



# Elite Academic Academy - Lucerne

Please join my meeting from your computer, tablet or  
smartphone. Join Zoom Meeting

[https://eliteacademic.zoom.us/j/97566202696?](https://eliteacademic.zoom.us/j/97566202696?pwd=R2daZzJSNnZPNUV3Nk83K0diZXJtUT09)  
pwd=R2daZzJSNnZPNUV3Nk83K0diZXJtUT09 Meeting ID:  
975 6620 2696 Passcode: 920373

June 1st, 2023 at 9:00 am

43414 Business Park Drive, Temecula, CA 92590

23504 Lyons Avenue, Santa Clarita CA 91321

13255 Black Mountain Road San Diego, CA 92129

109 Don Carlos Way, Ojai, CA 93023



## Elite Academic Academy - Lucerne June 1st, 2023

### Board Of Directors - Elite Academic Academy - Lucerne

---

#### Meeting Location

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

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

following dial-in numbers and/or internet link: Join Zoom Meeting  
[https://eliteacademic.zoom.us/j/97566202696?](https://eliteacademic.zoom.us/j/97566202696?pwd=R2daZzJSNnZPNUV3Nk83K0diZXJtUT09)  
pwd=R2daZzJSNnZPNUV3Nk83K0diZXJtUT09 Meeting ID: 975 6620  
2696 Passcode: 920373

Time:

---

#### 1.0 Call To Order

Roll Call:  
Susan McDougal, Cody Simms, Kent Christensen

---

#### 2.0 Approve/Adopt the Agenda

It is recommended the Board of Directors adopt as presented the agenda for the Board Meeting of June 1st, 2023.

Motion: Second:  
Vote:

---

#### 3.0 Public Comment -Closed Session

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

---

#### 4.0 Adjourn to Closed Session

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

---

#### 5.0 Closed Session

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

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

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

Time:

---

#### 6.0 Pledge Of Allegiance

Led By:

---

## 7.0 Open Session

---

### 8.0 Public Comment

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

---

### 9.0 General Functions

#### 9.1 Informational Items

##### A. CEO Authorizer Report

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

#### 9.2 Consent Agenda

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

Motion: Second:  
Vote:

##### A. Meeting Minutes from May 4th , 2023

[EAA-LU 05.04.23.pdf](#)

##### B. Warrant Register

[WarrantRegisterLU\\_May\\_2223.pdf](#)

##### C. New Instructional Materials Community Partners

[Elite Academic Instructional Service Community Partner\\_May\\_23 - VCI Community Partners.pdf](#)

##### D. New Educational Materials Community Partners

[Elite Academic Educational Materials Partner\\_May\\_23.xlsx - EM Partners.pdf](#)

##### E. Job Descriptions

[JD - DUSD Peak Performance On-Site Lead \(pending board approval\).pdf](#)

[JD - Assistant Director of Flex \(pending board approval\).pdf](#)

[JD - DUSD Peak Performance Engagement Coach \(pending board approval\).pdf](#)

[JD - DUSD Peak Performance High School Content Teacher \(pending board approval\).pdf](#)

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

[JD - Temporary Level Up Liaison - Athletic Lead](#)

[\(Certificated\) \(pending board approval\).pdf](#)

[JD Coordinator of Creative Music\\_Lead Teacher.pdf](#)

## F. Annual Re-Occurring Expenses 2023/24

[FY23.24\\_LU\\_Reccuring Contracts.pdf](#)

---

### 10.0 Personnel Services

#### 10.1 Chief Academic Innovations Officer Contract

It is recommended that the board approve the following Chief Academic Innovations Officer Contract for Elite Academic Academy - Lucerne.

[23240061 Cabinet Contract \(Certificated Notice of Employment\).pdf](#)

Motion: Second:  
Vote:

#### 10.2 Chief Student Development Officer Contract

It is recommended that the board approve the following Chief Student Development Officer Contract for Elite Academic Academy - Lucerne.

[23240003 Cabinet Contract \(Certificated Notice of Employment\).pdf](#)

Motion: Second:  
Vote:

#### 10.3 Letters of Intent for Temporary Certificated Hires

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

[Temporary Certificated Temp LOIs.pdf](#)

Motion: Second:  
Vote:

#### 10.4 Letters of Intent for Temporary Classified Hires

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

[Temporary Classified LOI.pdf](#)

Motion: Second:  
Vote:

#### 10.5 Temporary Certificated Employee Contracts

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

[Temp Certificated Contracts LU.pdf](#)

Motion: Second:  
Vote:

#### 10.6 Temporary Classified Employee Contracts

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

[Temporary Classified Contracts LU.pdf](#)

Motion: Second:  
Vote:

#### 10.7 Letters of Intent for Certificated Hires

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

Motion: Second:  
Vote:

[Certificated LOIs LU.pdf](#)

## 10.8 Certificated Employee Contracts

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

[23240429.pdf](#)

[23240414.pdf](#)

[23240410.pdf](#)

Motion: Second:  
Vote:

## 10.9 2023/24 Employee Contracts

It is recommended that the board ratify the following 2023/24 Employee Contracts for Elite Academic Academy - Lucerne.

[Elite Proposed 23.24 Position Contracts.xlsx](#)

Motion: Second:  
Vote:

---

## 11.0 Public Hearing

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

Open (Time):  
Close (Time):

## 11.1 2023/24 Annual Budget Hearing

[FY 23.24 EAA CASH FLOW\\_BUDGET - LU - Board Report.pdf](#)

[FY23.24\\_EAA\\_LU\\_Budget Presentation.pdf](#)

Motion: Second:  
Vote:

Open (Time):  
Close (Time):

## 11.2 2023/24 Local Control Accountability Plan (LCAP)

[LCAP - LU.pdf](#)

[2023\\_LCAP-Lucerne\\_20230531 \(1\).pdf](#)

Motion: Second:  
Vote:

---

## 12.0 Business Services

### 12.1 VARI Invoice

It is recommended that the board approve the following VARI Invoice for Elite Academic Academy - Lucerne.

[VARI Invoice.pdf](#)

Motion: Second:  
Vote:

### 12.2 Salary Resolution 2023/24

It is recommended that the board approve the following Salary Resolution 2023/24 for Elite Academic Academy - Lucerne.

[EAA-LU Salary Resolution 23.24.pdf](#)

Motion: Second:  
Vote:

### 12.3 Staff Salary Ranges 2023/24

It is recommended that the board approve the following Staff Salary Ranges 2023/24 for Elite Academic Academy - Lucerne.

[2023\\_2024 Staff Salary Ranges \(pending board approval\).xlsx](#)

Motion: Second:  
Vote:

### 12.4 NXTLVL Contract

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

Motion: Second:  
Vote:

[23.24 NXTLVL Contract.pdf](#)

## 12.5 Professional Development Proposals

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

[AV Quote 06.13.23 PD.pdf](#)

[Elite Staff Pros Meeting Master Estimate.pdf](#)

Motion: Second:  
Vote:

## 12.6 Board of Directors Meeting Schedule 2023-24

It is recommended that the board approve the following Board of Directors Meeting Schedule 2023-24 for Elite Academic Academy - Lucerne.

[EAA-LU 2023-24 Board of Directors Meetings Calendar \(2\).pdf](#)

Motion: Second:  
Vote:

## 12.7 Computer Equipment Proposals

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

[Apple ELITE ACADEMIC ACADEMY Invoice.pdf](#)

[Staples - EAA LU Opp 10052467 Chromebook Lucerne Dist.pdf](#)

Motion: Second:  
Vote:

## 12.8 Whoop Proposal 23/24

It is recommended that the board approve the following Whoop Proposal 23/24 for Elite Academic Academy - Lucerne.

[EAA Lucerne 2023 - WHOOP Quote \(1\).pdf](#)

Motion: Second:  
Vote:

## 12.9 DocuSign Proposal

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

[EAA-LU - RENEWAL Proposal DocuSign.pdf](#)

Motion: Second:  
Vote:

---

## 13.0 Educational Services/Policy Development

### 13.1 Declaration of Need 2023-24

It is recommended that the board approve the following Declaration of Need 2023-24 for Elite Academic Academy - Lucerne.

[EAA-LU Declaration of Need 23.24.pdf](#)

Motion: Second:  
Vote:

---

## 14.0 Report of Action Taken in Closed Session

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

---

## 15.0 Calendar

The next regularly scheduled meeting is June 14th, 2023 at 8:30 a.m.

---

## 16.0 Board Comments and Future Planning

---

## 17.0 Adjournment

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

In compliance with the American with Disabilities Act, if you need special

Motion: Second:  
Vote:

Time:

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.



# CEO REPORT



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



## May Celebrations

This month we worked hard as a school to complete CAASPP testing! We are excited to be on target to meet or exceed the 95% participation rate for both schools! A big shout out to Mrs. Antonette Sims for organizing this large undertaking and supporting our awesome directors and outstanding teachers in order to make this testing season a successful one. This month we also opened enrollment for our Level Up learning period. This year is looking to be one of our largest programs as we work to offer our 9-12th grade students a cutting edge program to Level Up in academics, athletics and enrichment! We are also honored to be working with Downey Unified School District to implement our Level Up Peak Performance District wide, as well as support DUSD in running their comprehensive virtual program.

