
- 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 an office setting
- Indoor varying in temperature

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**Employee Acknowledgement:**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



## Virtual Lead Content Teacher-Introductory Mathematics Job Description

<b>Job Title:</b>	Virtual Lead Content Teacher-Introductory Mathematics
<b>Department:</b>	Virtual Academy
<b>Reports To:</b>	Director of Virtual, or designee
<b>FLSA Status:</b>	Exempt
<b>Job Classification:</b>	Certificated Full-time
<b>Pay Range:</b>	Salary Dependent Upon Experience
<b>Position Location:</b>	Remote Office

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### **Position Summary:**

*The Virtual Lead Content Teacher is responsible for overseeing mathematics online courses, as well as leading the math department. The Virtual Lead Content Teacher reviews and sets up their course according to guidelines provided, and their knowledge of the subject material. The Virtual Lead Content teacher will also work with the Curriculum team to write A-G approved Secondary Mathematics courses. The Virtual Lead Content Teacher hosts all Live Sessions and supports small group breakout sessions. The Virtual Lead Content teacher plans weekly live sessions with discussion topics, science lab demonstrations, and engaging material to support the courses. In addition, the Virtual Content Teacher will ensure academic success of the students in their courses through consistent and clear communication, synchronous & asynchronous direct instruction sessions for student participation, holds office hours for small groups and/or 1-1 tutoring opportunities for Elite students. The Virtual Lead Content Teacher responds to students within 24 hours of receipt of a message. Communicates to Elite Educator (TOR) any concerns regarding the successful completion of a course.*

**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 Multiple Subject Credential with the authorization to teach Introductory Mathematics.
- Highly qualified to authorize students' learning in the content area served.



- 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.

**General skills:**

- Team player.
- Love of learning – a lifelong learner.
- Ability to transmit passion for learning to students and families.
- Flexibility and adaptability.
- 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 including webinars.
- Tech-oriented mindset.
- Willingness to research and become knowledgeable of curriculum and educational resources.
- Ability to research and write high-quality curriculum
- Ability to deliver information effectively.
- Serve the staff, student and parent's needs to the best of his/her ability without allowing his/her own convenience to interfere.
- Ensures a culture where students, parents and teachers feel valued and served by contributing to providing a positive, supportive atmosphere for all.
- Consistently communicate professionally and with a tone of mutual respect.
- Maintain integrity at all times.
- Ability to write A-G Curriculum in Mathematics (Elementary through Secondary) with support of the Curriculum Writing Team.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Elite Academic Academy Virtual Content Teacher Courses

- Initial setup and preparation of their courses, including due dates, syllabus, grading scale, and content review.
- Provide students with syllabus, pacing guide with due dates for assignments, and assessments.
- Provide students with standards.
- Issue midterm progress report.
- Offer office hours and Tutoring opportunities for students.
- Review completed coursework and work with the Teacher of Record to determine final grades.
- Update course as necessary.

- Hold Live Sessions for each core course.
- Train the Teacher of Records in the subject material to hold small group discussions.

### **Personalized Courses**

- Provide parent/students with standards.
- Review the course outline and ensure the standards are covered and that there is adequate rigor.
- Provide students and parents with feedback as necessary.
- Create a pacing guide for the year for the parent and TF to utilize. This pacing guide will include due dates for assignments.
- Virtual Content Teacher gives final approval on personalized course.

### **Education**

- Bachelor's Degree (minimum)/Master's Degree preferred.
- Single Subject credential by coursework or exam -or- HQ by other means (e.g. HOUSSE, VPSS, etc.).

### **Experience:**

Two (2) years directly related experience.

### **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 Virtual Content Teacher 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. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is also required to stand and walk. The employee must have available transportation and be able to drive up to 100 miles in a day. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include 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. The noise level in the work environment is usually moderate.

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### **Employee Acknowledgement:**

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Employee Signature

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Printed Name

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Date



## Teacher Buddy

10 Month Position - \$3000 Stipend

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Buddy teachers are responsible for supporting new teachers in getting acclimated to Elite. They can be assigned up to three new teachers and are responsible for dedicating at least an hour a week, per new teacher, to support them in the following ways. In order to qualify for this position, the Buddy Teacher must be an CA credentialed teacher and must have worked with Elite as a teacher for at least one year.

### Expectations

#### Overview

- Meet with the new teacher(s) at least once a week.
- Provide guidance on best practices for doing the following:
  - Communicating with parents and students
  - Setting up weekly meetings
  - Small group instruction
  - Structuring their day/week
  - Organizing attendance and compliance tasks
  - Meeting deadlines
  - Participating in Elite-wide events
  - Communicating with content teachers when applicable
  - Setting up tutoring when needed
- Provide guidance on who to reach out to for department specific questions or support i.e.
  - Technology
  - Student Support Services
  - Community Relations
  - Marketing
  - Compliance Tasks
- Answer general questions

Elite Academic Academy - Instructional Service Community Partner (September 2021)

<b><u>Partner Name</u></b>	<b><u>Description of Services</u></b>
Buzzy Mae Music Academy	Dance and Music
Snapology	STEAM Academic Enrichment Classes
weXplore	Field Days and Online Learning Labs



## AT-WILL EMPLOYMENT AGREEMENT

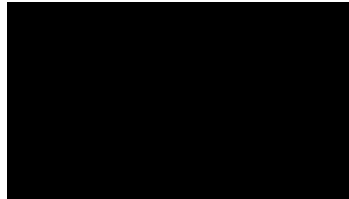
Between Elite Academic Academy Charter - Mountain Empire

Name: [REDACTED]

in the position of

Title: Flex Elite Educator

July 30, 2021



We are pleased to offer you the position of full-time exempt Flex Elite Educator with Elite Academic Academy - Mountain Empire (the "School") commencing August 9, 2021 including 3 Professional Development days (August 18, 19, and 20, 2021). We are delighted you chose to join the Certificated Teaching Department and are confident you will enjoy it here. The terms of your employment offer are set forth in this At-Will Employment Agreement (the "Agreement"), and are 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. They are as follows:

Your job duties are detailed in the job description (attached) and you will report to the Director of Flex, or designee.

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.

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 \$74,000 (or \$6,166.67 *per month*) less applicable withholdings for 224 days of work (see calendar attached) + 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 \$50.00 a month for mileage (in lieu of mileage reimbursement). You will be paid once a month on, or before, the 26<sup>th</sup> 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, an employee's performance and the School's overall performance during the calendar year.

You will be eligible for all benefits as generally offered to similarly situated employees of the School, including accrual of sick pay, and contributions to California State Teachers Retirement System, as further described in the Employee Handbook.

The charter offers Health and Welfare benefits, totaling \$10,800 a year (or \$900 a month), which can be used to purchase medical, dental, and vision insurance benefits offered through the Charter providers. You may "opt out" of medical insurance provided by the charter, and retain a monthly allotment of \$200. You will be eligible for the Health and Welfare benefits, after one month of 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.

It is a condition of your employment that you sign 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.

It is also a condition of your employment that, upon starting employment, you sign our Confidentiality Agreement, which contains additional requirements for the protection of the School's trade secret, confidential and proprietary information as well as an assignment to the School of the ideas, concepts and other intellectual property that you create while you are employed by the School.

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 issued to persons unable to prove their presence in the United States is authorized under federal law, 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.

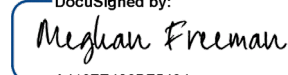
You affirm that you are not a party to any agreement(s) such as a non-competition agreement that would prohibit you from employment with us.

This letter agreement, when accepted by you, constitutes our entire agreement and supersedes all prior agreements and representations whether written or oral. This letter agreement may be amended only by a writing signed by both yourself and the School.

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.

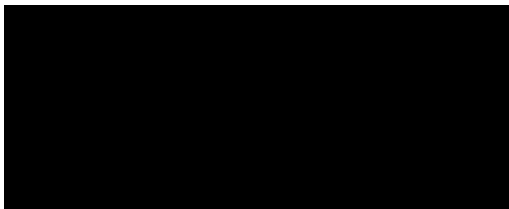
If these terms are acceptable to you, please sign one copy of this offer letter and return it at your earliest convenience. This offer will remain open for 5 working days.

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

Sincerely,  
DocuSigned by:  
  
A4137E48B5F5484  
Meghan Freeman  
CEO

7/30/2021  
Date: \_\_\_\_\_

AGREED TO AND ACCEPTED BY:



\_\_\_\_\_ Date: 8/1/2021



## AT-WILL EMPLOYMENT AGREEMENT

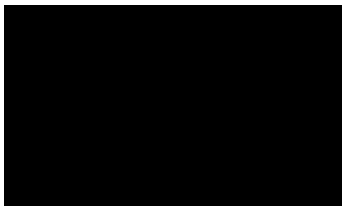
Between Elite Academic Academy Charter - Mountain Empire

Name: [REDACTED]

in the position of

Title: Flex Elite Educator

August 3, 2021



We are pleased to offer you the position of full-time exempt Flex Elite Educator with Elite Academic Academy - Mountain Empire (the "School") commencing August 9, 2021 including 3 Professional Development days (August 18, 19, and 20, 2021). We are delighted you chose to join the Certificated Teaching Department and are confident you will enjoy it here. The terms of your employment offer are set forth in this At-Will Employment Agreement (the "Agreement"), and are 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. They are as follows:

Your job duties are detailed in the job description (attached) and you will report to the Director of Flex, or designee.

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.

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 \$74,000 (or \$6,166.67 *per month*) less applicable withholdings for 224 days of work (see calendar attached) + 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 \$50.00 a month for mileage (in lieu of mileage reimbursement). You will be paid once a month on, or before, the 26<sup>th</sup> 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, an employee's performance and the School's overall performance during the calendar year.

You will be eligible for all benefits as generally offered to similarly situated employees of the School, including accrual of sick pay, and contributions to California State Teachers Retirement System, as further described in the Employee Handbook.

The charter offers Health and Welfare benefits, totaling \$10,800 a year (or \$900 a month), which can be used to purchase medical, dental, and vision insurance benefits offered through the Charter providers. You may "opt out" of medical insurance provided by the charter, and retain a monthly allotment of \$200. You will be eligible for the Health and Welfare benefits, after one month of 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.

It is a condition of your employment that you sign 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.

It is also a condition of your employment that, upon starting employment, you sign our Confidentiality Agreement, which contains additional requirements for the protection of the School's trade secret, confidential and proprietary information as well as an assignment to the School of the ideas, concepts and other intellectual property that you create while you are employed by the School.

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 issued to persons unable to prove their presence in the United States is authorized under federal law, 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.

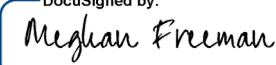
You affirm that you are not a party to any agreement(s) such as a non-competition agreement that would prohibit you from employment with us.

This letter agreement, when accepted by you, constitutes our entire agreement and supersedes all prior agreements and representations whether written or oral. This letter agreement may be amended only by a writing signed by both yourself and the School.

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.

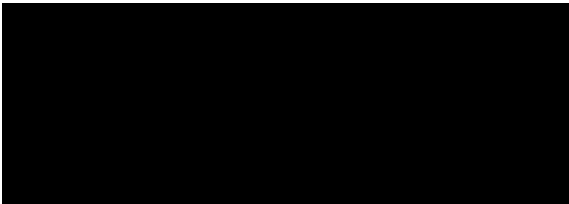
Once again, we are looking forward to you joining the Elite Academic Academy - Mountain Empire team, contributing to the Certificated Teaching Department, and personally growing with the School.

Sincerely,  
DocuSigned by:  
  
Meghan Freeman  
CEO

8/3/2021

Date: \_\_\_\_\_

AGREED TO AND ACCEPTED BY:



Date: 8/4/2021



## AT-WILL EMPLOYMENT AGREEMENT

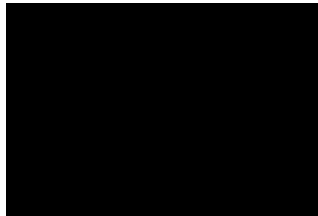
Between Elite Academic Academy Charter - Mountain Empire

Name: [REDACTED]

in the position of

Title: Virtual Teacher

August 13, 2021



We are pleased to offer you the position of full-time exempt Virtual Teacher with Elite Academic Academy- Mountain Empire (the "School") commencing August 18, 2021, with 3 Professional Development days (August 18, 19, and 20, 2021). We are delighted you chose to join the Certificated Teaching Department and are confident you will enjoy it here. The terms of your employment offer are set forth in this At-Will Employment Agreement (the "Agreement"), and are 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. They are as follows:

Your job duties are detailed in the attached job description (attached) and you will report to the Director of Virtual, or designee.