## Staff Highlight



Nolan Smith is our Marketing Coordinator. He has recently moved to this position from his former position as our CTE Marketing Teacher. Nolan has been instrumental in updating our website, creating flyers for community events and field trips, managing our social media, and completing a revamp of our social media postings. His efforts and communication in collaborating with staff and students has increased our ability of transparency to the community about our amazing and talented students. Nolan has also been working hard on our 3rd annual Elite yearbook, all while holding our student BeElite Podcast series weekly. We're so honored to have Nolan as part of our Elite team!

## Essential Highlights

Six Elite Essentials



Celebrate On Target

Aligned Resources



Professional Development



Parents and Community



Responsive Instruction



Student Work and Data



Shared Leadership





# ACADEMIC INNOVATION

91% OF PARENTS, STUDENTS, AND STAFF SAID THEY **LOVE** BEING AT ELITE AND 94% ARE **THANKFUL** FOR ELITE

## CURRICULUM SHIFTS



Four new ELA semester courses are coming to their first finish line in just a few weeks. Students and teachers are reporting the approach and skill-focus make for an easier learning experience with drastic improvements in work quality and skill level.

The new Choose Your Own Adventure 9th grade English course has been **A-G approved**. Three **new English courses for sophomores, juniors, and seniors** will be piloted in 2023-24. Students will choose their course as well as many of their course texts. We believe more choice **increases buy-in, the joy of reading, and promotes learning**.

Teachers across the curriculum are revamping courses to **increase opportunities for more choice, voice, creativity, and skill-building** as well as timely feedback and support. Many of those revamps will be following the format of the new English coursework.

## LEVELING UP OUR GAME



This month, we focused on rolling out our Downey Unified School District partnership, **co-hosting an in-person information session** with **Ambassadors of Compassion** in Downey High School's gym. **350 high school athletes** and their families attended this event, learning more about Peak Performance and receiving enrollment materials.

We have also been hosting virtual events to provide enrollment support for teams of athletes using Admissions' new enrollment application. Throughout the month of May, we have hosted five virtual events, reaching **teams totaling over 400 athletes**.

- In-person and virtual team info + enrollment night events hosted, reaching 750 student athletes
- **10 Downey athletic programs** onboard for Peak Performance
- 100 Level Up student applications completed and finalized.

## ELITEX ADVENTURE



We have started our adventure in creating learning experiences that further emphasize the importance of **meaning-making, questioning, and creating** in support of the new Portrait of an Elite Graduate. The Development and Fellow EliteX Teams meet weekly with EDU leaders from around the world to **reflect, discuss, and analyze** current learning experiences and revolutionary iterations so that our students are equipped with the skills that will make them ready to find success in an ever-changing future.

- Number of Leaders on EliteX Dev Team - 12
  - Number on EliteX Fellows Team - 13
- NXTLVL will be participating in our Level Up program this summer, providing **personalized student experiences** to credit recovery and acceleration students.

## OUR TECH DEPARTMENT IS BUILDING INNOVATIVE PROCESSES

- Swapping old LTE devices with new devices for students to complete our T-Mobile migration
- Preparing over 200+ new devices for 23-24 new students and staff
- Completing inventory and system updates on multiple platforms to ensure a smooth transition into Level Up and Fall.



# STUDENT DEVELOPMENT

OUR END OF YEAR SURVEY INDICATED THAT STUDENTS PARTICIPATED MOST IN IN-PERSON AND VIRTUAL FIELD TRIPS, CLUBS, ASSEMBLIES, PODCASTS, AND CTE COURSES.

## CTE

### Advertisement

The ad type that Nike used for their campaign was Print, Television, and Internet ads. Some of Nike's choices were spot on and had major advantages in the brand competition and that they ended up being one of the most popular brands for shoes and clothing in the world. I believe these ad types worked for that particular brand because it was such a strong move that ended up paying off.



Students in **CTE Entrepreneurship** have been exploring the world of **Marketing & Sales** by analyzing famous campaigns of popular brands. The class recently submitted a project with their findings as they consider what made this marketing endeavor successful and highlight the key components that resonated well with the masses. **During live sessions, students collaborate using programs like Jamboard, Nearpod, and Kahoot to cover the topics that pertain to the assignments and projects.**

## PROM



Our **Rad Readers Book Club** read **A Wolf Called Wander** this semester, and they decided they wanted to see some **Wolves up close!** They took a field trip to the **CA Wolf Center** where they received a **1 hour guided tour of the conservation facility.** They got to see their resident wolves and learn about **wolf conservation** in a unique and memorable experience!

## CLUBS



Our **2023 High School Prom** was held on May 13 at Hawk Ranch for students in grades 9-12. **Our Student Leadership students took pride in creating our Cosmic Nights theme.** Students danced the night away, had a blast taking **photos in the photo booth, ate Tacos, and played fun games.** Thank you to our students and staff for making this event a night to remember!

## BE ELITE STUDENT PODCAST PROJECT: LEADERSHIP 101

The Be Elite Podcast embarked on a thrilling end-of-school-year project that exudes excellence. **Under the guidance of Podcast Advisor Nolan Smith, students crafted a captivating miniseries of podcast episodes that pay homage to the esteemed leaders at Elite Academic Academy. Aptly titled "Leaders 101," this concept involved engaging 1-2 students in Zoom interviews with one of Elite's accomplished leaders.** The students, armed with self-created thought-provoking questions, skillfully conducted these interviews. Not only did this endeavor grant the students a fresh perspective on our esteemed Elite leadership team, but it **also provided them with an opportunity to put into practice the interview techniques and skills they had acquired throughout the academic year.**



# OPERATIONS

AS OF 5/24, OUR ENROLLMENT IS 883 IN LUCERNE AND 871 IN MOUNTAIN EMPIRE, BRINGING US TO 1754 CONFIRMED ENROLLMENTS FOR THE 23/24 SCHOOL YEAR.

## ADMISSIONS



Although our enrollment window for our Traditional Calendar (Track B) is officially closed, we are watching enrollment numbers closely and as movement takes place, we are offering spots to families on our waitlist. **As of 5/24, our enrollment is 883 in Lucerne and 871 in Mountain Empire, bringing us to 1754 confirmed enrollments for the 23/24 school year.** We have another 45 students confirmed to be enrolling from our new partnership with Downey USD to date and are projecting about 25 more to join us from there. **Our enrollment projection is 1800 so we are just about to our target.** Of course, the big focus this next month is enrollment in our Level Up Program/Year-round Calendar (Track A). The enrollment platform that has been in development this past year is the primary means of enrollment for this program. We are happy to report that the 'bugs' have been minor so far and the data from these errors is being used to make improvements.

## COMPLIANCE



**We are officially scheduled for our annual audit the week after graduation, beginning June 19th.** A large part of this first half of the audit focuses on the student independent study compliance documentation that our teachers have worked on and our Operations Team has audited all year. These are the critical documents that support the ADA reported for the 22/23 school year. Although the final student sampling list will not come until close to the start date of the audit, we feel confident that the work that has been spent on this will ensure we are ready. We will keep you posted!

## STATE REPORTING



**The next round of state reporting is the submission of CALPADS EOY, due end of July.** This will report our course completions for grades 7 - 12, Career Technical Education Participants, program eligibility/participation, student incidents, cumulative enrollment, student absence, graduation and completer counts, EL reclassification, homeless student count, Special Education, and post secondary outcomes for students with disabilities. As you can see, this is a cumulative report of all the work that has been completed for the full year. **Much of this report has already been submitted into Calpads except for the data that will come at the end of the school year.** We also will be submitting our final attendance reporting, P Annual at the end of June.

## TEAM MEMBER HIGHLIGHT

This month, the Operations Team would like to recognize and welcome our newest member, **Devin Steele.** Devin has jumped feet first into our wonderful, tedious world of internal auditing. His analytical skills are priceless as he has the natural ability to pull all the different documents together into a meaningful portfolio. Although he has only been with the team a short time, we already can see what a valuable asset he is to the team. Devin, thank you for coming onboard into our crazy world of independent study auditing! We are honored to have you with us!

# COMMUNITY RELATIONS

CURRENT ELITE COMMUNITY PARTNERS: 184 VCI/129 EMR  
REIMBURSEMENT TRANSACTIONS: 765+  
INVENTORY/CURRICULUM ITEMS SHIPPED: 360+

## COMMUNITY PARTNERS



The Community Relations Department has been in partnership with **1st Place Spiritwear** since last year working to provide a variety of spirit wear for both Elite families and staff. The second best way to 'spread the word' about Elite is by showing off our school spirit wear! Check out our **Year-End Sale** taking place for two weeks (**May 22-June 5**).