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.

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 \$64,000 (\$5,818 per month, August 2021 thru June 2022) less applicable withholdings, for 187 days of work (see calendar attached), 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 \$50.00 a month for mileage (in lieu of mileage reimbursement). You will be paid once a month on, or before, the 26<sup>th</sup> 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, an employee's performance and the School's overall performance during the calendar year.

You will be eligible for all benefits as generally offered to similarly situated employees of the School, including accrual of sick pay, and contributions to California State Teachers Retirement System, as further described in the Employee Handbook.

The charter offers Health and Welfare benefits, totaling \$10,800 a year (or \$900 a month), which can be used to purchase medical, dental, and vision insurance benefits offered through the Charter providers. You may "opt out" of medical insurance provided by the charter, and retain a monthly allotment of \$200. You will be eligible for the Health and Welfare benefits, after one month of 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.

It is a condition of your employment that you sign 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.

It is also a condition of your employment that, upon starting employment, you sign our Confidentiality Agreement, which contains additional requirements for the protection of the School's trade secret, confidential and proprietary information as well as an assignment to the School of the ideas, concepts and other intellectual property that you create while you are employed by the School.

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 issued to persons unable to prove their presence in the United States is authorized under federal law, 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.

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.

This letter agreement, when accepted by you, constitutes our entire agreement and supersedes all prior agreements and representations whether written or oral. This letter agreement may be amended only by a writing signed by both yourself and the School.

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- Mountain Empire team, contributing to the Certificated Teaching Department, and personally growing with the School.

Sincerely,

DocuSigned by:

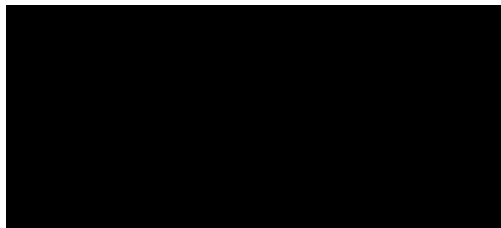
*Meghan Freeman*

A4137E406BF5494...  
Meghan Freeman

CEO

Date: 8/13/2021

AGREED TO AND ACCEPTED BY:



Date: 8/14/2021



**AT-WILL EMPLOYMENT AGREEMENT**

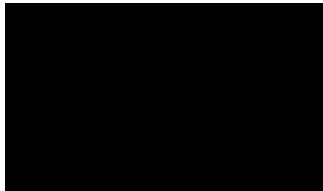
**Between Elite Academic Academy Charter - Mountain Empire**

**Name:** [REDACTED]

in the position of

**Title: Virtual Teacher**

August 17, 2021



We are pleased to offer you the position of **Part-Time (NON-Exempt) Virtual Teacher** with Elite Academic Academy – Mountain Empire (the “School”) commencing **August 18, 2021**. We are delighted you chose to join the Elite Academic Academy team and are confident you will enjoy it here. The terms of your employment offer are set forth in this At-Will Employment Agreement (the “Agreement”), and are 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. They are as follows:

1. Your job duties are detailed in the attached job description (“Exhibit A”) and you will report to the Director of Virtual, or designee. A copy of your job description, attached hereto as Exhibit A, is incorporated by reference herein. The duties set forth in that job description may be amended from time to time at the sole discretion of the School.
2. You agree that you will at all times faithfully, industriously, and to the best of your ability perform all of the duties that may be required of you which shall include:
  - a. Fulfilling the functions enumerated in the job description, attached hereto as Exhibit A;
  - b. Such other duties as assigned by the Board of the School or your supervisor from time-to-time as necessary in the School’s discretion and judgment to effectuate the purposes of this Agreement. You understand that the School may at times make assignments that are in addition to those expressly described in this Agreement.

- c. Attending any scheduled School events or training or planning sessions before or during the school year if requested by your direct supervisor; and
  - d. Following and abiding by the School's policies and procedures as adopted and amended from time-to-time, including those policies and procedures set forth in the School's current Employee Handbook, which may be amended from time to time at the sole discretion of the School.
3. You agree that while you are working for the School you will not render services in person or by electronic means, paid or otherwise, to any other entity, unless prior written approval is given by the CEO.
4. 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 rate of \$41.29 an hour for all regular hours worked, for a maximum of 20 hours per week, less applicable withholdings, for 187 days of work (see attached calendar), 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. [Note: *You will also be paid, at your hourly rate, for an additional 50% of all required staff meetings and professional development.*]

We anticipate that there will be occasions when we will ask you to work over 20 hours per week, and/or occasions when you may be asked to work overtime (not including the required meetings/professional development referenced above). All overtime hours must be approved in advance by your supervisor. For any overtime hours worked, you will be paid at the appropriate overtime rate in accordance with all applicable laws.

You will be paid twice a month on, or around, the 10th and 26th of each month. Human Resources will confirm your exact pay dates. [Note: You will also be paid, at your hourly rate, for an additional 50% of required staff meetings and professional development.]

5. As a part-time employee you will not generally be eligible for benefits, except for those required by law such as paid sick time, and California State Teachers Retirement System.
6. You shall be provided with a duty-free, uninterrupted unpaid meal period of at least thirty minutes for a work period of over 5 hours in a day and one rest break of 10 minutes for every 4 hours worked or major fraction thereof. Your supervisor will schedule the times for your meal and rest periods.
7. You are required to record your time via our timekeeping system, Paycom. You will be provided with specific instructions regarding this system. You will be responsible for reviewing, approving, and submitting your time to your supervisor. You must report any instance where you believe your time, or pay, is inaccurate to the payroll department.
8. Your employment at Elite Academic Academy 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 Chief Executive Officer of the School.

9. It is a condition of your employment that you sign the School’s Arbitration Agreement (which you previously signed) 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.
10. It is also a condition of your employment that, upon starting employment, you sign our Confidentiality Agreement (which you previously signed), which contains additional requirements for the protection of the school’s trade secret, confidential and proprietary information as well as an assignment to Elite Academic Academy of the ideas, concepts and other intellectual property that you create while you are employed by the school.
11. The School is an equal opportunity employer. Company policy prohibits discrimination, retaliation, or harassment based on practices, national origin, including language use and possession of a driver’s license issued to persons unable to prove their presence in the United States is authorized under federal law, 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.
12. 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.
13. This Agreement, 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.
14. 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 days.

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

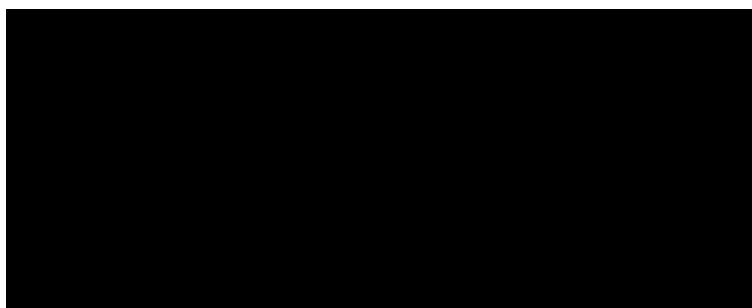
Sincerely,

DocuSigned by:  
  
Meghan Freeman, CEO

CEO/Designee Signature:

Date: 8/17/2021

AGREED TO AND ACCEPTED BY:



Date: 8/17/2021



**AT-WILL EMPLOYMENT AGREEMENT**

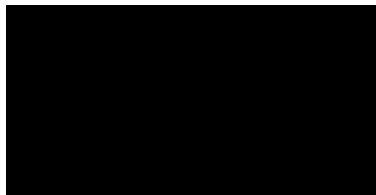
**Between Elite Academic Academy Charter - Mountain Empire**

**and Name:** [REDACTED]

in the position of

**Title: Special Education - Education Specialist**

August 23, 2021



We are pleased to offer you a full-time exempt position, with Elite Academic Academy - Mountain Empire (the "School"), as a Special Education - Education Specialist, commencing September 1, 2021. We are delighted you chose to join the Elite Academic Academy team and are confident you will enjoy it here. The terms of your employment offer are set forth in this At-Will Employment Agreement (the "Agreement"), and are 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. They are as follows:

Your job duties are detailed in the job descriptions (attached) and you will report to the Special Education Coordinator, Special Education Consultant, or designee.

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.

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 \$96,000 (or \$8,000.00 *per month*) less applicable withholdings for 224 days of work (see calendar attached), 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 \$50.00 a month for mileage/supplies (in lieu of mileage reimbursement). You will be paid once a month on, or before, the 26<sup>th</sup> 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, an employee's performance and the School's overall performance during the calendar year.

You will be eligible for all benefits as generally offered to similarly situated employees of the School, including accrual of sick pay, and contributions to California State Teachers Retirement System, as further described in the Employee Handbook.

The charter offers Health and Welfare benefits, totaling \$10,800 a year (or \$900 a month), which can be used to purchase medical, dental, and vision insurance benefits offered through the Charter providers. You may "opt out" of medical insurance provided by the charter, and retain a monthly allotment of \$200. You will be eligible for the Health and Welfare benefits, after one month of 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.

It is a condition of your employment that you sign 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.

It is also a condition of your employment that, upon starting employment, you sign our Confidentiality Agreement, which contains additional requirements for the protection of the School's trade secret, confidential and proprietary information as well as an assignment to the School of the ideas, concepts and other intellectual property that you create while you are employed by the School.

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 issued to persons unable to prove their presence in the United States is authorized under federal law, 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.

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.

This letter agreement, when accepted by you, constitutes our entire agreement and supersedes all prior agreements and representations whether written or oral. This letter agreement may be amended only by a writing signed by both yourself and the School.

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.

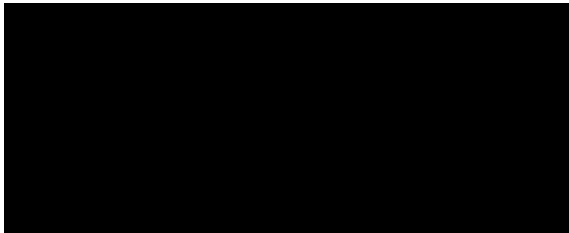
Once again, we are looking forward to you joining the Elite Academic Academy - Mountain Empire team, contributing to the Special Education Department, and personally growing with the School.

Sincerely,

DocuSigned by:  
*Meghan Freeman*  
Meghan Freeman  
CEO

8/23/2021  
Date: \_\_\_\_\_

AGREED TO AND ACCEPTED BY:



8/25/2021  
Date: \_\_\_\_\_



## AT-WILL EMPLOYMENT AGREEMENT

Between Elite Academic Academy Charter - Mountain Empire

Name: [REDACTED]

in the position of

Title: Flex Elite Educator

August 2, 2021



We are pleased to offer you the position of full-time exempt Flex Elite Educator with Elite Academic Academy - Mountain Empire (the "School") commencing August 9, 2021 including 3 Professional Development days (August 18, 19, and 20, 2021). We are delighted you chose to join the Certificated Teaching Department and are confident you will enjoy it here. The terms of your employment offer are set forth in this At-Will Employment Agreement (the "Agreement"), and are 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. They are as follows:

Your job duties are detailed in the job description (attached) and you will report to the Director of Flex, or designee.

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.

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 \$74,000 (or \$6,166.67 *per month*) less applicable withholdings for 224 days of work (see calendar attached) + 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 \$50.00 a month for mileage (in lieu of mileage reimbursement). You will be paid once a month on, or before, the 26<sup>th</sup> 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, an employee's performance and the School's overall performance during the calendar year.

You will be eligible for all benefits as generally offered to similarly situated employees of the School, including accrual of sick pay, and contributions to California State Teachers Retirement System, as further described in the Employee Handbook.

The charter offers Health and Welfare benefits, totaling \$10,800 a year (or \$900 a month), which can be used to purchase medical, dental, and vision insurance benefits offered through the Charter providers. You may "opt out" of medical insurance provided by the charter, and retain a monthly allotment of \$200. You will be eligible for the Health and Welfare benefits, after one month of 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.

It is a condition of your employment that you sign 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.

It is also a condition of your employment that, upon starting employment, you sign our Confidentiality Agreement, which contains additional requirements for the protection of the School's trade secret, confidential and proprietary information as well as an assignment to the School of the ideas, concepts and other intellectual property that you create while you are employed by the School.

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 issued to persons unable to prove their presence in the United States is authorized under federal law, 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.

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.