## REIMBURSEMENTS

# YOU DID IT!

The Community Relations Department has received and processed **over 40 New Pre-Approvals, 425 Reimbursement Submissions and 300 Reimbursements for payment. These are all vetted to ensure alignment to personalized plans and common core standards.** A big **'THANK YOU'** to the families who submitted their reimbursements on time and to the staff who supported them along the way!

## INVENTORY



The Community Relations Department has packed and shipped **over 360 envelopes/boxes for Staff Appreciation, CAASPP Kits, Promotion Boxes and Graduate Bags.** A special appreciation from the CR Dept to all Elite staff. You are truly appreciated and make a difference!

## TEAM MEMBER HIGHLIGHT: KELSEY ELLIOTT

This month, the Community Relations Department would like to recognize **Kelsey Elliott**. Her consistency in the daily tasks she completes to her assistance with reimbursement issues has not been overlooked. She is open and willing to learn new processes and takes on new tasks broadening her knowledge in the CR department. We sincerely appreciate all of her hard work and have gained a great asset to this department!



## MOVE IN PROGRESS

The Community Relations Department has been prepping and packing our office for the **BIG MOVE** this month. Our team has packed specific curriculum from our inventory that is commonly used by many of our students. Thank you **Rachelle Marcon** for assisting our department by sorting through the commonly used curriculum for either library or donation!





# HOMESCHOOL

ENROLLMENT: 721 STUDENTS

LU: 225 STUDENTS | ME: 496 STUDENTS



## SOAR SUMMER PROGRAMS

## STUDENT & HOMESCHOOL SPOTLIGHT: ELLA FROISTAD

Many ways for our students to SOAR!

### EliteX + NXTLVL

NXTLVL's innovative online learning experience, your child will develop the future-critical skills they need to succeed. And the best part? It's so fun, kids won't even realize they're learning!



Challenge yourself with the next level of critical thinking!

### Written Out Loud

Transforms students into joyful writers and published authors. Develop courage, collaboration and storytelling skills—students will co-author an original book.



Pioneered at Yale  
Developed in Hollywood

### Game Development

Students will discover how to use gamification tactics to combine the art of storytelling, coding, and design thinking.



Written by Stanford Educators, Taught by Elite Educators



Ella is a 10th grade Homeschool Student at Elite who balances her studies and excelling grades with her love of falconry!

One of the many joys of homeschooling is the ability to tie in interests and passions into tangible goals along with a student's education, and Ella exemplifies this!

She first attended a Raptor Education Show when she was 11 and has been hooked ever since. At 12 years old, she obtained her Apprentice Falconer's License, which consists of a 100-question federal test, a home inspection, a hunting license, and being matched with a master falconer.

Ella has been working with Raptors for 4 years now, and her current partner is a **Red-Tailed Hawk** named Taser who she hunts with daily.

Ella's life is devoted to raptor care and education, and she aspires to start **her own falconry and program** in order to educate others on raptor care and this captivating sport! Check out her Facebook Page: **Comet Falconry!**



## HOMESCHOOL TEACHER HIGHLIGHT: DANI OSMOND

Dani joined Elite in Fall 2021 and we are sure glad she did! Dani has a passion for individualized & bilingual education, and thrives in empowering students to believe in themselves.

Dani was homeschooled herself through 8th grade, giving her a valuable perspective to offer her Homeschool Families. Before coming to Elite, Dani taught in the Dominican Republic for two years, moved to San Diego, earned her MA in Bilingual Education, and was a Reading Specialist and Elementary Teacher.

Dani, we are so thankful that you chose Elite, and are so appreciative of your positive spirit, dedication to your families, and your contagious smile!



# FLEX



FLEX CAASPP COMPLETION: 99%  
NEW STUDENTS ENROLLED: 124

## STUDENT SPOTLIGHT



**Ava** has worked on many various projects this year.

During this **learning period**, she did an amazing presentation on **How light and sound work** and the **California Gold Rush**. She **researched** the topics, **designed Canva** slides about what she learned, and then **presented** a clear and detailed presentation.

Not only is she extremely engaged and proficient in all areas of her academics, but she is also a proud founder and facilitator of the **Rad Readers Club!**

## SUPPORT SESSIONS



Flex offers an array of different **support sessions** for students in TK-8th grade. This is especially important and we near the end of the school year. Students have many **opportunities** to receive **support, tutoring** and, **instruction** to end the school year strong!

- TK-5 Math and ELA Pod Support (2 hrs/wk per grade)
- TK-3 Synchronous Support (1.5 hrs/wk)
- Literacy Cohorts (2 hrs/wk)
- Middle School Content Support (4 hrs/wk per grade)
- 4th & 5th Grade Sci./SS Support (2 hrs/wk)
- Study Hall Sessions (5 hrs/wk)
- Math Support (3 hrs/wk per grade)

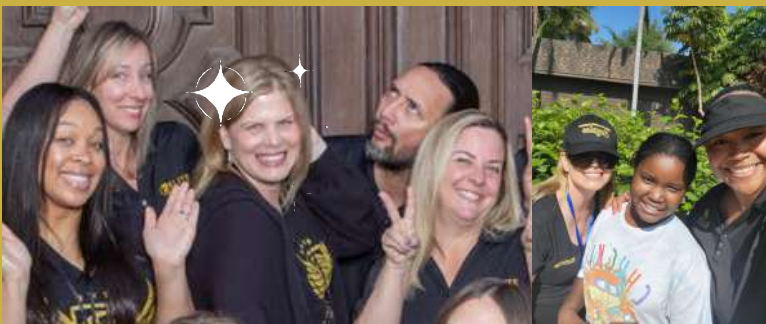
## STUDENT INTERVIEWS



Flex is committed to continually **improving** our program. Part of assessing what worked this year and what did not work is allowing students to **reflect** and give **feedback** on their experiences this year.

To gather student data, many Flex teachers conduct **student interviews**. We will use this information to make important decisions about the 2023/24 school year.

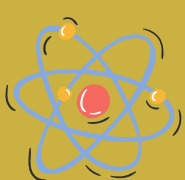
## FLEX TEACHER SPOTLIGHT



**Janelle** is the **heart** of of **Science program**. Not only is she a phenomenal **Science teacher**, but she is also an outstanding teacher of record.

Even though this is her first year working with Elite, you cannot tell. She **embodies** what it means to be an **Elite teacher** in every way.

Her lessons are **engaging** and **student centered** and she is well known for her dad jokes. She is **passionate** about making lessons **come alive** and does an amazing job incorporating **hands-on** learning opportunities whenever possible. Students, parents, and staff love her! Well done Janelle!





## END OF YEAR ASSESSMENTS

98% of Virtual Students have completed ALL CAASPP assessments!

### STUDENT SPOTLIGHT



Zareya is an 11th grader who joined Elite Virtual Academy extremely credit deficient and had lost her passion for learning. 3 months ago, she was failing all her classes.

Her Teacher of Record helped her find her "why" and set goals. Zareya created a weekly schedule that allows her to balance home life with school, and log into meetings daily to get the support she needs. Zareya is now passing her classes and has developed soft skills that will help her have continued success in school and in life. We are so proud of you Zareya!

### HIGH SCHOOL PROM



High School students enjoyed Prom! They had an amazing evening of dancing, playing oversized Connect 4 and Jenga, socializing, and building new friendships. For Virtual students who spend most of their days at home on the computer, it is always special to get together in-person with teachers and peers they have only met on Zoom.

We are so proud of our high school students for all they do, in and out of school, and we are looking forward to celebrating our seniors at the graduation ceremony in June!

### DOWNEY USD INFO MEETING



Elite Virtual Academy is proud to be partnering with Downey Unified School District to provide a virtual option for their students who want to learn from the safety of their homes. There were almost 100 attendees at our Informational Meeting for DUSD families and we are looking forward to students joining the Elite family for Fall Semester as we personalize their education and support them in achieving their academic and personal goals!

## VIRTUAL TEACHER SPOTLIGHT



Mrs. Potrero wears many hats in the Virtual Academy! She helps students and teachers! Not only is she a Teacher of Record, she is also our Compliance Liaison. Her students get support through weekly check-in meetings, academic support sessions, and advisory classes.

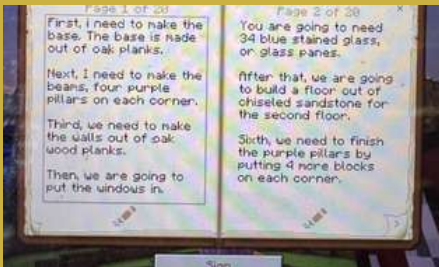
Teachers get support through her bi-weekly compliance support chats and she is always available to answer questions, troubleshoot, and provide guidance.

Thank you Mrs. Potrero! We are all so lucky to have you on our team!



STUDENT SUPPORT SERVICES AND ACADEMY LEADERS HAVE HOSTED 6 NEW ELITE STUDENT ACADEMY OVERVIEW WEBINARS TO WELCOME AND SUPPORT OUR NEWEST MEMBERS OF THE ELITE FAMILY!

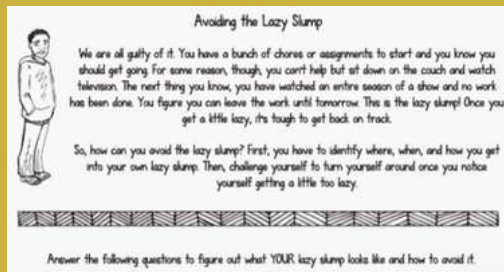
**SPED SUCCESSES**



We have six Elite Special Education students graduating in June. This is a testament to the dedication, perseverance, and commitment of both the students and their extensive support team.

SAIs are always seeking creative ways to tap into the interests and passions of students to engage them in meeting their IEP goals. For example, one student found success working on sequencing and typing through his interest in Minecraft (above). This individualized approach is truly what makes Elite a special place for all students!

**COUNSELING SERVICES**



The Goal-Getters counseling group continues to be a huge success with students. Students are learning about the difference between intrinsic and extrinsic motivation; how to motivate self to meet goals; strategies to avoid the lazy slump; and ways to use checklists to stick with goals. Students are seeing the impact of these sessions in both their academic and personal lives.



**LEARNING LAB SUCCESS**



Our Onboarding team is off to great start. 400 families have already been contacted. During the initial phone call, families are welcomed to Elite and have an opportunity to get all their questions answered. After the call, an onboarding book is sent which outlines what Elite is all about and what steps families will complete to ensure the student starts the year excited and ready for an amazing school year.

An extra exciting piece about this year's team is that we have hired Elite graduates to join the team. Who better to talk about how special Elite is than students?!

**CAASPP**

By the time you read this, CAASPP testing will be complete. We are proud of our students for showing what they know on all aspects of the online exam! **430 Mountain Empire** and **385 Lucerne** students were assigned the CAASPP exam, and our Teachers of Record connected with each of them to ensure we met our 95% participation rate.

**SHOUT OUTS**

Our IT Department handled tech concerns as well as provided devices for every student who needed one. Michelle Wood, Coordinator of Schoolwide Systems, created a visual Monday Board for Directors to track daily progress towards our 95% completion goal.

Many TORs had 100% of students complete CAASPP well ahead of the testing window end date!

Thanks to our Assessment Director, Antonette Sims, for always making sure we successfully complete this important annual milestone.





Lucerne	
Tk -5	319
6-8	185
9-12	188
<b>Total*</b>	<b>692</b>

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

# NEXT MONTH

## Promotion



We look forward to the **K, 5th and 8th** grade virtual and in person promotion celebrations. We are so proud of the hardworking students and look forward to honoring them as we end this year..

## Professional Development



we look forward to **getting together as an entire staff** to celebrate the end of this year! We will be diving into our data and working on setting goals for the 23.24 school year!

## Graduation



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



# Elite Academic Academy - Lucerne

Please join my meeting from your computer, tablet or smartphone. Join Zoom Meeting

[https://eliteacademic.zoom.us/j/97566202696?](https://eliteacademic.zoom.us/j/97566202696?pwd=R2daZzJSNnZPNUV3Nk83K0diZXJtUT09)  
pwd=R2daZzJSNnZPNUV3Nk83K0diZXJtUT09 Meeting ID:  
975 6620 2696 Passcode: 920373

May 4th, 2023 at 9:00 am

43414 Business Park Drive, Temecula, CA 92590

23504 Lyons Avenue, Santa Clarita CA 91321

13255 Black Mountain Road San Diego, CA 92129

109 Don Carlos Way, Ojai, CA 93023



## Elite Academic Academy - Lucerne May 4th, 2023

### Board Of Directors - Elite Academic Academy - Lucerne

---

#### Meeting Location

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

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

following dial-in numbers and/or internet link:Join Zoom Meeting  
[https://eliteacademic.zoom.us/j/97566202696?](https://eliteacademic.zoom.us/j/97566202696?pwd=R2daZzJSNnZPNUV3Nk83K0diZXJtUT09)  
pwd=R2daZzJSNnZPNUV3Nk83K0diZXJtUT09 Meeting ID: 975 6620  
2696 Passcode: 920373

Time: 9:03 a.m.

---

#### 1.0 Call To Order

Roll Call:

Susan McDougal, Cody Simms, Kent Christensen  
**Present Present Present**

Cody Kent

Motion: Second:

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

---

#### 2.0 Approve/Adopt the Agenda

It is recommended the Board of Directors adopt as presented the agenda for the Board Meeting of May 4th, 2023.

---

#### 3.0 Public Comment -Closed Session

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

---

#### 4.0 Adjourn to Closed Session

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

---

#### 5.0 Closed Session

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

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

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

discussed in closed session pursuant to  
Government Code Section 54957.6)

---

Time: 9:04 a.m.

## 6.0 Pledge Of Allegiance

Led By: [Meghan Freeman](#)

---

## 7.0 Open Session

---

## 8.0 Public Comment

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

---

## 9.0 General Functions

### 9.1 Informational Items

#### A. CEO Authorizer Report

### 9.2 Consent Agenda

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

#### A. Meeting Minutes from April 13th , 2023

[EAA-LU 04.13.23.pdf](#)

#### B. Warrant Register

[WarrantRegisterLU\\_Apr\\_2223.pdf](#)

#### C. New Instructional Materials Community Partners

[Elite Academic Instructional Service Community  
Partner\\_April\\_23 - VCI Community Partners.pdf](#)

#### D. New Educational Materials Community Partners

[Elite Academic Educational Materials  
Partner\\_April\\_23.xlsx - EM Partners.pdf](#)

[Cody](#)   [Kent](#)

Motion: Second:

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

## E. Job Descriptions

23.24 JD Temporary Level Up Lead POD Teacher  
(pending board approval) .pdf

JD - Esports Club Advisor (pending board approval).pdf

23.24 JD - Temp Onboarding Specialist (pending board  
approval) (1).pdf

JD - Associate Director of CTE (pending board  
approval).pdf

JD - Lead Counselor (pending board approval) .pdf

JD - (Interim) Director of Special Education (pending  
board approval).pdf

JD - Associate Director of Homeschool\_SOAR (pending  
board approval).pdf

JD - Associate Director of Special Education (pending  
board approval).pdf

JD - Director of Special Education (pending board  
approval).pdf

---

## 10.0 Personnel Services

\*\*Items 10.1-10.4 were opened  
together. A vote was taken for  
each item separately.

Motion: Cody

Second: Kent

Vote: Susan: Aye; Cody:

Aye; Kent: Aye

Item carries 3-0

### 10.1 Employee Contract Addendums

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

23240075.pdf

22230361.pdf

Cody Kent

Motion: Second:

Vote: Susan: Aye; Cody: Aye; Kent: Aye

Item carries 3-0

### 10.2 Employee Contracts

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

23240406

23240407

Cody Kent

Motion: Second:

Vote: Susan: Aye; Cody: Aye; Kent: Aye

Item carries 3-0

### 10.3 Letters of Intent for Temporary Certificated Hires

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

B. Esposito LOI.pdf

D. Russell LOI.pdf

Cody Kent

Motion: Second:

Vote: Susan: Aye; Cody: Aye; Kent: Aye

Item carries 3-0

### 10.4 Independent Contractor Addendum

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

Cody Kent

Motion: Second:

Vote: Susan: Aye; Cody: Aye; Kent: Aye

Item carries 3-0

## 11.0 Business Services

### 11.1 CLA/Sage Inacct Contract 23-24

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

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

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

### 11.2 EPA Spending Plans

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

[22.23\\_LU\\_EPA.pdf](#)

### 11.3 NXTLVL Proposal

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

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

### 11.4 School Pathways/Canva Renewal Invoices

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

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

### 11.5 Elite Graduation Vendor Proposals

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

[StarWay Live Event Production Quote\\_LU and ME.pdf](#)

Cody Kent

Motion: Second:

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

Cody Kent

Motion: Second:

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

Cody Kent

Motion: Second:

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

Cody Kent

Motion: Second:

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

Cody Kent

Motion: Second:

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

---

## 12.0 Educational Services/Policy Development

### 12.1 Fiscal Policies 23-24 with Certification of Signatures

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

[EAA-LU\\_2024\\_Certification\\_of\\_Signatures.pdf](#)

[FY23.24\\_LU\\_REVISED FISCAL POLICIES\\_V1.pdf](#)

### 12.2 Credit Card Authorization Resolution

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

Cody Kent

Motion: Second:

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

Cody Kent

Motion: Second:

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

Lucerne.

[Board Resolution for authorized credit card users. .pdf](#)

---

## 13.0 Report of Action Taken in Closed Session

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

---

## 14.0 Calendar

The next regularly scheduled meeting is June 1st, 2023 at 9:00 a.m.

---

## 15.0 Board Comments and Future Planning

Time: 9:37 a.m.