This letter agreement, when accepted by you, constitutes our entire agreement and supersedes all prior agreements and representations whether written or oral. This letter agreement may be amended only by a writing signed by both yourself and the School.

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.

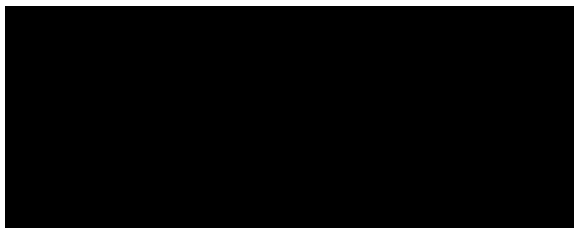
If these terms are acceptable to you, please sign one copy of this offer letter and return it at your earliest convenience. This offer will remain open for 5 working days.

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

Sincerely  
DocuSigned by:  
*Meghan Freeman*  
A4137E406BF5494  
Meghan Freeman  
CEO

Date: 8/3/2021

AGREED TO AND ACCEPTED BY:



8/3/2021  
Date: \_\_\_\_\_



August 2, 2021

**Re: [REDACTED] Employment Status**

[REDACTED]

Per your email message to Human Resources on June 29, 2021, you resigned from your employment with Elite Academic Academy – Mountain Empire; and your status changed to a temporary employee effective July 1, 2021, with your temporary contract ending July 31, 2021.

You will receive your final paycheck (which will include any/all hours worked in the month of July) within 2 to 3 business days.


Should you still be in possession of any company-owned property, please return it within 3 days. You can hand-deliver, or mail, these items to our Temecula business office: 43414 Business Park Drive, Temecula, CA 92590.

Attached to this letter, please find the following:

1. Notice to Employee as to Change in Relationship
2. Final Paycheck Acknowledgment
3. Company Property Form
4. For Your Benefit (Form 2320)

Thank you for your service.

Sincerely,

DocuSigned by:  
  
F52A6A160B834C3...

Tracy J. Hasper, Esq. - Chief Personnel Officer





August 3, 2021

Re: [REDACTED] Status

[REDACTED]

Per your temporary contract signed June 8, 2021, your employment with Elite Academic Academy – Mountain Empire is completed. Your last date of work was July 31, 2021.

Per your temporary contract, you will receive your final paycheck on August 10, 2021.

Should you be in possession of any company-owned property, please return it within 3 days. You can hand-deliver, or mail, these items to our Temecula business office: 43414 Business Park Drive, Temecula, CA 92590.

Attached to this letter, please find the following:

1. Notice to Employee as to Change in Relationship
2. Final Paycheck Acknowledgment

Thank you for your service.

Sincerely,

DocuSigned by:  
  
F52A6A160B834C3

Tracy J. Hasper, Esq. - Chief Personnel Officer



August 3, 2021

**Re: [REDACTED] Employment Status**

[REDACTED]

Per your temporary contract signed June 9, 2021, your employment with Elite Academic Academy – Mountain Empire is completed. Your last date of work was July 31, 2021.

Per your temporary contract, you will receive your final paycheck on August 10, 2021.

Should you be in possession of any company-owned property, please return it within 3 days. You can hand-deliver, or mail, these items to our Temecula business office: 43414 Business Park Drive, Temecula, CA 92590.

Attached to this letter, please find the following:

1. Notice to Employee as to Change in Relationship
2. Final Paycheck Acknowledgment

Thank you for your service.

Sincerely,

DocuSigned by:  
  
F52A6A160B834C3...

Tracy J. Hasper, Esq. - Chief Personnel Officer



August 3, 2021

Re: [REDACTED] Employment Status

[REDACTED]

Per your temporary contract signed June 8, 2021, your employment with Elite Academic Academy – Mountain Empire is completed. Your last date of work was July 30, 2021.

Per your temporary contract, you will receive your final paycheck on August 10, 2021.


Should you be in possession of any company-owned property, please return it within 3 days. You can hand-deliver, or mail, these items to our Temecula business office: 43414 Business Park Drive, Temecula, CA 92590.

Attached to this letter, please find the following:

1. Notice to Employee as to Change in Relationship
2. Final Paycheck Acknowledgment

Thank you for your service.

Sincerely,

DocuSigned by:  
  
F52A6A160B834C3...

Tracy J. Hasper, Esq. - Chief Personnel Officer



August 3, 2021

Re: [REDACTED]

[REDACTED]

Per your temporary contract signed June 8, 2021, your employment with Elite Academic Academy – Mountain Empire is complete. Your last date of work was July 31, 2021.

Per your temporary contract, you will receive your final paycheck on August 10, 2021.

Should you still be in possession of any company-owned property, please return it within 3 days. You can hand-deliver, or mail, these items to our Temecula business office: 43414 Business Park Drive, Temecula, CA 92590.

Attached to this letter, please find the following:

1. Notice to Employee as to Change in Relationship
2. Final Paycheck Acknowledgment

Thank you for your service.

Sincerely,

DocuSigned by:  
  
F52A6A160B834C3...

Tracy J. Hasper, Esq. - Chief Personnel Officer



August 3, 2021

**Re:** [REDACTED] **Employment Status**

[REDACTED]

Per your temporary contract signed June 8, 2021, your employment with Elite Academic Academy – Mountain Empire is completed. Your last date of work was July 31, 2021.

Per your temporary contract, you will receive your final paycheck on August 10, 2021.


Should you be in possession of any company-owned property, please return it within 3 days. You can hand-deliver, or mail, these items to our Temecula business office: 43414 Business Park Drive, Temecula, CA 92590.

Attached to this letter, please find the following:

1. Notice to Employee as to Change in Relationship
2. Final Paycheck Acknowledgment

Thank you for your service.

Sincerely,

DocuSigned by:  
  
F52A6A160B834C3...

Tracy J. Hasper, Esq. - Chief Personnel Officer



August 3, 2021

**Re: [REDACTED] Employment Status**

[REDACTED]

Per your temporary contract signed June 19, 2021, your employment with Elite Academic Academy – Mountain Empire is complete. Your last date of work was July 31, 2021.

Per your temporary contract, you will receive your final paycheck on August 10, 2021.

Should you still be in possession of any company-owned property, please return it within 3 days. You can hand-deliver, or mail, these items to our Temecula business office: 43414 Business Park Drive, Temecula, CA 92590.

Attached to this letter, please find the following:

1. Notice to Employee as to Change in Relationship
2. Final Paycheck Acknowledgment

Thank you for your service.

Sincerely,

DocuSigned by:  
  
F52A6A160B834C3...

Tracy J. Hasper, Esq. - Chief Personnel Officer



August 3, 2021

Re: [REDACTED] Employment Status

[REDACTED]

Per your temporary contract signed June 8, 2021, your employment with Elite Academic Academy – Mountain Empire is completed. Your last date of work was July 31, 2021.

Per your temporary contract, you will receive your final paycheck on August 10, 2021.


Should you be in possession of any company-owned property, please return it within 3 days. You can hand-deliver, or mail, these items to our Temecula business office: 43414 Business Park Drive, Temecula, CA 92590.

Attached to this letter, please find the following:

1. Notice to Employee as to Change in Relationship
2. Final Paycheck Acknowledgment

Thank you for your service.

Sincerely,

DocuSigned by:  
  
F52A6A160B834C3...

Tracy J. Hasper, Esq. - Chief Personnel Officer





August 13, 2021

**Re: [REDACTED] Employment Status**

[REDACTED]

Per your email dated August 10, 2021, you have resigned from your temporary employment with Elite Academic Academy – Mountain Empire, effective as of today's date, August 13, 2021.

You will receive your final paycheck (which will include any/all days worked in the month of August) within 2 to 3 business days.


Should you be in possession of any company-owned property, please return it within 3 days. You can hand-deliver, or mail, these items to our Temecula business office: 43414 Business Park Drive, Temecula, CA 92590.

Attached to this letter, please find the following:

1. Notice to Employee as to Change in Relationship
2. Final Paycheck Acknowledgment

Thank you for your service.

Sincerely,

DocuSigned by:  
  
F52A6A160B834C3...

Tracy J. Hasper, Esq. - Chief Personnel Officer



August 3, 2021

**Re:** [REDACTED] **Employment Status**

[REDACTED]

Per your temporary contract signed June 19, 2021, your employment with Elite Academic Academy – Mountain Empire is completed. Your last date of work was July 31, 2021.

Per your temporary contract, you will receive your final paycheck on August 10, 2021.


Should you be in possession of any company-owned property, please return it within 3 days. You can hand-deliver, or mail, these items to our Temecula business office: 43414 Business Park Drive, Temecula, CA 92590.

Attached to this letter, please find the following:

1. Notice to Employee as to Change in Relationship
2. Final Paycheck Acknowledgment

Thank you for your service.

Sincerely,

DocuSigned by:  
  
F52A6A160B834C3...

Tracy J. Hasper, Esq. - Chief Personnel Officer



August 3 2021

**Re: [REDACTED] Employment Status**

[REDACTED]

Per your temporary contract signed June 8, 2021, your employment with Elite Academic Academy – Mountain Empire is completed. Your last date of work was July 31, 2021.

Per your temporary contract, you will receive your final paycheck on August 10, 2021.

Should you be in possession of any company-owned property, please return it within 3 days. You can hand-deliver, or mail, these items to our Temecula business office: 43414 Business Park Drive, Temecula, CA 92590.

Attached to this letter, please find the following:

1. Notice to Employee as to Change in Relationship
2. Final Paycheck Acknowledgment

Thank you for your service.

Sincerely,

DocuSigned by:  
*Tracy Hasper*  
F52A6A160B834C3...

Tracy J. Hasper, Esq. - Chief Personnel Officer



August 3, 2021

Re: [REDACTED]

[REDACTED]

Per your temporary contract signed June 8, 2021, your employment with Elite Academic Academy – Mountain Empire is completed. Your last date of work is July 31, 2021.

Per your temporary contract, you will receive your final paycheck on August 10, 2021.

Should you be in possession of any company-owned property, please return it within 3 days. You can hand-deliver, or mail, these items to our Temecula business office: 43414 Business Park Drive, Temecula, CA 92590.

Attached to this letter, please find the following:

1. Notice to Employee as to Change in Relationship
2. Final Paycheck Acknowledgment

Thank you for your service.

Sincerely,

DocuSigned by:  
*Tracy Hasper*  
F52A6A160B634C3...

Tracy J. Hasper, Esq. - Chief Personnel Officer



August 3, 2021

**Re: [REDACTED] Employment Status**

[REDACTED]

Per your temporary contract signed June 8, 2021, your employment with Elite Academic Academy – Mountain Empire is completed. Your last date of work was July 31, 2021.

Per your temporary contract, you will receive your final paycheck on August 10, 2021.

Should you be in possession of any company-owned property, please return it within 3 days. You can hand-deliver, or mail, these items to our Temecula business office: 43414 Business Park Drive, Temecula, CA 92590.

Attached to this letter, please find the following:

1. Notice to Employee as to Change in Relationship
2. Final Paycheck Acknowledgment

Thank you for your service.

Sincerely,

DocuSigned by:  
  
F52A6A160B834C3...

Tracy J. Hasper, Esq. - Chief Personnel Officer



August 3, 2021

**Re: [REDACTED] Employment Status**

[REDACTED]

Per your temporary contract signed June 9, 2021, your employment with Elite Academic Academy – Mountain Empire is completed. Your last date of work is July 31, 2021.

Per your temporary contract, you will receive your final paycheck on August 10, 2021.

Should you be in possession of any company-owned property, please return it within 3 days. You can hand-deliver, or mail, these items to our Temecula business office: 43414 Business Park Drive, Temecula, CA 92590.

Attached to this letter, please find the following:

1. Notice to Employee as to Change in Relationship
2. Final Paycheck Acknowledgment

Thank you for your service.

Sincerely,

DocuSigned by:  
*Tracy Hasper*  
F52A6A160B834C3...

Tracy J. Hasper, Esq. - Chief Personnel Officer



August 15, 2021

Re: [REDACTED] Employment

[REDACTED]

Per your temporary contract signed June 10, 2021, your employment with Elite Academic Academy – Mountain Empire is completed. Your last date of work was August 14, 2021.

You will receive your final paycheck (which will include any/all hours worked in the month of August) within 2 to 3 business days.

Should you be in possession of any company-owned property, please return it within 3 days. You can hand-deliver, or mail, these items to our Temecula business office: 43414 Business Park Drive, Temecula, CA 92590.

Attached to this letter, please find the following:

1. Notice to Employee as to Change in Relationship
2. Final Paycheck Acknowledgment

Thank you for your service.

Sincerely,

DocuSigned by:  
  
F52A0A100B634CS...

Tracy J. Hasper, Esq. - Chief Personnel Officer





August 11, 2021

**Re: [REDACTED] Employment Status**

[REDACTED]

Per your temporary contract signed June 11, 2021, your employment with Elite Academic Academy – Mountain Empire is completed. Your last date of work is August 11, 2021.

Per your temporary contract, you received your final paycheck on August 10, 2021.

Should you still be in possession of any company-owned property, please return it within 3 days. You can hand-deliver, or mail, these items to our Temecula business office: 43414 Business Park Drive, Temecula, CA 92590.

Attached to this letter, please find the following:

1. Notice to Employee as to Change in Relationship
2. Final Paycheck Acknowledgment

Thank you for your service.

Sincerely,

DocuSigned by:  
  
F52A6A160B834C3...

Tracy J. Hasper, Esq. - Chief Personnel Officer



August 11, 2021

Re: [REDACTED] Employment Status

[REDACTED]

Per your temporary contract signed June 12, 2021, your employment with Elite Academic Academy –Mountain Empire is completed. Your last date of work was August 11, 2021.

Per your temporary contract, you received your final paycheck on August 10, 2021.

Should you be in possession of any company-owned property, please return it within 3 days. You can hand-deliver, or mail, these items to our Temecula business office: 43414 Business Park Drive, Temecula, CA 92590.

Attached to this letter, please find the following:

1. Notice to Employee as to Change in Relationship
2. Final Paycheck Acknowledgment

Thank you for your service.

Sincerely,

DocuSigned by:  
  
F52A6A160B834C3...

Tracy J. Hasper, Esq. - Chief Personnel Officer



August 11, 2021

**Re: [REDACTED] Employment Status**

[REDACTED]

Per your temporary contract signed June 14, 2021, your employment with Elite Academic Academy – Mountain Empire is completed. Your last date of work is August 11, 2021.

Per your temporary contract, you received your final paycheck on August 10, 2021.

Should you be in possession of any company-owned property, please return it within 3 days. You can hand-deliver, or mail, these items to our Temecula business office: 43414 Business Park Drive, Temecula, CA 92590.

Attached to this letter, please find the following:

1. Notice to Employee as to Change in Relationship
2. Final Paycheck Acknowledgment

Thank you for your service.

Sincerely,

DocuSigned by:  
  
F52A6A160B834C3...

Tracy J. Hasper, Esq. - Chief Personnel Officer



August 15, 2021

**Re:** [REDACTED] **Employment Status**

[REDACTED]

Per your temporary contract signed June 15, 2021, your employment with Elite Academic Academy – Mountain Empire is complete. Your last date of work was August 14, 2021.

You will receive your final paycheck (which will include any/all hours worked in the month of August) within 2 to 3 business days.

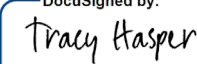
Should you be in possession of any company-owned property, please return it within 3 days. You can hand-deliver, or mail, these items to our Temecula business office: 43414 Business Park Drive, Temecula, CA 92590.

Attached to this letter, please find the following:

1. Notice to Employee as to Change in Relationship
2. Final Paycheck Acknowledgment
3. Return of Company Property Form

Thank you for your service.

Sincerely,

DocuSigned by:  
  
F52A6A160B834C3...

Tracy J. Hasper, Esq. - Chief Personnel Officer



**NOTICE TO EMPLOYEE AS TO CHANGE IN EMPLOYMENT STATUS**

Date: August 15, 2021 Effective Date of Change: August 14, 2021

Employee Name: [REDACTED]

Type of Employment Action	Date of Action
<input type="checkbox"/> Change of Status	
<input type="checkbox"/> Discharge	
<input checked="" type="checkbox"/> End of Temporary Contract	August 14, 2021
<input type="checkbox"/> Resignation	
<input type="checkbox"/> Leave of Absence	

Remarks:

Per your temporary contract, your employment with Elite Academic Academy -Mountain Empire, was completed on August 14, 2021. You will be paid your hourly rate for all hours worked in the month of August (details of your final paycheck, which will be sent within 2 to 3 business days, are included as a separate attachment).

Employer Signature: DocuSigned by:  
*Tracy Hasper*  
F52A6A160B834C3... Date: 8/15/2021



August 3, 2021

Re: [REDACTED] Employment Status

[REDACTED]

Per your temporary contract signed June 21, 2021, your employment with Elite Academic Academy – Mountain Empire is completed. Your last date of work was July 31, 2021.

Per your temporary contract, you will receive your final paycheck on August 10, 2021.


Should you be in possession of any company-owned property, please return it within 3 days. You can hand-deliver, or mail, these items to our Temecula business office: 43414 Business Park Drive, Temecula, CA 92590.

Attached to this letter, please find the following:

1. Notice to Employee as to Change in Relationship
2. Final Paycheck Acknowledgment

Thank you for your service.

Sincerely,

DocuSigned by:  
  
F52A6A160B834C3...

Tracy J. Hasper, Esq. - Chief Personnel Officer



August 24, 2021

██████████ **Employment Status**

██████████

Per your email communication of today's date, August 24, 2021, you have resigned from your employment as Part-Time SPED - Speech and Language Pathologist, with Elite Academic Academy - Mountain Empire, effective immediately.

Please return all company-owned property on, or before, August 31, 2021. You can hand-deliver these items to our Temecula business office: 43414 Business Park Drive, Temecula, CA 92590. Please advise if you would prefer we send you a Fed Ex label which you can use to mail in your equipment.

Attached to this letter, please find the following:

1. Notice to Employee as to Change in Relationship
2. Final Paycheck Acknowledgment (and paystub)
3. Company Property Return Form

Thank you for your service. We wish you nothing but the best in your future endeavors.

Sincerely,

DocuSigned by:  
*Tracy Hasper*  
F52A6A160B834C3...

Tracy J. Hasper, Esq. - Chief Personnel Officer





**Temporary Contract Addendum**

August 5, 2021

**Re: Temporary Year-Round Instructional Aide Position – [REDACTED]**

Effective as of today's date, your temporary contract (attached) will be amended (by virtue of this contract addendum) to now include an end date of August 14, 2021.

Please let us know if you have any questions or concerns.

DocuSigned by:  
*Meghan Freeman* 8/5/2021  
A4137E406BF5494...

Meghan Freeman  
CEO

[REDACTED] 2021  
e



Date of Offer: June 7, 2021

Assignment Offered: Temporary Part-Time Instructional Aide

Candidate Name: [REDACTED]  
[REDACTED]

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

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

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

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

- The term of this Temporary Employment Contract shall commence on June 16, 2021, and continue until August 11, 2021.
- The Temp agrees and acknowledges that, just as the Temp has the right to terminate employment with the School at any time, with or without cause and with or without notice, the School has the same right, and may terminate the Temp's employment with the School at any time, with or without cause and with or without notice.
- The School shall employ the Temp as a Part-Time Instructional Aide (the "Position") performing the duties described on Exhibit A attached hereto. The Temp accepts employment with the School on the terms and conditions set forth in this Temporary Employment Contract, and agrees to devote his/her full time and attention (reasonable periods of illness excepted) to the performance of his/her duties under this Contract.
- The Temp's days of work shall be Monday through Friday at hours determined by the School, provided that ordinary working hours shall not exceed 20 hours per week, *unless agreed upon by the School*.
- In consideration for the performance of the duties hereunder, the Temp shall be entitled to compensation as described on Exhibit B attached hereto.
- The Temp agrees and acknowledges that he/she shall comply with the School's Employee Handbook. Copies of such documents are available upon request.
- No modification of this Contract shall be valid unless in writing and agreed upon by both Parties.



August 15, 2021

**Re: [REDACTED] Employment Status**

[REDACTED]

Per your temporary contract signed June 15, 2021, your employment with Elite Academic Academy – Mountain Empire is complete. Your last date of work was August 14, 2021.

You will receive your final paycheck (which will include any/all hours worked in the month of August) within 2 to 3 business days.

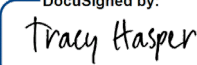
Should you be in possession of any company-owned property, please return it within 3 days. You can hand-deliver, or mail, these items to our Temecula business office: 43414 Business Park Drive, Temecula, CA 92590.

Attached to this letter, please find the following:

1. Notice to Employee as to Change in Relationship
2. Final Paycheck Acknowledgment
3. Return of Company Property Form

Thank you for your service.

Sincerely,

DocuSigned by:  
  
F52A6A160B834C3...

Tracy J. Hasper, Esq. - Chief Personnel Officer



**NOTICE TO EMPLOYEE AS TO CHANGE IN RELATIONSHIP**  
(Issued pursuant to provisions of Section 1089 of the  
California Unemployment Insurance Code)

**Date:** August 10, 2021

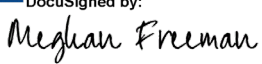
**Re:** [REDACTED] - 21.22 Change in Relationship

Effective as of August 1, 2021, your full-time employment position with Elite Academic Academy - Mountain Empire, as *Lead Homeschool Teacher*, has been changed to *Assistant Director of Homeschool (25%)/Lead Homeschool Teacher (75%)*. Please see the **attached** job description for the Assistant Director portion of your position. [Note: You previously reviewed/signed the Lead Teacher and Homeschool Teacher job descriptions.]

You will now be paid an annual salary of \$78,843.75 (monthly salary of \$6,570.31), less applicable withholdings for 187 **days** of work (see calendar **attached**). You will also receive a stipend of \$175 a month for travel and mileage (in lieu of mileage reimbursement). You will continue to be paid on, or around, the 26<sup>th</sup> of each month.

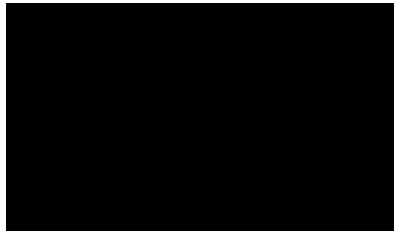
All other elements of your original 21.22 contract (attached), including your health and welfare benefits, remain in full effect and are not changed based on this addendum.

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

DocuSigned by:  
  
A4137E406BF5494...

8/10/2021

Meghan Freeman  
CEO



8/11/2021

[REDACTED]ool (25%)/Lead Homeschool Teacher (75%)



**NOTICE TO EMPLOYEE AS TO CHANGE IN RELATIONSHIP**  
(Issued pursuant to provisions of Section 1089 of the  
California Unemployment Insurance Code)

**Date:** June 10, 2021

**Re:** [REDACTED]

Effective as of July 1, 2021, your full-time employment position with Elite Academic Academy - Mountain Empire, as Lead Homeschool Teacher, will change from a 12 month calendar, to an 11 month calendar. Please refer to the attached contract and staffing calendar for details.

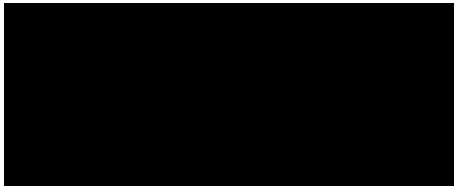
Your annual salary will decrease from \$80,000 to \$66,785.71 (or \$5,565.48 per month). [Note: Your previous salary of \$80,000, divided by 224 days (our 21.22 staffing calendar for 12 month employees), is a daily rate of \$357.14. That daily rate, multiplied by 187 days (our 21.22 staffing calendar for 11 month employees) equals \$66,785.71.]

Should you work any days outside of your 187 day staffing calendar, specifically between July 1, 2021 and August 17, 2021, or should your supervisor require you to perform any tasks, and/or attend meetings, during this time frame (between July 1, 2021 and August 17, 2021) you will be paid at your daily rate (\$357.14/day) for those days.

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

DocuSigned by:  
*Meghan Freeman*  
A4137E406BF5494...

Meghan Freeman  
CEO





## AT-WILL EMPLOYMENT AGREEMENT

Between Elite Academic Academy Charter - Mountain Empire

Name: [REDACTED]

in the position of

Title: Lead Homeschool Teacher

June 10, 2021



We are pleased to offer you the position of full-time exempt Lead Homeschool Teacher with Elite Academic Academy - Mountain Empire (the "School") commencing July 1, 2021 (please see below regarding employment start date), with 3 Professional Development days (August 18, 19, and 20, 2021). We are delighted you chose to join the Certificated Teaching Department and are confident you will enjoy it here. The terms of your employment offer are set forth in this At-Will Employment Agreement (the "Agreement"), and are 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. They are as follows:

Your job duties are detailed in the attached job descriptions and you will report to the Director of Homeschool, or designee.