---

## 16.0 Adjournment

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

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

Cody Kent

Motion: Second:

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

### Staff Present:

Meghan Freeman

Gena Altamirano

Theresa Rubio

Ashlea Kirkland

Laura Spencer

Tracy Hasper

Jen Edick

Rebecca Smith

Adam Woodard

Dawn Powell

Michonne Taylor

Karen Makkai

Scott Michaelson

Mia Blackwell

Allison Watters

Catherine Heredia

Jaime Arpin

Monique Waithe

Evan Jorgensen

Chelsie Wright

## Elite Academic Academy - Lucerne

Date	Vendor Name	Account Name	Ref Number	Amount
4/2/2023	ANNUAL MEMBERSHIP FEE	Dues & Memberships	CC 6841	\$95.00
4/2/2023	DNH*GODADDY.COM	Technology Services & Software - Educat	CC 6841	\$299.97
4/2/2023	WWW.TEACHWORKS.COM	Technology Services & Software - Educat	CC 6841	\$47.99
4/2/2023	WWW.TEACHWORKS.COM	Technology Services & Software - Educat	CC 6841	\$143.39
4/2/2023	MOLLY MAID OF SADDLEBACK	Janitorial Services	CC 6841	\$126.00
4/3/2023	CL *Chase Travel	Travel, Lodging & Meals	CC 6841	\$387.44
4/3/2023	CL *Chase Travel	Travel, Lodging & Meals	CC 6841	\$182.82
4/5/2023	ADOBE *800-833-6687	Technology Services & Software - Busine:	CC 6841	\$599.70
4/7/2023	HYATT REGENCY HNTNG BCH	Travel, Lodging & Meals	CC 6841	\$408.05
4/7/2023	SQ *PCAM 3016 HYATT HUNTI	Travel, Lodging & Meals	CC 6841	\$25.00
4/7/2023	MOLLY MAID OF SADDLEBACK	Janitorial Services	CC 6841	\$126.00
4/7/2023	SLACK T04TB7B92MN	Technology Services & Software - Busine:	CC 6841	\$1,563.67
4/9/2023	ZAPIER.COM/CHARGE	Technology Services & Software - Busine:	CC 6841	\$448.50
4/9/2023	WHIZZIMO.COM	Educational Services	CC 6841	\$99.99
4/9/2023	HYATT REGENCY HB F&B	Travel, Lodging & Meals	CC 6841	\$163.72
4/9/2023	AMERICAN AIR0017948347318	Travel, Lodging & Meals	CC 6841	\$333.20
4/9/2023	APPLE.COM/US	Technology Equipment - Staff	CC 6841	\$49.95
4/9/2023	HYATT REGENCY HB F&B	Travel, Lodging & Meals	CC 6841	\$145.98
4/9/2023	DELTA AIR 0067926140191	Travel, Lodging & Meals	CC 6841	\$403.20
4/9/2023	HYATT REGENCY HB F&B	Travel, Lodging & Meals	CC 6841	\$98.12
4/9/2023	ALASKA AIR	Travel, Lodging & Meals	CC 6841	\$103.98
4/9/2023	ALASKA AIR 0272331210174	Travel, Lodging & Meals	CC 6841	\$1,124.40
4/9/2023	HYATT REGENCY HB F&B	Travel, Lodging & Meals	CC 6841	\$42.61
4/9/2023	EXPEDIA 72528864287662	Travel, Lodging & Meals	CC 6841	\$6.40
4/9/2023	HYATT REGENCY HNTNG BCH	Travel, Lodging & Meals	CC 6841	\$577.85
4/11/2023	CUBESMART 713	Rent - Facilities Lease	CC 6841	\$330.48
4/12/2023	ULINE *SHIP SUPPLIES	Postage & Delivery - Educational	CC 6841	\$656.59
4/12/2023	SAN DIEGO JUNIOR THEATRE	Educational Services	CC 6841	\$780.00
4/12/2023	FEDEX OFFICE 800000836	Rent - Facilities Lease	CC 6841	\$554.76
4/13/2023	FEDEX OFFICE 800000836	Postage & Delivery - Educational	CC 6841	\$955.66
4/13/2023	FH* CAPTAIN DAVES DOLP	Educational Services	CC 6841	\$208.06
4/14/2023	HYATT REGENCY VALENCIA	Travel, Lodging & Meals	CC 6841	\$283.15
4/14/2023	AIRTABLE.COM/BILL	Technology Services & Software - Busine:	CC 6841	\$264.00
4/14/2023	STARBUCKS STORE 20489	Travel, Lodging & Meals	CC 6841	\$28.15



## Elite Academic Academy - Lucerne

4/16/2023	MOLLY MAID OF SADDLEBACK	Janitorial Services	CC 6841	\$126.00
4/18/2023	FEDEX OFFICE 800000836	Postage & Delivery - Educational	CC 6841	\$114.18
4/18/2023	IN *CHARTER SCHOOLS DEVEL	Registration Fees - conferences	CC 6841	\$3,030.00
4/19/2023	FEDEX OFFICE 800000836	Postage & Delivery - Educational	CC 6841	\$136.35
4/19/2023	ULINE *SHIP SUPPLIES	Postage & Delivery - Educational	CC 6841	\$759.95
4/21/2023	EXPEDIA 72538653534066	Travel, Lodging & Meals	CC 6841	\$289.28
4/21/2023	MOLLY MAID OF SADDLEBACK	Janitorial Services	CC 6841	\$126.00
4/23/2023	DODGERS MOBILE PAYMENT	Educational Services	CC 6841	\$1,400.00
4/24/2023	J2 EFAX SERVICES	Technology Services & Software - Busine:	CC 6841	\$18.99
4/25/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1CLM-6YRR-F4F6	\$8.87
4/25/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1LL9-NPW3-1YCW	\$225.26
4/25/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1T91-TRJC-4LXP	\$208.89
4/25/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1CMY-J3TX-1HNG	\$116.01
4/25/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	11DM-MDQ3-36PC	\$54.91
4/25/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1FW1-79LC-3H3G	\$45.52
4/25/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1R94-QWH7-33N1	\$31.87
4/25/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	17KM-FW9Q-3VJQ	\$31.87
4/25/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1KHF-RN3N-37PV	\$14.01
4/25/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	16NT-1J9T-3HLK	\$15.87
4/25/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	11GM-X4CC-33KT	\$7.65
4/25/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	14GF-NVXF-1YQ4	\$10.99
4/25/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	17Y4-FPL1-1MQD	\$11.01
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1N7R-661R-JLGY	\$61.23
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MGY-M1C6-HGPD	\$144.48
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1DLL-PKPV-HF6L	\$19.38
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17XC-7X1P-HC9D	\$61.08
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	16L1-NNKC-DYW9	\$182.14
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MGF-K33N-FGLG	\$47.27
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1RTV-6FL6-CTD4	\$33.06
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14TG-1HRT-DN3W	\$34.40
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1W4J-TGHL-CX6J	\$64.64
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XJM-LMN1-DVFK	\$27.49
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1RLD-GLLW-9VGL	\$137.11
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1YFP-X7R1-CFN1	\$16.20
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JV7-CC76-9XHD	\$185.30

## Elite Academic Academy - Lucerne

4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1F1T-N6XF-963N	\$105.81
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PGC-7DK1-9FV9	\$74.27
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1K7W-XDTC-99NF	\$78.73
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14TG-1HRT-9CKJ	\$194.84
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19HG-KHJN-6VFFV	\$850.32
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	16RX-V3RM-44DQ	\$436.59
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WLC-6K3Q-16PQ	\$391.73
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1T4Q-V4WC-34L9	\$367.14
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17LT-6KHN-1TTD	\$261.41
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1W4J-TGHL-46NL	\$215.49
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WTC-P631-79FJ	\$204.46
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XJ M-LMN1-41JK	\$188.02
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WTG-KDXR-4NCW	\$176.55
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WTC-P631-1RW6	\$171.71
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19T1-PD13-1CL4	\$166.14
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1TXM-VT7D-1NTG	\$177.15
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1RWN-36LP-61MG	\$164.25
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1J7D-YTH3-4MGT	\$161.61
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1T91-TRJC-4VDP	\$158.31
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	136R-3MYF-3CVF	\$147.52
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	16PG-YYF6-1MW3	\$137.63
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1C6H-YYF3-3CKQ	\$128.31
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13Q4-VLX4-7H4D	\$134.03
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1N3W-6Q9C-1WH4	\$125.48
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1J7D-YTH3-31JD	\$124.91
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WPQ-C94D-4TJ1	\$123.68
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	137J-T6TN-4GD3	\$107.09
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17G4-11R7-3NGV	\$101.08
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WYX-YKGF-4XMH	\$102.13
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CJM-CNTD-4YVG	\$91.07
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1YHW-6J4Y-3PD7	\$95.45
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CNQ-7H3M-3G6N	\$77.87
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1LL9-NPW3-1CY6	\$73.46
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FYM-GXTC-1J9Q	\$64.64
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WMW-41CH-1HKK	\$64.64