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.

You will be paid an annual salary of \$66,785.71 (or \$5,565.48 per month) less applicable withholdings for 187 days of work (see calendar attached). You will also receive a stipend of \$150.00 a month for mileage (in lieu of mileage reimbursement). You will be paid once a month on, or before, the 26<sup>th</sup> of each month.

Paid Leave of Absence: From July 1, 2021 through August 17, 2021 (the "Summer"), you are not expected to render teaching services to students. Therefore, during the Summer, you shall be on a paid leave of absence and will receive your regular salary and health insurance benefits during those months per the schedule noted above.

However, should you choose to work any days between July 1, 2021 and August 17, 2021, or should your supervisor require you to perform any tasks, and/or attend meetings, during this time frame (between July 1, 2021 and August 17, 2021) you will be paid at your daily rate (\$357.14/day) for those days..

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, an employee's performance and the School's overall performance during the calendar year.

You will be eligible for all benefits as generally offered to similarly situated employees of the School, including accrual of sick pay, and contributions to California State Teachers Retirement System, as further described in the Employee Handbook.

The charter offers Health and Welfare benefits, totaling \$10,800 a year (or \$900 a month), which can be used to purchase medical, dental, and vision insurance benefits offered through the Charter providers. You may "opt out" of medical insurance provided by the charter, and retain a monthly allotment of \$200. You will be eligible for the Health and Welfare benefits, after one month of 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.

It is a condition of your employment that you sign our Arbitration Agreement (which you previously signed) 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.

It is also a condition of your employment that, upon starting employment, you sign our Confidentiality Agreement (which you previously signed), which contains additional requirements for the protection of the School's trade secret, confidential and proprietary information as well as an assignment to the School of the ideas, concepts and other intellectual property that you create while you are employed by the School.



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 issued to persons unable to prove their presence in the United States is authorized under federal law, 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.

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.

This letter agreement, when accepted by you, constitutes our entire agreement and supersedes all prior agreements and representations whether written or oral. This letter agreement may be amended only by a writing signed by both yourself and the School.

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.

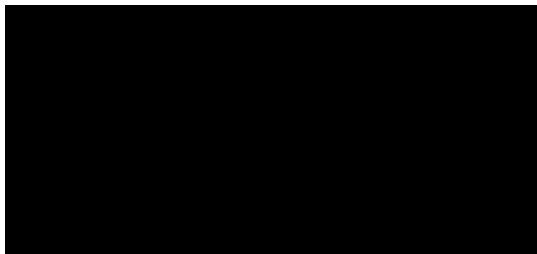
If these terms are acceptable to you, please sign one copy of this offer letter and return it at your earliest convenience. This offer will remain open for 5 working days.

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

Sincerely,  
DocuSigned by:  
*Meghan Freeman*  
Meghan Freeman  
CEO

Date: 6/15/2021

AGREED TO AND ACCEPTED BY:



Date: 6/16/2021



**NOTICE TO EMPLOYEE AS TO CHANGE IN RELATIONSHIP**  
(Issued pursuant to provisions of Section 1089 of the  
California Unemployment Insurance Code)

**Date:** August 6, 2021

**Re:** [REDACTED] - 21/22 Change of Relationship

Effective August 16, 2021, your full-time employment position, with Elite Academic Academy - Mountain, will be changed from Assistant Director of Virtual, to Coordinator of Student Systems, as outlined in the attached job description; and you will now report to Antonette Sims, the Director of Assessment.

Your annual salary will be reduced to \$89,250 (or \$7,437.50 per month). Your monthly stipend of \$250 will remain the same. You will continue to be paid on, or around, the 26<sup>th</sup> of each month.

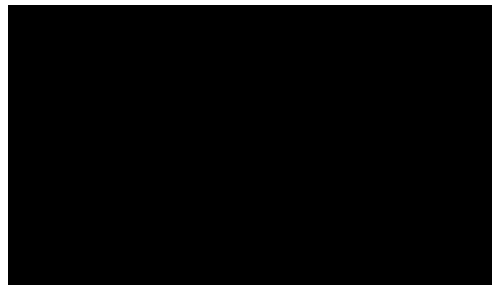
All other elements of your 21.22 contract (attached), including your health and welfare benefits, staffing calendar (232 days), and payroll calendar, remain in full effect and are not changed based on this addendum.

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

DocuSigned by:  
*Meghan Freeman*  
A4137E406BF5494...

8/6/2021

Meghan Freeman  
CEO



6/2021



## Coordinator of Student Systems

### *Job Description*

<b>Position Title:</b>	Coordinator of Student Systems
<b>Reports To:</b>	Director of Assessment (or designee)
<b>FLSA Status:</b>	Exempt
<b>School Classification:</b>	Certificated Administration
<b>Pay Range:</b>	Based upon experience & student enrollment
<b>Work Schedule:</b>	232 days
<b>Location:</b>	Remote Office

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**Position Summary:** *This position will work with the Director of Assessment to establish procedures and protocols for, and ensure all Elite Academic Academy students are prepared for (and take), any and all state required assessments. This position will create data systems and structures to ensure that all staff are able to provide the intervention and acceleration needed for academic success. Reporting to the Director of Assessment, or designee, this individual will leverage deep knowledge of research regarding student learning to support all stakeholders in annually increasing the Elite Academic Academy assessment scores. The Coordinator of Student Systems will work with partners to identify resources and creative solutions to finding new opportunities for Elite Academic Academy and the students it serves.*

**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 is preferred but not required. A copy of credential to be provided and kept current.
- A minimum of three 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.

*Coordinator of Student Systems Job Description  
Pending Board Approval*

- 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:**

#### **Administrative Responsibilities:**

- Monitor student information system data for accuracy and data integrity.
  - Manage and manipulate large amounts of data.
  - Gather, compile or summarize data to assist with internal and external reports and generate charts, graphs or reports in documents, spreadsheets, and slide presentations in an accessible, clear format.
  - Create complex queries to produce custom reports and disaggregate student data.
- Collaborate with the Student Support Team to analyze (and build systems as needed) and monitor student progress towards completion of graduation requirements.
  - Bring data to the Director of Assessment for the leadership team on a monthly basis.
- Build/Maintain systems to monitor intervention and benchmark assessment programs.
  - Build analysis reports of assessment data for Academy Directors and Student Support Team.
  - Track performance of students to inform growth celebrations and to determine students not meeting predicted progress.
- Administer school and state required benchmark assessments.
  - Based on assessment results, assist teachers in creating intervention and acceleration plans to meet the needs of Elite students.

*Coordinator of Student Systems Job Description  
Pending Board Approval*

- Build a system for regular academic updates for students and families.
  - Collaborate with counselors and the leadership team to develop a system of regular communication about student academic progress.
  - Monitor trends: course level, teacher level, student level, subgroup level and bring to the leadership team on a monthly basis.
- Coordinate with the Assessment Director to provide all data needed to update the LCAP for each school and ensure that we are working towards our assessment goals and objectives.
- Ensure all local and formal assessment and survey data is in the SIS and Monday.com for each student.
  - Support the Assessment Director in providing training to directors, teachers and parents in learning how to access the content and run reports.
- Other duties as assigned.

**General Expectations**

- Encourage, create and support all Elite Academic Staff.
- Maintain confidentiality of sensitive employee and student information.
- Attend various meetings as required
- Meet established deadlines.
- Follow all protocols and policies.
- Follow legal mandates relative to mandated reporting.
- Participate in marketing events and/or additional activities held by the school such as graduation ceremonies.

**SMART Goals**

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

**Other Duties:**

- 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.

*Coordinator of Student Systems Job Description  
Pending Board Approval*

**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

8/6/2021  
\_\_\_\_\_  
Date



**July 16, 2021**

**Re: 21/22 Contract Addendum - COLA**

Effective July 1, 2021, your 21/22 contract (attached) will be amended to include a COLA increase of 5%, as approved by Resolution, by the Board of Directors, on June 17, 2021.

[Note: You will see this change on your upcoming payroll - July 26, 2021.]

All other elements of your completed 21/22 contract (attached), including your job description, and staffing calendar, remain in full effect and are not changed based on this addendum; however, the Human Resources department will be preparing a revised contract (including your new pay rate) for your review and signature.

This updated contract will be sent out within the next few weeks.

In the meantime, please confirm acknowledgment of this addendum by signing the below; and please contact Tracy Hasper, in Human Resources, if you have any questions or concerns.

DocuSigned by:  
*Meghan Freeman*  
A4137/E406BF5494...  
Meghan Freeman  
Chief Executive Officer

7/16/2021  
\_\_\_\_\_  
Date

E  
M  
\_\_\_\_\_  
Employee Title

7/17/2021  
\_\_\_\_\_  
Date



**AT-WILL EMPLOYMENT AGREEMENT**

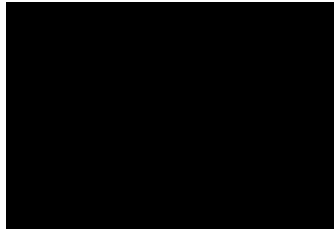
**Between Elite Academic Academy Charter-Mountain Empire**

**Name:** [REDACTED]

in the position of

**Title: Assistant Director of Virtual**

June 1, 2021



[REDACTED] you the position of **Full Time (Exempt) Assistant Director of Virtual** commencing **July 1, 2021**. We are delighted you chose to join the Elite Academic Academy - Mountain Empire (the "School") team and are confident you will enjoy it here. The terms of your employment offer are set forth in this At-Will Employment Agreement (the "Agreement") and are 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. They are as follows:

1. Your job duties are detailed in the attached job description ("Exhibit A") and you will report to the Remote Director of Virtual, or designee. A copy of your job description, attached hereto as Exhibit A, is incorporated by reference herein. The duties set forth in that job description may be amended from time to time at the sole discretion of the School.
2. You agree that you will at all times faithfully, industriously, and to the best of your ability, perform all of the duties that may be required of you which shall include:
  - a. Fulfilling the functions enumerated in the job description attached hereto;
  - b. Such other duties as assigned by the Board of the School or your supervisor from time-to-time as necessary in the School's sole discretion and judgment to effectuate the purposes of this Agreement. You understand that the School may



at times make assignments that are in addition to those expressly described in this Agreement;

- c. Attending any scheduled School events or training or planning sessions before or during the school year; and
  - d. Following and abiding by the School's policies and procedures as adopted and amended from time-to-time, including those policies and procedures set forth in the School's current Employee Handbook, which may be amended from time to time at the sole discretion of the School.
3. You agree that you will not render services in person or by electronic means, paid or otherwise, for any other entity during your work hours for the School.
  4. You will be paid an annual salary of \$95,000, less applicable withholdings for 232 days of work (see calendar attached). You will also receive a stipend of \$250 a month for travel and mileage (in lieu of mileage reimbursement). You will be paid once a month on or before the 26th of each month. Please refer to the attached payroll calendar to confirm your exact pay dates.

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, an employee's performance and the School's overall performance during the calendar year.

5. 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.
6. You will be eligible for all benefits as generally offered to similarly situated employees of the School, including accrual of vacation and sick pay, and California State Teachers Retirement System, (as outlined in the School's Employee Handbook).
7. The charter offers Health and Welfare benefits, totaling \$10,800 a year (or \$900 a month), which can be used to purchase medical, dental, and vision insurance benefits offered through the Charter providers. You may "opt out" of medical insurance provided by the charter and retain a monthly allotment of \$200. You will be eligible for the Health and Welfare benefits, after one month of employment.
8. 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 Chief Executive Officer of the School.

9. It is a condition of your employment that you sign the School’s Arbitration Agreement (which you previously signed) 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.
10. It is also a condition of your employment that, upon starting employment, you sign our Confidentiality Agreement (which you previously signed), which contains additional requirements for the protection of the School’s trade secret, confidential and proprietary information as well as an assignment to the School of the ideas, concepts and other intellectual property that you create while you are employed by the School.
11. 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 issued to persons unable to prove their presence in the United States is authorized under federal law, 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.
12. 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.
13. This Agreement, 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.
14. 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 7 days.

Once again, we are looking forward to you joining the Elite Academic team, contributing to the Director Department and personally growing with the School.

Sincerely,

DocuSigned by:  
*Meghan Freeman*  
A4137E406BF5494...

Meghan Freeman  
CEO/Designee Signature:

Date: [REDACTED]

AGREED TO AND ACCEPTED BY: [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED] 6/2/2021



**NOTICE TO EMPLOYEE AS TO CHANGE IN RELATIONSHIP**  
(Issued pursuant to provisions of Section 1089 of the  
California Unemployment Insurance Code)

**Date:** August 6, 2021

**Re:** [REDACTED] 21.22 Change in Relationship

Effective as of August 1, 2021, your full-time employment position with Elite Academic Academy - Mountain Empire, as Lead Homeschool Teacher, has been changed to Assistant Director of Homeschool, as outlined in the **attached** job description.

You will now be paid an annual salary of \$105,000 (monthly salary of \$8,750), less applicable withholdings for **232 days** of work (see calendar **attached**). You will also receive a stipend of \$250 a month for travel and mileage (in lieu of mileage reimbursement). You will continue to be paid on, or around, the 26<sup>th</sup> of each month.

All other elements of your original 21.22 contract (attached), including your 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:  
*Meghan Freeman*  
A4137E406BF5494...

8/6/2021

Meghan Freeman  
CEO

[REDACTED]

21



**NOTICE TO EMPLOYEE AS TO CHANGE IN RELATIONSHIP**  
(Issued pursuant to provisions of Section 1089 of the  
California Unemployment Insurance Code)

**Date:** August 6, 2021

**Re:** [REDACTED] - 21.22 Change in Relationship

Effective as of August 1, 2021, your full-time employment position with Elite Academic Academy - Mountain Empire, as Lead Homeschool Teacher, has been changed to Assistant Director of Homeschool, as outlined in the **attached** job description.

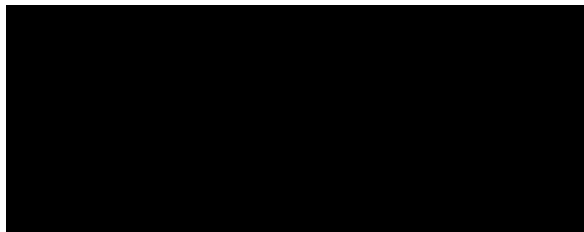
You will now be paid an annual salary of \$105,000 (monthly salary of \$8,750), less applicable withholdings for **232 days** of work (see calendar **attached**). You will also receive a stipend of \$250 a month for travel and mileage (in lieu of mileage reimbursement). You will continue to be paid on, or around, the 26<sup>th</sup> of each month.

All other elements of your original 21.22 contract (attached), including your 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.

---

Meghan Freeman  
CEO





**July 16, 2021**

**Re: 21/22 Contract Addendum - COLA**

Effective July 1, 2021, your 21/22 contract (attached) will be amended to include a COLA increase of 5%, as approved by Resolution, by the Board of Directors, on June 17, 2021.

[Note: You will see this change on your upcoming payroll - July 26, 2021.]

All other elements of your completed 21/22 contract (attached), including your job description, and staffing calendar, remain in full effect and are not changed based on this addendum; however, the Human Resources department will be preparing a revised contract (including your new pay rate) for your review and signature.

This updated contract will be sent out within the next few weeks.

In the meantime, please confirm acknowledgment of this addendum by signing the below; and please contact Tracy Hasper, in Human Resources, if you have any questions or concerns.

DocuSigned by:  
*Meghan Freeman*  
A4137E406BF5494...  
\_\_\_\_\_  
Meghan Freeman  
Chief Executive Officer

7/16/2021  
\_\_\_\_\_  
Date



7/16/2021  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Title



## AT-WILL EMPLOYMENT AGREEMENT

Between Elite Academic Academy Charter - Mountain Empire

Name: [REDACTED]

in the position of

Title: Lead Homeschool Teacher

June 1, 2021



We are pleased to offer you the position of full-time exempt Lead Homeschool Teacher with Elite Academic Academy - Mountain Empire (the "School") commencing July 1, 2021, including 3 Professional Development days (August 18, 19, and 20, 2021). We are delighted you chose to join the Certificated Teaching Department and are confident you will enjoy it here. The terms of your employment offer are set forth in this At-Will Employment Agreement (the "Agreement") and are 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. They are as follows:

Your job duties are detailed in the attached job descriptions and you will report to the Director of Homeschool, or designee.

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.

You will be paid an annual salary of \$80,000 less applicable withholdings for 224 days of work (see calendar attached) + 3 days of Professional Development (see above). You will also receive a stipend of \$150.00 a month for mileage (in lieu of mileage reimbursement). You will be paid once a month on, or before, the 26<sup>th</sup> 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, an employee's performance and the School's overall performance during the calendar year.

You will be eligible for all benefits as generally offered to similarly situated employees of the School, including accrual of sick pay, and contributions to California State Teachers Retirement System, as further described in the Employee Handbook.

The charter offers Health and Welfare benefits, totaling \$10,800 a year (or \$900 a month), which can be used to purchase medical, dental, and vision insurance benefits offered through the Charter providers. You may "opt out" of medical insurance provided by the charter, and retain a monthly allotment of \$200. You will be eligible for the Health and Welfare benefits, after one month of 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.

It is a condition of your employment that you sign our Arbitration Agreement (which you previously signed) 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.

It is also a condition of your employment that, upon starting employment, you sign our Confidentiality Agreement (which you previously signed), which contains additional requirements for the protection of the School's trade secret, confidential and proprietary information as well as an assignment to the School of the ideas, concepts and other intellectual property that you create while you are employed by the School.

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 issued to persons unable to prove their presence in the United States is authorized under federal law, 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.

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.


This letter agreement, when accepted by you, constitutes our entire agreement and supersedes all prior agreements and representations whether written or oral. This letter agreement may be amended only by a writing signed by both yourself and the School.

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 - Mountain Empire team, contributing to the Certificated Teaching Department, and personally growing with the School.

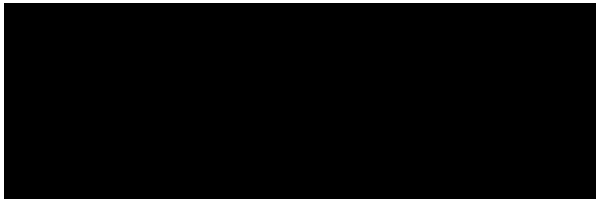
Sincerely,

DocuSigned by:  
  
Meghan Freeman  
CEO

6/1/2021

Date: \_\_\_\_\_

AGREED TO AND ACCEPTED BY:



6/3/2021

Date: \_\_\_\_\_



**NOTICE TO EMPLOYEE AS TO CHANGE IN RELATIONSHIP**  
(Issued pursuant to provisions of Section 1089 of the  
California Unemployment Insurance Code)

**Date:** August 2, 2021

**Re:** [REDACTED]

Effective as of August 9, 2021 your employment position with Elite Academic Academy - Mountain Empire (as a Temporary Content Teacher) will end and your position will be changed to a full-time exempt Virtual Teacher, with Elite Academic Academy - Mountain Empire.

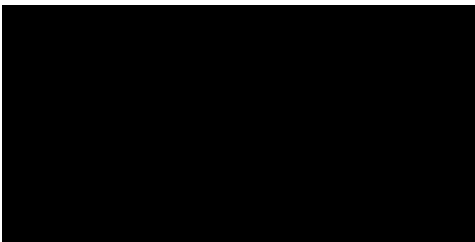
Please see the attached contract, and job description for your review and consideration.

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

<sup>DS</sup>  
MF

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Meghan Freeman  
CEO





## AT-WILL EMPLOYMENT AGREEMENT

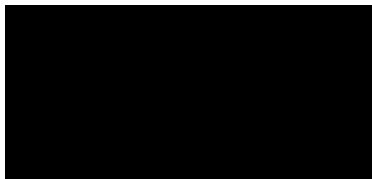
Between Elite Academic Academy Charter - Lucerne

Name: [REDACTED]

in the position of

Title: Virtual Teacher

August 2, 2021



We are pleased to offer you the position of full-time exempt Virtual Teacher with Elite Academic Academy - Lucerne (the "School") commencing August 9, 2021 including 3 Professional Development days (August 18, 19, and 20, 2021). We are delighted you chose to join the Certificated Teaching Department and are confident you will enjoy it here. The terms of your employment offer are set forth in this At-Will Employment Agreement (the "Agreement"), and are 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. They are as follows:

Your job duties are detailed in the job description (attached) and you will report to the Director of Virtual, or designee.

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.

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 \$74,000 (or \$6,166.67 *per month*) less applicable withholdings for 224 days of work (see calendar attached) + 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 \$50.00 a month for mileage (in lieu of mileage reimbursement). You will be paid once a month on, or before, the 26<sup>th</sup> 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, an employee's performance and the School's overall performance during the calendar year.

You will be eligible for all benefits as generally offered to similarly situated employees of the School, including accrual of sick pay, and contributions to California State Teachers Retirement System, as further described in the Employee Handbook.

The charter offers Health and Welfare benefits, totaling \$10,800 a year (or \$900 a month), which can be used to purchase medical, dental, and vision insurance benefits offered through the Charter providers. You may "opt out" of medical insurance provided by the charter, and retain a monthly allotment of \$200. You will be eligible for the Health and Welfare benefits, after one month of 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.

It is a condition of your employment that you sign our Arbitration Agreement (which you have already signed) 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.

It is also a condition of your employment that, upon starting employment, you sign our Confidentiality Agreement, which contains additional requirements for the protection of the School's trade secret, confidential and proprietary information as well as an assignment to the School of the ideas, concepts and other intellectual property that you create while you are employed by the School.

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 issued to persons unable to prove their presence in the United States is authorized under federal law, 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.

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.

This letter agreement, when accepted by you, constitutes our entire agreement and supersedes all prior agreements and representations whether written or oral. This letter agreement may be amended only by a writing signed by both yourself and the School.

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,

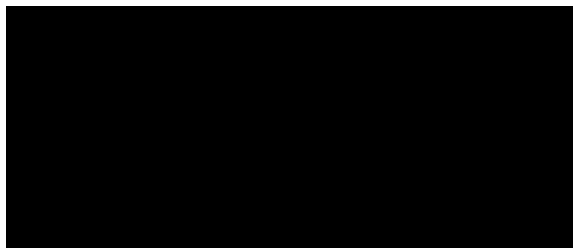
DocuSigned by:  
*Meghan Freeman*

Meghan Freeman  
CEO

8/3/2021

Date: \_\_\_\_\_

AGREED TO AND ACCEPTED BY:



8/3/2021

Date: \_\_\_\_\_

# EAA 2021/2022 Staffing Calendar - New Hire 224 Day (12 month) Employees

EAA 2021/2022 Staffing Calendar - New Hire 224 Day (12 month) Employees																																	
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	3		1	2	3	4	5	6	7				1	2	3	4						1	2	7/1	Contract Start Date				
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7/1	First Day of School				
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	7/4	Independence Day Holiday				
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	9/6	Labor Day Holiday				
25	26	27	28	29	30	31	29	30	31				26	27	28	29	30	24	25	26	27	28	29	30	31							11/11	Veteran's Day Holiday
																														11/22 - 11/26	Thanksgiving Break		
																														12/20 - 12/31	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						
																												1/17	MLK Day Holiday				
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	2/18 - 2/21	Presidents' Day Weekend				
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	3/14 - 3/18	Spring Break				
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	5/30	Memorial Day				
28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	27	28						6/7	Last Day of School - Tradition					
													30	31															6/16	Last Day of School - Year Round			
																									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	5						1	2	1	2	3	4	5	6	7					1	2	3	4		Contract Start and End Dates			
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11		First & Last Day of School				
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18		Paid Holidays (FT only)				
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25		Non-Contract Days				
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31			26	27	28	29	30				New Hire Teacher Training Days						
																										Professional Development Days							



Pending Board Approval

DocuSigned by:

8/3/2021

# EAA 2021/2022 Staffing Calendar - Payroll

EAA 2021/2022 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	3	1	2	3	4	5	6	7				1	2	3	4						1	2				
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7/4	Independence Day Holiday		
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	9/6	Labor Day Holiday		
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	11/11	Veteran's Day Holiday		
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	11/22 - 11/26	Thanksgiving Break		
																					31							12/20 - 12/31	Winter Break		
																												1/17	MLK Day Holiday		
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	6				1	2	3	4							1			1	2	3	4	5	2/18 - 2/21	Presidents' Day Weekend		
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3/14 - 3/18	Spring Break		
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	5/30	Memorial Day		
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26				
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	27	28									
														30	31																
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	5						1	2	1	2	3	4	5	6	7			1	2	3	4		Semi-Monthly Payroll			
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11		Monthly/Semi-Monthly Payroll		
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18		Paid Holidays		
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25				
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				26	27	28	29	30							



Board Approved 05/06/2021

DocuSigned by:





**NOTICE TO EMPLOYEE AS TO CHANGE IN RELATIONSHIP**  
(Issued pursuant to provisions of Section 1089 of the  
California Unemployment Insurance Code)

**Date:** August 24, 2021

**Re:** [REDACTED]

Effective [REDACTED] your employment position with Elite Academic Academy - Mountain Empire (as a Temporary Admissions Clerk) will end, and your position will be changed to a full-time non-exempt Onboarding Specialist/CTE Pathway Teacher, with Elite Academic Academy - Mountain Empire.