## Elite Academic Academy - Lucerne

4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1R3P-W67Y-1KYV	\$67.86
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WRV-9QLL-1J1K	\$64.64
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NFH-X76C-3LNV	\$57.07
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17GW-QGDJ-1PD4	\$56.46
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1RJK-CX3G-1NYG	\$64.35
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13TD-1KDG-1P6P	\$45.62
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XGH-9HVV-3JW7	\$48.92
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FTX-4XDM-4XQF	\$50.35
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WYX-YKGF-3HCQ	\$38.34
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	113C-RPRM-4TFQ	\$22.24
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1F1T-N6XF-1PMG	\$28.65
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1X1G-RH GK-39FL	\$19.27
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KKY-RK1T-43HN	\$16.15
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	113C-RPRM-3HJX	\$18.20
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FW1-79LC-1P1D	\$14.24
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NH7-4W4R-4Q6D	\$14.00
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XGH-9HVV-3MRD	\$8.29
4/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1T91-TRJC-31WG	\$7.56
4/25/2023	Kaiser Foundation Health Plan	Health Insurance	4.83938E+11	\$19,889.06
4/26/2023	Savannah Schuster	Educational Services	42123	\$800.00
4/26/2023	KAJABI GROWTH MONTHLY	Technology Services & Software - Busine:	CC 6841	\$199.00
4/26/2023	FEDEX OFFICE 800000836	Postage & Delivery - Educational	CC 6841	\$462.22
4/26/2023	FEDEX572292732	Postage & Delivery - Educational	CC 6841	\$2,070.49
4/27/2023	SBCSS	STRS	004AprSTRS2023	\$49,000.00
4/27/2023	SBCSS	STRS	004AprSTRS2023	\$49,000.00
4/27/2023	SBCSS	STRS	004AprSTRS2023	\$33,331.56
4/28/2023	All About Learning Press, Inc.	Approved Core Curriculum, Teacher Man	915310	\$83.17
4/28/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1PGC-7DK1-PC6T	\$22.18
4/28/2023	AoPS Incorporated	Approved Core Curriculum, Teacher Man	INV229659	\$129.32
4/28/2023	AoPS Incorporated	Approved Core Curriculum, Teacher Man	INV229655	\$167.00
4/28/2023	AoPS Incorporated	Approved Core Curriculum, Teacher Man	INV229656	\$167.00
4/28/2023	Beautiful Feet Books, Inc.	Approved Core Curriculum, Teacher Man	19527	\$268.35
4/28/2023	Beautiful Feet Books, Inc.	Approved Core Curriculum, Teacher Man	19530	\$176.24
4/28/2023	Beautiful Feet Books, Inc.	Approved Core Curriculum, Teacher Man	19529	\$176.24
4/28/2023	Outschool, Inc.	Approved Core Curriculum, Teacher Man	12345714628	\$100.00

## Elite Academic Academy - Lucerne

4/28/2023	Outschool, Inc.	Approved Core Curriculum, Teacher Man	12345714627	\$160.00
4/28/2023	Outschool, Inc.	Approved Core Curriculum, Teacher Man	12345714625	\$20.00
4/28/2023	Outschool, Inc.	Approved Core Curriculum, Teacher Man	12345714626	\$420.00
4/28/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4019946	\$676.03
4/28/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4019855	\$72.70
4/28/2023	Royal Fireworks Publishing	Approved Core Curriculum, Teacher Man	117579	\$366.30
4/28/2023	STEM Fuse, LLC	Approved Core Curriculum, Teacher Man	803311	\$1,250.00
4/28/2023	Teaching Textbooks, LLC	Approved Core Curriculum, Teacher Man	49201	\$222.92
4/28/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NFH-X76C-1XRD	\$123.52
4/28/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VKX-XRNH-1MGL	\$34.47
4/28/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	16VH-QJF9-1X13	\$222.20
4/28/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FV4-YMG6-P1HC	\$140.51
4/28/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XDC-WV3L-PTV6	\$128.09
4/28/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HFL-CV9D-VQJ1	\$45.24
4/28/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	143N-43Y9-13NK	\$15.07
4/28/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1DRX-X44G-3V9H	\$16.43
4/28/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-9CFA488003132301	\$207.33
4/28/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-197016A204012347	\$190.61
4/28/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-E1BF5A1504012354	\$172.71
4/28/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-9609E53E04012328	\$190.61
4/28/2023	Oak Meadow, Inc	Core Teaching/Student Supplies	138324	\$805.89
4/28/2023	Peter Felix	Core Teaching/Student Supplies	FEL040423a	\$199.00
4/28/2023	Peter Felix	Core Teaching/Student Supplies	FEL040423	\$13.99
4/28/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4019947	\$19.73
4/28/2023	Sameh Abdelmalek	Core Teaching/Student Supplies	ABD040323	\$179.00
4/28/2023	Staples Business Credit	Core Teaching/Student Supplies	7607266778-0-1	\$77.52
4/28/2023	Staples Business Credit	Core Teaching/Student Supplies	7607267656-0-1	\$125.75
4/28/2023	Theresa Bruneau	Core Teaching/Student Supplies	BRU040423	\$67.00
4/28/2023	Zara Plakakis	Core Teaching/Student Supplies	PLA040423	\$30.00
4/28/2023	A+ In Home Tutors dba Firefly Tutors	Educational Services	537473743	\$140.00
4/28/2023	Abby Zabby LLC	Educational Services	537473759	\$276.50
4/28/2023	Amanda Urquidi	Educational Services	URQ040623	\$5.00
4/28/2023	Cambria Lingenfelder	Educational Services	537473763	\$150.00
4/28/2023	Carole Lynne Dance Studio	Educational Services	537481494	\$300.00
4/28/2023	D.D. & S Learning Systems Inc.	Educational Services	537481499	\$290.00

## Elite Academic Academy - Lucerne

4/28/2023	Danielle Reynolds	Educational Services	REY040523	\$295.00
4/28/2023	David Barnes	Educational Services	537473729	\$360.00
4/28/2023	Endeavor Gymnastics	Educational Services	537473738	\$100.00
4/28/2023	Fight Sports Club	Educational Services	537473740	\$300.00
4/28/2023	Frank Velasquez	Educational Services	537481485	\$605.00
4/28/2023	Friends of Willow Tree	Educational Services	537473747	\$320.00
4/28/2023	Jacob Smith	Educational Services	SMI040323a	\$816.62
4/28/2023	Jacob Smith	Educational Services	SMI040323	\$816.62
4/28/2023	Kimberly Baca	Educational Services	BAC040423	\$880.84
4/28/2023	Lorna Jenkins	Educational Services	537481496	\$1,720.00
4/28/2023	Louvina Sheffield	Educational Services	537473778	\$636.00
4/28/2023	Melissa Armas	Educational Services	ARM040323	\$442.00
4/28/2023	Natasha Hernandez	Educational Services	HER040423	\$110.00
4/28/2023	Neesha N. Rahim	Educational Services	3	\$11,500.00
4/28/2023	Neesha N. Rahim	Educational Services	4	\$7,500.00
4/28/2023	P.U.M.A Karate	Educational Services	537481497	\$160.00
4/28/2023	Parnassus Preparatory Academy	Educational Services	537473766	\$4,550.00
4/28/2023	Rebecca Carr	Educational Services	CAR040523	\$676.00
4/28/2023	Riffs Music	Educational Services	537473775	\$260.00
4/28/2023	Temecula Music Teacher, LLC	Educational Services	537473788	\$230.00
4/28/2023	The Rage Entertainment Complex	Educational Services	537473770	\$1,040.00
4/28/2023	The Realm Creative Academy, LLC	Educational Services	537473791	\$100.00
4/28/2023	The Realm Creative Academy, LLC	Educational Services	537481502	\$200.00
4/28/2023	Tim Weaver	Educational Services	WEA040423a	\$500.00
4/28/2023	Tim Weaver	Educational Services	WEA040423	\$500.00
4/28/2023	Top Billing Entertainment Performance Ac	Educational Services	537481504	\$625.00
4/28/2023	Universal Martial Arts Centers, LLC	Educational Services	537473792	\$260.00
4/28/2023	Xtreme Fit Temecula	Educational Services	537473800	\$324.00
4/28/2023	Department of Justice	Fingerprinting	649787	\$49.00
4/28/2023	Amazon Capital Services, Inc.	Materials & Supplies - Office	1P4C-9P6D-PLGN	\$37.85
4/28/2023	Frontier	Phone / Internet / Website Fees	005May2023	\$398.25
4/28/2023	Wildomar Valley Wood Products, Inc., Defi Rent - Facilities Lease		05May2023Lease	\$2,752.50
4/28/2023	El Paseo Children's Center, Inc.	Special Education Services	2889	\$8,200.00
4/28/2023	TSW Therapy, Inc.	Special Education Services	1390	\$5,045.00
4/28/2023	TSW Therapy, Inc.	Special Education Services	1391	\$1,300.00

## Elite Academic Academy - Lucerne

4/28/2023	TSW Therapy, Inc.	Special Education Services	1393	\$2,407.50
4/28/2023	The Speech and Language Group, Inc	Special Education Services	44986	\$1,562.50
4/28/2023	School Pathways Holdings, LLC	Technology Services & Software - Educat	140-INV4734	\$3,894.10
4/28/2023	MOLLY MAID OF SADDLEBACK	Janitorial Services	CC 6841	\$126.00
4/30/2023	VISTAPRINT	Materials & Supplies - Office	CC 6841	\$519.70
4/30/2023	VISTAPRINT	Materials & Supplies - Office	CC 6841	\$428.99
5/1/2023	Hawk Ranch	Educational Services	339	\$7,686.46
5/1/2023	Industrial Fire Protection	Fire, Alarm & Pest control	FF17048	\$22.50
5/2/2023	All About Learning Press, Inc.	Approved Core Curriculum, Teacher Man	915333	\$225.06
5/2/2023	All About Learning Press, Inc.	Approved Core Curriculum, Teacher Man	915332	\$225.06
5/2/2023	Beautiful Feet Books, Inc.	Approved Core Curriculum, Teacher Man	19532	\$259.19
5/2/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	BI0018751	\$260.20
5/2/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	BI0018753	\$266.62
5/2/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	BI0018752	\$244.62
5/2/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	BI0018792	\$266.62
5/2/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	BI0018793	\$599.42
5/2/2023	Christine DeHaven	Approved Core Curriculum, Teacher Man	DEH041023	\$291.25
5/2/2023	Demme Learning LLC	Approved Core Curriculum, Teacher Man	0613894-IN	\$406.55
5/2/2023	Harbor and Sprout	Approved Core Curriculum, Teacher Man	153497	\$136.40
5/2/2023	Home Science Tools	Approved Core Curriculum, Teacher Man	501658	\$65.40
5/2/2023	Home Science Tools	Approved Core Curriculum, Teacher Man	501997	\$211.80
5/2/2023	Institute for Excellence in Writing	Approved Core Curriculum, Teacher Man	1000713	\$220.10
5/2/2023	Learning Without Tears	Approved Core Curriculum, Teacher Man	INV171203	\$31.14
5/2/2023	Learning Without Tears	Approved Core Curriculum, Teacher Man	INV171183	\$39.54
5/2/2023	Logic of English	Approved Core Curriculum, Teacher Man	SI-176182	\$217.36
5/2/2023	MEL Science U.S., LLC	Approved Core Curriculum, Teacher Man	AL2023033106	\$298.12
5/2/2023	MEL Science U.S., LLC	Approved Core Curriculum, Teacher Man	BC2023033111	\$496.87
5/2/2023	MEL Science U.S., LLC	Approved Core Curriculum, Teacher Man	MN2023040902	\$298.12
5/2/2023	MEL Science U.S., LLC	Approved Core Curriculum, Teacher Man	LS2023041101	\$460.50
5/2/2023	Memoria Press	Approved Core Curriculum, Teacher Man	C232742	\$123.77
5/2/2023	Mimeo.com, Inc	Approved Core Curriculum, Teacher Man	1901813	\$101.25
5/2/2023	Moving Beyond the Page	Approved Core Curriculum, Teacher Man	278443	\$1,122.01
5/2/2023	Outschool, Inc.	Approved Core Curriculum, Teacher Man	12345715214	\$384.00
5/2/2023	Pandia Press	Approved Core Curriculum, Teacher Man	39886	\$222.97
5/2/2023	Pandia Press	Approved Core Curriculum, Teacher Man	39891	\$93.49

## Elite Academic Academy - Lucerne

5/2/2023	Pandia Press	Approved Core Curriculum, Teacher Man	39889	\$93.49
5/2/2023	Pandia Press	Approved Core Curriculum, Teacher Man	39890	\$78.49
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4002513	\$72.52
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025197	\$26.91
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025113	\$455.47
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4024930	\$13.47
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4024933	\$308.38
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025057	\$33.44
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025190	\$326.19
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025211	\$211.91
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025192	\$531.34
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025173	\$315.65
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025191	\$43.93
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4024932	\$68.79
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025026	\$251.38
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025188	\$310.88
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025195	\$238.87
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025101	\$345.86
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025212	\$502.55
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025200	\$190.58
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025093	\$235.37
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025117	\$61.81
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025096	\$182.35
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025121	\$460.55
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4024929	\$219.40
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025171	\$237.24
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025100	\$127.00
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025210	\$369.72
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025095	\$33.44
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025193	\$209.83
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025037	\$566.57
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4024934	\$47.68
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025170	\$51.60
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025389	\$316.32
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025202	\$105.34

## Elite Academic Academy - Lucerne

5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025395	\$509.50
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025387	\$39.47
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025398	\$175.16
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025393	\$402.11
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025396	\$42.25
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025406	\$45.83
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025418	\$741.22
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025407	\$163.27
5/2/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4026336	\$384.73
5/2/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S265604	\$171.46
5/2/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S265569	\$259.00
5/2/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S265572	\$189.64
5/2/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S265570	\$38.05
5/2/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S265617	\$185.70
5/2/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S265616	\$188.84
5/2/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S265626	\$85.00
5/2/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S265619	\$174.00
5/2/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S265618	\$187.66
5/2/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	474713	\$86.89
5/2/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	474714	\$43.45
5/2/2023	TalkBox.Mom	Approved Core Curriculum, Teacher Man	613518	\$829.77
5/2/2023	Teacher Synergy LLC	Approved Core Curriculum, Teacher Man	227615393	\$3.00
5/2/2023	Teacher Synergy LLC	Approved Core Curriculum, Teacher Man	227665219	\$25.50
5/2/2023	Teacher Synergy LLC	Approved Core Curriculum, Teacher Man	227663964	\$170.98
5/2/2023	Teacher Synergy LLC	Approved Core Curriculum, Teacher Man	227800444	\$24.00
5/2/2023	2 Crafty Mamas	Core Teaching/Student Supplies	537474475	\$216.41
5/2/2023	Arts Attack	Core Teaching/Student Supplies	22-5820	\$94.64
5/2/2023	Blick Art Materials	Core Teaching/Student Supplies	634881	\$77.64
5/2/2023	Blick Art Materials	Core Teaching/Student Supplies	635661	\$203.24
5/2/2023	Blick Art Materials	Core Teaching/Student Supplies	637268	\$153.75
5/2/2023	Blick Art Materials	Core Teaching/Student Supplies	635584	\$195.19
5/2/2023	Blick Art Materials	Core Teaching/Student Supplies	630652	\$99.66
5/2/2023	Home Science Tools	Core Teaching/Student Supplies	501659	\$43.85
5/2/2023	Home Science Tools	Core Teaching/Student Supplies	501652	\$74.90
5/2/2023	Home Science Tools	Core Teaching/Student Supplies	502278	\$74.90



## Elite Academic Academy - Lucerne

5/2/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-CC38F54804072303	\$51.20
5/2/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-805FB00A04072313	\$112.28
5/2/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-B7C8A30F04072351	\$229.29
5/2/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-0459BA3604072303	\$80.46
5/2/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-78D0652804072326	\$73.22
5/2/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-B836CE3E04102343	\$102.26
5/2/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-C38D792204122346	\$389.35
5/2/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-923CDB0404122336	\$108.70
5/2/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-C664345704122343	\$250.07
5/2/2023	Kristen Lawrence	Core Teaching/Student Supplies	LAW040723	\$65.00
5/2/2023	Kristen Lawrence	Core Teaching/Student Supplies	LAW040723a	\$50.00
5/2/2023	Lakeshore Learning Materials	Core Teaching/Student Supplies	5.99229E+11	\$24.29
5/2/2023	Lakeshore Learning Materials	Core Teaching/Student Supplies	6.00056E+11	\$111.64
5/2/2023	Lakeshore Learning Materials	Core Teaching/Student Supplies	6.00674E+11	\$56.51
5/2/2023	Little Passports, Inc	Core Teaching/Student Supplies	IN-0000995766	\$182.04
5/2/2023	Little Passports, Inc	Core Teaching/Student Supplies	IN-0000995765	\$322.60
5/2/2023	Little Passports, Inc	Core Teaching/Student Supplies	IN-0000995771	\$361.39
5/2/2023	Monique Waithe	Core Teaching/Student Supplies	WAI041023	\$10.94
5/2/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4024956	\$44.68
5/2/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4025114	\$915.77
5/2/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4025109	\$26.48
5/2/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4025052	\$212.39
5/2/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4025390	\$24.36
5/2/2023	Schoolhouse Discoveries LLC	Core Teaching/Student Supplies	1257	\$60.14
5/2/2023	Alyssa Allison	Educational Services	ALL041023	\$400.00
5/2/2023	Beyond Today Sports Institute	Educational Services	537481474	\$1,609.61
5/2/2023	Branche Jones	Educational Services	113	\$1,500.00
5/2/2023	Catherine Johnson	Educational Services	JOH041323	\$123.00
5/2/2023	Christopher Bruneau	Educational Services	BRU040723	\$292.64
5/2/2023	Esther Joo	Educational Services	KAN040623	\$210.00
5/2/2023	Gladys Lugo	Educational Services	LUG041123	\$250.00
5/2/2023	Gloria Rosales	Educational Services	ROS040723	\$154.00
5/2/2023	Jacob Smith	Educational Services	SMI041223	\$116.66
5/2/2023	Jessica Rice	Educational Services	537481481	\$130.00
5/2/2023	Kristy Lauzon	Educational Services	LAU040623	\$16.50