Please see the attached contract, and job description for your review and consideration.

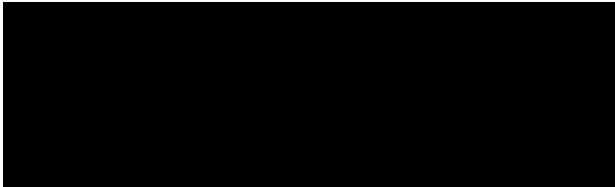
Please contact Tracy Hasper, in Human Resources, if you have any questions or concerns.

DocuSigned by:

*Meghan Freeman*

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Meghan Freeman







**AT-WILL EMPLOYMENT AGREEMENT**

**Between Elite Academic Academy Charter - Mountain Empire**

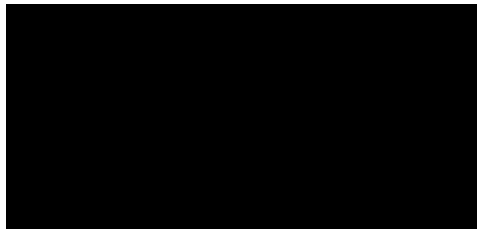
and

**Name:** [REDACTED]

in the position of

**Title: Onboarding Specialist/CTE Pathway Teacher**

August 24, 2021



We are pleased to offer you the position of **Full -Time (NON-Exempt) Onboarding Specialist/CTE Pathway Teacher**, with Elite Academic Academy – Mountain Empire (the “School”) commencing **September 7, 2021**. We are delighted you chose to join the Elite Academic Academy team and are confident you will enjoy it here. The terms of your employment offer are set forth in this At-Will Employment Agreement (the “Agreement”), and are 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. They are as follows:

1. Your job duties are detailed in the attached job description (“Exhibit A”) and you will report to the Admissions Coordinator, as well as the Chief Student Development Officer, and/or designees. A copy of your job description, attached hereto as Exhibit A, is incorporated by reference herein. The duties set forth in that job description may be amended from time to time at the sole discretion of the School.
2. You agree that you will at all times faithfully, industriously, and to the best of your ability perform all of the duties that may be required of you which shall include:
  - a. Fulfilling the functions enumerated in the job description, attached hereto as Exhibit A;
  - b. Such other duties as assigned by the Board of the School or your supervisor from

time-to-time as necessary in the School's discretion and judgment to effectuate the purposes of this Agreement. You understand that the School may at times make assignments that are in addition to those expressly described in this Agreement.

- c. Attending any scheduled School events or training or planning sessions before or during the school year if requested by your direct supervisor; and
  - d. Following and abiding by the School's policies and procedures as adopted and amended from time-to-time, including those policies and procedures set forth in the School's current Employee Handbook, which may be amended from time to time at the sole discretion of the School.
3. You agree that while you are working for the School you will not render services in person or by electronic means, paid or otherwise, to any other entity, unless prior written approval is given by the CEO.
4. 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 \$43,000; which is a monthly salary of \$3,583.33, and is \$1,791.67 per pay period, less applicable withholdings for 239 days of work (see calendar attached), 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. We anticipate that there will be occasions when we will ask you to work overtime. All overtime hours must be approved in advance by your supervisor. For any overtime hours worked, you will be paid at the appropriate overtime rate in accordance with all applicable laws. You will be paid twice a month on, or around, the 10th and 26th of each month. Please refer to the attached payroll calendar to confirm your exact pay dates.
5. You will be eligible for all benefits as generally offered to similarly situated employees of the School, including accrual of vacation and sick pay (as outlined in the School's Employee Handbook)
6. The charter offers Health and Welfare benefits, totaling \$10,800 a year (or \$900 a month), which can be used to purchase medical, dental, and vision insurance benefits offered through the Charter providers. You may "opt out" of medical insurance provided by the charter, and retain a monthly allotment of \$200. You will be eligible for the Health and Welfare benefits, after one month of employment.
7. You shall be provided with a duty-free, uninterrupted unpaid meal period of at least thirty minutes for a work period of over 5 hours in a day and one rest break of 10 minutes for every 4 hours worked or major fraction thereof. Your supervisor will schedule the times for your meal and rest periods.
8. You are required to record your time via our timekeeping system, in Paycom. You will be provided with specific instructions regarding this system. You will be responsible for reviewing, approving, and submitting your time to your supervisor. You must report any instance where you believe your time, or pay, is inaccurate to the payroll department.

9. Your employment at Elite Academic Academy 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 Chief Executive Officer of the School.
10. It is a condition of your employment that you sign the School's Arbitration Agreement (which you previously signed) 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.
11. It is also a condition of your employment that, upon starting employment, you sign our Confidentiality Agreement (which you previously signed), which contains additional requirements for the protection of the school's trade secret, confidential and proprietary information as well as an assignment to Elite Academic Academy of the ideas, concepts and other intellectual property that you create while you are employed by the school (please refer to the Employee Handbook for this document).
12. The School is an equal opportunity employer. Company policy prohibits discrimination, retaliation, or harassment based on practices, national origin, including language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law, 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.
13. 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.
14. This Agreement, 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.
15. 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 7 days.

Once again, we are looking forward to you joining the Elite Academic Team, contributing to the Admissions and CTE Departments, and personally growing with the School.

Sincerely,

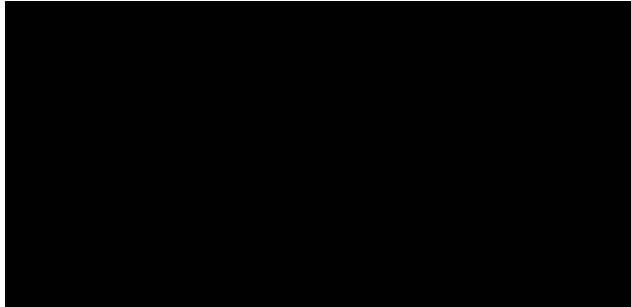
DocuSigned by:  
*Meghan Freeman*

Meghan Freeman, CEO

CEO/Designee Signature:

Date: 8/24/2021

AGREED TO AND ACCEPTED BY:



Date: 8/25/2021



**August 23, 2021**



**Re: 21/22 Contract Addendum**

Effective immediately, your 21.22 contract has been amended to allow you to work up to 24 hours per week.

You will be paid \$55.00 an hour, for all regular hours worked, for a maximum of 24 hours per week. We anticipate that there will be occasions when we will ask you to work over 24 hours per week, and/or occasions when you may be asked to work overtime. All hours worked above 24 in a week, and all overtime hours, must be approved in advance by your supervisor.

You will continue to be paid twice a month on, or around, the 10th and 26th of each month

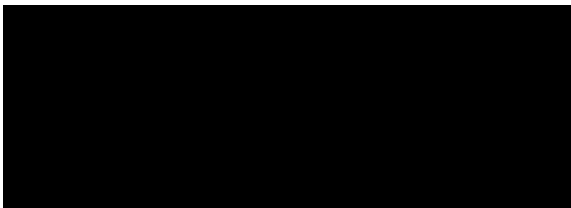
All other elements of your 21.22 contract (attached), including your job description, and staffing calendar, remain in full effect and are not changed based on this addendum.

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

DocuSigned by:  
  
A4137E400BF5494...

8/23/2021

Meghan Freeman  
Chief Executive Officer



021



**AT-WILL EMPLOYMENT AGREEMENT**

**Between Elite Academic Academy Charter - Mountain Empire**

**Name:** [REDACTED]

**in the position of**

**Title: Part-Time Hourly (Non-Exempt) Special Education - Education Specialist**

June 1, 2021

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED] you the position of **Part-Time (Non-Exempt) Special Education - Education Specialist** with Elite Academic Academy – Mountain Empire (the “School”) commencing **July 1, 2021** (please see below regarding employment start date), including 3 Professional Development days (August 18, 19, and 20, 2021). We are delighted you chose to join the Elite Academic Academy team and are confident you will enjoy it here. The terms of your employment offer are set forth in this At-Will Employment Agreement (the “Agreement”) and are 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. They are as follows:

1. 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. A copy of your job description, attached hereto as Exhibit A, is incorporated by reference herein. The duties set forth in that job description may be amended from time to time at the sole discretion of the School.
2. You agree that you will at all times faithfully, industriously, and to the best of your ability perform all of the duties that may be required of you which shall include:
  - a. Fulfilling the functions enumerated in the job description, attached hereto as Exhibit A;
  - b. Such other duties as assigned by the Board of the School or your supervisor from time-to-time as necessary in the School’s discretion and judgment to effectuate the purposes of this Agreement. You understand that the School may at times make assignments that are in addition to those expressly described in this Agreement.

- c. Attending any scheduled School events or training or planning sessions before or during the school year if requested by your direct supervisor; and
  - d. Following and abiding by the School's policies and procedures as adopted and amended from time-to-time, including those policies and procedures set forth in the School's current Employee Handbook, which may be amended from time to time at the sole discretion of the School.
3. You agree that while you are working for the School you will not render services in person or by electronic means, paid or otherwise, to any other entity, unless prior written approval is given by the CEO.
4. You will be paid \$55.00 an hour, for all regular hours worked, for a maximum of 20 hours per week, less applicable withholdings, for 187 days of work (see attached calendar).

[Note: From July 1, 2021 through August 17, 2021 (the "Summer"), you are not expected to render teaching services to students.]

We anticipate that there will be occasions when we will ask you to work over 20 hours per week, and/or occasions when you may be asked to work overtime. All hours worked above 20 in a week, and all overtime hours, must be approved in advance by your supervisor. You will be paid twice a month on, or around, the 10th and 26th of each month. Human Resources will confirm your exact pay dates.


5. As a part-time employee you will not generally be eligible for benefits, except for those required by law such as paid sick time, and California State Teachers Retirement System.
6. You shall be provided with a duty-free, uninterrupted unpaid meal period of at least thirty minutes for a work period of over 5 hours in a day and one rest break of 10 minutes for every 4 hours worked or major fraction thereof. Your supervisor will schedule the times for your meal and rest periods.
7. You are required to record your time via our timekeeping system, Paycom. You have been provided with specific instructions regarding this system. You will be responsible for reviewing, approving, and submitting your time to your supervisor. You must report any instance where you believe your time, or pay, is inaccurate to the payroll department.
8. Your employment at Elite Academic Academy 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 Chief Executive Officer of the School.
9. It is a condition of your employment that you sign the School's Arbitration Agreement 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.

10. It is also a condition of your employment that, upon starting employment, you sign our Confidentiality Agreement, which contains additional requirements for the protection of the school's trade secret, confidential and proprietary information as well as an assignment to Elite Academic Academy of the ideas, concepts and other intellectual property that you create while you are employed by the school.
11. The School is an equal opportunity employer. Company policy prohibits discrimination, retaliation, or harassment based on practices, national origin, including language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law, 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.
12. 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.
13. This Agreement, 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.
14. 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 7 days.

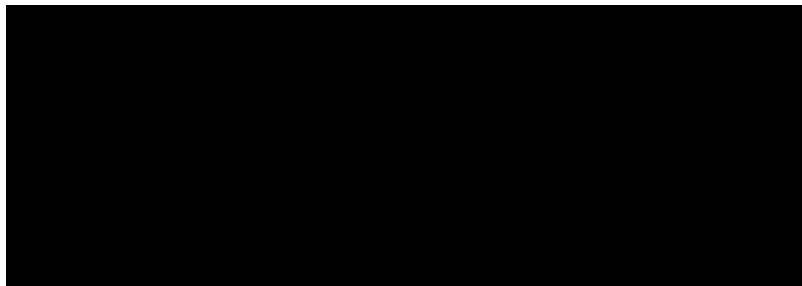
Once again, we are looking forward to you joining the Elite Academic Team, contributing to the Certificated Teaching Department, and personally growing with the School.

Sincerely,

DocuSigned by:  
  
A4137E406BF5494...  
Meghan Freeman, CEO

CEO/Designee Signature:

Date: 6/1/2021



te: 6/3/2021





## ELITE ACADEMIC ACADEMY CHARTER SCHOOL

### Parent Reimbursement Process for Un-Approved Community Partner Experiences

At Elite, we believe that there is no one curriculum that fits all learning styles and needs. Elite remains committed to ensuring that all of its students benefit from opportunities to engage in enrichment opportunities that connect and extend the quality educational experience. Elite students may request to use available educational funds toward enrichment classes offered at City/County/Community Centers and/or the YMCA and more through our reimbursement process. All classes should support your student's academic growth and must take place during the school year. In addition, students must be making academic progress in core classes and must have curriculum purchased.

Due to new legislation, enrichment services now require all employees and contractors who have direct contact with Elite students to be fingerprinted. Therefore, Parents/Guardians **MUST** remain with their child at all times while receiving enrichment services from an un-approved provider. Both parent/guardian and enrichment provider will be asked to sign under penalty of perjury that the parent/guardian was present with the child during the entire enrichment service experience.

### Pre- Approval Process for Enrichment

1. **At least 10 business days** prior to enrollment of any enrichment experience , Parents/Guardians will submit the **"ENRICHMENT EXPERIENCE PARENT PRE APPROVAL REIMBURSEMENT REQUEST TICKET"** located on the Parent Portal page of the Elite Academic Academy website (<https://www.eliteacademic.com/student-parent-portal/>). Please have available your child's Elite Educator name, the academy your child is enrolled in, a description of the enrichment experience you are requesting reimbursement for, how it aligns to your child's academics, and the contact information of the enrichment provider.
2. A member of our Community Relations team will review the request. If this request includes a current community partner, our department will contact you to go through our PO system (OPS) with the support of your Elite Educator. If the request includes a company that is not currently an approved partner, a Pre-Approval form will be emailed via DocuSign to your child's Elite Educator and Academy Director for approval.
3. The Elite Educator will verify sufficient educational funds are available, and that the enrichment aligns with CA State Standards. Once verified, the Elite Educator will generate a Purchase Order in OPS to hold the funds and complete the DocuSign form. The Director, or designee, will then approve the request. Afterwards, the Parent/Guardian will digitally sign the form and receive a final PDF copy of the document through DocuSign.
4. Once the signed Pre-Approval is received, the Parent/Guardian may enroll the student in the enrichment and pay the total cost to the enrichment provider.

## Reimbursement Process for Enrichment

5. Within 30 calendar days after the student completes the pre-approved enrichment, the Parent/Guardian will complete a reimbursement request by clicking the link on the Parent Portal of our Elite Academic Academy website (<https://www.eliteacademic.com/student-parent-portal/>). Please have the PO number found on the Pre-Approval form, the original receipt and the Pre-Approval form handy. Receipts not submitted within this timeframe will require special approval by Elite Academic Director and CEO and may be denied.)
6. Once the Elite Community Relations Team receives the request for reimbursement through our ticketing system, a DocuSign form will be sent to the parent for completion.
7. Parents must attach copies of the original receipts to the DocuSign for processing, and certify that the student was not dropped off or left alone at any time during the enrichment.
8. The enrichment partner must also certify that the child was not left alone while services were provided and will also sign via docu-sign.
9. The Community Relations Clerk will review and process for payment once all documents are approved and \_\_\_\_\_ received.  
NOTE: Failure to follow this process could result in reimbursements being denied by Elite Academic Academy.

Please direct any questions regarding the reimbursement process to the student's Elite Educator or to: [communityrelations@eliteacademic.com](mailto:communityrelations@eliteacademic.com) or (866) 354-8302 ext. 773

**All reimbursement requests must be received WITH COPIES OF THE ORIGINAL RECEIPTS four weeks prior to the last day of school, even if the activity is still in session.**



**ENRICHMENT EXPERIENCE WITH UN-APPROVED PROVIDER  
 PARENT PRE APPROVAL REIMBURSEMENT REQUEST**

The parents/guardians certify the Enrichment Experience Parent Pre-Approval Reimbursement Request form has been submitted for approval for enrichment classes taught by local community partners **PRIOR** to registration in any class to ensure availability of educational funds and academic alignment. Elite Academic Academy reserves the right to refuse any reimbursements.

The parents/guardians are responsible for submitting this form **prior to enrollment in the class/enrichment activity.**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Elite Educator Name: \_\_\_\_\_

Academy:     Homeschool     Flex     Virtual

Enrichment Provider Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Website: \_\_\_\_\_

Instructor/Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Class Name & Description	Class Date(s)	Cost
	Purchase Order #	

**Academic Standard Alignment: ( Please specifically include all academic standards that are covered by participating in this enrichment)**

**I, the teacher of record, have verified sufficient educational funds are available and that this class aligns with CA State Standards.**

Approved

Not Approved

Elite Educator Signature:

Date:

Director Signature:

Date:

❖ **Reminder, copies of the original receipt(s) must be submitted for reimbursement! Don't lose them!** ❖



For use only by Elite Academic Community Relations Department	
Parent Name	
Invoice #	
PO #	
Academy	
Account Code	
Amount	
Reviewed By	
Approved By	

### ENRICHMENT EXPERIENCE WITH UN-APPROVED PROVIDER PARENT REIMBURSEMENT REQUEST

1. Parents will only be reimbursed for approved enrichment classes/activities that are completed during the current academic school year. Reimbursement will be processed after the student has completed the class, and upon verifying that the student met all attendance requirements and has available student funds. Parents/Guardians **MUST** remain with their child at all times. Both parent/guardian and enrichment provider will be asked to sign under penalty and perjury that the parent/guardian was present and the child was never alone.
2. Within 30 calendar days of the final class session, parents must submit original receipts showing the company name, date, class, and total cost to the community relations department . The receipt can be submitted earlier but will be held for processing until the class is completed. Receipts not submitted within this timeframe will require special approval by Elite Academic Academy Director and CEO and may be denied.
3. Once the class is completed, the receipt is collected, and all documents are received and approved, the Community Relations Clerk will review and process for payment. Payments will be received within 30 days of final approval.
4. Please direct any questions regarding the reimbursement process to the student’s Elite Educator or to: [communityrelations@eliteacademic.com](mailto:communityrelations@eliteacademic.com) or (866) 354-8302 ext 773

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Elite Educator Name: \_\_\_\_\_

Academy:  Homeschool  Flex  Virtual

Please complete the following reimbursement information:

- Send Reimbursement to: (Name): \_\_\_\_\_
- Complete Mailing Address: \_\_\_\_\_
- Email Address for E-payment/ACH: \_\_\_\_\_
- Purchase Order (Found on Pre- Approval Form) \_\_\_\_\_
- Total amount of reimbursement \$ \_\_\_\_\_

Please upload a legible copy of your original receipt to the Docusign:

I have read the requirements and agree to the conditions as described above and in the Student/Parent Handbook regarding the appropriate use of educational funds. **By signing below, I certify under penalty of perjury that I have read the forgoing and that it is true and correct.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Enrichment Provider Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community Relations or designee

\_\_\_\_\_  
Date

CC: Teacher of Record



## **ELITE ACADEMIC ACADEMY CHARTER SCHOOL**

### **Parent Reimbursement Process for Un-Approved Educational Materials Providers**

This process is only to be used if necessary educational materials are not sold by an Elite-approved Educational Material Partner and the Elite Educator feels it is necessary for the student's academic growth. If the items are non-consumable, the parent must agree to provide the Elite Educator access to the material so that it can be barcoded as inventory.

#### **Pre-Approval Process for Educational Material**

1. **At least 10 business days** prior to purchase, the parent/guardian must receive approval for the purchase via DocuSign from the Community Relations team and the Elite Educator as to ensure the product is not available from an Elite-authorized educational material partner, is not religious in nature, and meets the academic needs of the student.
2. A member of our Community Relations team will review the request. If this request includes a current community partner, our department will contact you to go through our PO system (OPS) with the support of your Elite Educator. If the request includes a company that is not currently an approved partner, a Pre-Approval form will be emailed via DocuSign to your child's Elite Educator and Academy Director for approval.
3. The Elite Educator will verify sufficient educational funds are available, and that the educational material aligns with CA State Standards. Once verified, the Elite Educator will generate a Purchase Order in OPS to hold the funds and complete the DocuSign form. The Director, or designee, will then approve or deny the request. Afterwards, the Parent/Guardian will digitally sign the form and receive a final PDF copy of the document through DocuSign.
4. Once the approved Pre-Approval form is received, the Parent/Guardian may purchase the educational materials for that student.

5. Within 30 calendar days after the parent/guardian completes the pre-approved educational material request, the Parent/Guardian will complete a reimbursement request by clicking the link on the Parent Portal of our Elite Academic Academy website (<https://www.eliteacademic.com/student-parent-portal/>). Please have the PO number found on the Pre-Approval form, the original receipt and the Pre-Approval form handy. Receipts not submitted within this timeframe will require special approval by Elite Academic Director and CEO and may be denied.)
6. Once the Elite Community Relations Team receives the request for reimbursement through our ticketing system, a DocuSign form will be sent to the parent for completion.
7. Parents must attach copies of the original receipts to the DocuSign for processing. Please remember all non-consumable items must be returned to the school at the end of each academic school year.
8. The Community Relations Clerk will review and process for payment once all documents are approved and received.

NOTE: Failure to follow this process could result in reimbursements being denied by Elite Academic Academy. Please direct any questions regarding the reimbursement process to the student's Elite Educator or to: [communityrelations@eliteacademic.com](mailto:communityrelations@eliteacademic.com) or (866) 354-8302 ext. 773. Elite Academic Academy reserves the right to deny any reimbursement request.



For use only by Elite Academic Community Relations Department	
Parent Name	
Invoice #	
PO #	
Academy	
Account Code	
Amount	
Reviewed By	
Approved By	

**EDUCATIONAL MATERIALS PROVIDER  
PARENT PRE-APPROVAL REIMBURSEMENT REQUEST**

The parents/guardians certify the Educational Material Parent Pre-Approval Reimbursement Request form has been submitted for approval for educational materials **PRIOR** to purchasing any educational materials to ensure availability of educational funds and academic alignment.

The parents/guardians are responsible for submitting this form **prior to purchasing materials**. Elite Academic Academy reserves the right to deny any reimbursements.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Elite Educator Name: \_\_\_\_\_

Academy:     Homeschool     Flex     Virtual

Company	Item Description & Purpose	Cost (include tax)	Account Code (Community Relations Dept Only)

**Total Cost of Expenses:**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The materials listed are not available from an Elite-approved partner, are not religious in nature, and are needed for academic growth.

Approved                       Not Approved

Elite Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

☛ **Reminder, copies of the original receipt(s) must be submitted for reimbursement, don't lose them. All non-consumable items eligible for reimbursement are property of Elite and must be returned at the end of the school year.** ☛



**PARENT REIMBURSEMENT REQUEST  
EDUCATIONAL MATERIALS**

1. Parents will only be reimbursed for approved educational materials that are purchased during the current academic school year.
2. Within 30 calendar days of the purchase of the educational materials, parents must submit original receipts showing the company name, date, class, and total cost to the community relations department. Receipts not submitted within this timeframe will require special approval by Elite Academic Academy Director and CEO and may be denied. Note: All non-consumable items eligible for reimbursement must be returned at the end of each academic school year.
3. Once the educational materials are purchased, the receipt is collected, and all documents are received and approved, the Community Relations Clerk will review and process for payment. Payments will be received within 30 days of final approval.
4. Please direct any questions regarding the reimbursement process to the student’s Elite Educator or to: [communityrelations@eliteacademic.com](mailto:communityrelations@eliteacademic.com) or (866) 354-8302 ext. 773

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Elite Educator Name: \_\_\_\_\_

Academy:      Homeschool      Flex      Virtual

Please complete the following reimbursement information:

- Send Reimbursement to: (Name): \_\_\_\_\_
- Complete Mailing Address: \_\_\_\_\_
- Email Address for E-payment/ACH: \_\_\_\_\_
- Purchase Order (Found on Pre- Approval Form) \_\_\_\_\_
- Total amount of reimbursement \$ \_\_\_\_\_

Please upload a legible copy of your original receipt to the DocuSign:

I have read the requirements and agree to the conditions as described above and in the Student/Parent Handbook regarding the appropriate use of educational funds. **By signing below, I certify under penalty of perjury that I have read the forgoing and that it is true and correct.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Elite Educator Signature

\_\_\_\_\_  
Date