## Elite Academic Academy - Lucerne

5/2/2023	Kyana Pacheco	Educational Services	PAC040623	\$33.00
5/2/2023	Lena Olson	Educational Services	8	\$250.00
5/2/2023	Lena Olson	Educational Services	9	\$250.00
5/2/2023	Lena Olson	Educational Services	10	\$250.00
5/2/2023	Maricela de la Rosa	Educational Services	DEL041223	\$383.50
5/2/2023	Marie Jacklin	Educational Services	JAC040623	\$16.50
5/2/2023	Marie Jacklin	Educational Services	JAC041023	\$500.00
5/2/2023	Mayrin Menjivar	Educational Services	MEN041123	\$1,379.00
5/2/2023	Melissa J. Diwa Enterprises	Educational Services	537481482	\$1,440.00
5/2/2023	Melissa J. Diwa Enterprises	Educational Services	537485216	\$1,275.00
5/2/2023	Monica Vaughn	Educational Services	VAU040623	\$40.00
5/2/2023	Nicole A. Gollaz	Educational Services	GOL041023	\$425.00
5/2/2023	Orange County Surf Coaching	Educational Services	537485220	\$160.00
5/2/2023	Povi-Tamu Bryant	Educational Services	BRY040723	\$49.50
5/2/2023	Raquel Noble	Educational Services	NOB041023	\$105.00
5/2/2023	Rebeca Dominguez	Educational Services	DOM040723	\$33.00
5/2/2023	Rebeca Dominguez	Educational Services	DOM040723a	\$405.00
5/2/2023	Regina Rivero	Educational Services	RIV041223	\$320.00
5/2/2023	Regina Rivero	Educational Services	RIV041223a	\$320.00
5/2/2023	Reshma Solbach	Educational Services	537485219	\$200.00
5/2/2023	Sandi Martinez-Mead	Educational Services	MAR040723	\$33.00
5/2/2023	Sharae Johnson	Educational Services	JOH040623	\$10.00
5/2/2023	Stacey Chen	Educational Services	CHE041023b	\$77.00
5/2/2023	Stacey Chen	Educational Services	CHE041023e	\$194.67
5/2/2023	Stacey Chen	Educational Services	CHE041023a	\$194.67
5/2/2023	Stacey Chen	Educational Services	CHE041023d	\$154.00
5/2/2023	Stacey Chen	Educational Services	CHE041023	\$308.00
5/2/2023	Stacey Chen	Educational Services	CHE041023c	\$108.15
5/2/2023	Thomas Bertling	Educational Services	BER040623	\$385.00
5/2/2023	Thomas Bertling	Educational Services	BER041023	\$350.00
5/2/2023	Tiffany Pereda	Educational Services	PER040723	\$260.00
5/2/2023	Vibe Performing Arts	Educational Services	537481509	\$106.66
5/2/2023	Wayde Nicholson	Educational Services	NIC040723	\$49.50
5/2/2023	Anthem Blue Cross	Health Insurance	2.02305E+11	\$24,592.34
5/2/2023	Guardian	Health Insurance	005May2023	\$4,693.66

## Elite Academic Academy - Lucerne

5/2/2023	1st Place Spirit Wear	Marketing	414	\$840.00
5/2/2023	FlipSwitch Marketing LLC	Marketing	INVM360	\$8,291.77
5/2/2023	Pioneer Nashville II, LLC	Rent - Facilities Lease	005May23STE130	\$1,030.50
5/2/2023	Desert Occupational Therapy for Kids, Inc.	Special Education Services	2	\$480.00
5/2/2023	McColgan & Associates, Inc	Special Education Services	4957	\$3,100.00
5/2/2023	McColgan & Associates, Inc	Special Education Services	4955	\$11,669.80
5/2/2023	The Upward Bound School Inc	Special Education Services	2023-EAA-16	\$1,021.25
5/2/2023	AGiRepair, Inc.	Technology Services & Software - Educat	69085	\$119.00
5/2/2023	Southern California Edison	Utilities - Gas/Electric/Water	005MaySCE2023LU	\$122.35
5/3/2023	CliftonLarsonAllen LLP	Accounting Fees / Audit	3657163	\$4,776.00
5/3/2023	Life Storage	Rent - Facilities Lease	004Apr23#658b	\$116.50
5/4/2023	Universal Studios Hollywood	Educational Services	4122023	\$2,128.50
5/9/2023	Savannah Schuster	Educational Services	50623	\$800.00
5/10/2023	Beautiful Feet Books, Inc.	Approved Core Curriculum, Teacher Man	19528	\$460.64
5/10/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	BI0019006	\$53.84
5/10/2023	MEL Science U.S., LLC	Approved Core Curriculum, Teacher Man	IS2023041406	\$298.12
5/10/2023	Mimeo.com, Inc	Approved Core Curriculum, Teacher Man	1903374	\$62.39
5/10/2023	Outschool, Inc.	Approved Core Curriculum, Teacher Man	12345715660	\$120.00
5/10/2023	Outschool, Inc.	Approved Core Curriculum, Teacher Man	12345715662	\$168.00
5/10/2023	Outschool, Inc.	Approved Core Curriculum, Teacher Man	12345715661	\$32.00
5/10/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025054	\$79.08
5/10/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4029479	\$23.93
5/10/2023	School Specialty, LLC	Approved Core Curriculum, Teacher Man	3.08104E+11	\$175.49
5/10/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	474891	\$43.75
5/10/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	474892	\$43.05
5/10/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	474898	\$86.09
5/10/2023	Teacher Synergy LLC	Approved Core Curriculum, Teacher Man	227624921	\$19.00
5/10/2023	Teacher Synergy LLC	Approved Core Curriculum, Teacher Man	228188241	\$32.00
5/10/2023	Cody Simms	Board Stipends - Attendance	05May2023LU	\$300.00
5/10/2023	Kent Christensen	Board Stipends - Attendance	05May2023LU	\$300.00
5/10/2023	Susan Ann McDougal	Board Stipends - Attendance	05May2023LU	\$300.00
5/10/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1TQF-WK6Y-VWJH	\$7.28
5/10/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	16CJ-37FJ-LPHX	\$130.02
5/10/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PFD-KYJK-DQNG	\$57.58
5/10/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13MN-7G1C-C76C	\$43.44

## Elite Academic Academy - Lucerne

5/10/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1Q1L-61MX-N6LV	\$51.96
5/10/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1X16-NPQN-9H31	\$55.72
5/10/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	141L-H6CP-R1C9	\$27.66
5/10/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1K97-HY9X-3WYW	\$16.30
5/10/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1DT4-FRFG-NMLL	\$4,314.91
5/10/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1K1V-76FP-1R33	\$63.03
5/10/2023	Blick Art Materials	Core Teaching/Student Supplies	667642	\$54.03
5/10/2023	Christy Swamidass	Core Teaching/Student Supplies	SWA041723e	\$119.88
5/10/2023	Christy Swamidass	Core Teaching/Student Supplies	SWA041723a	\$75.00
5/10/2023	Class of Recognition	Core Teaching/Student Supplies	527491606	\$145.89
5/10/2023	Deanna Westedt	Core Teaching/Student Supplies	WES041423	\$43.09
5/10/2023	Jostens	Core Teaching/Student Supplies	31124002	\$451.83
5/10/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-CODEE77602282323	\$77.52
5/10/2023	Mimeo.com, Inc	Core Teaching/Student Supplies	1903374	\$236.83
5/10/2023	Staples Business Credit	Core Teaching/Student Supplies	7375234229-0-1	\$4.71
5/10/2023	Staples Business Credit	Core Teaching/Student Supplies	7607412713-2-1	\$16.93
5/10/2023	Staples Business Credit	Core Teaching/Student Supplies	7375723360-0-1	\$296.95
5/10/2023	Staples Business Credit	Core Teaching/Student Supplies	7608146277-0-3	\$14.96
5/10/2023	Staples Business Credit	Core Teaching/Student Supplies	7608146825-0-1	\$67.98
5/10/2023	Staples Business Credit	Core Teaching/Student Supplies	7608146825-0-4	\$21.94
5/10/2023	Staples Business Credit	Core Teaching/Student Supplies	7608147474-0-1	\$24.75
5/10/2023	Staples Business Credit	Core Teaching/Student Supplies	7608145645-0-3	\$63.38
5/10/2023	Staples Business Credit	Core Teaching/Student Supplies	7608145645-0-1	\$67.98
5/10/2023	Staples Business Credit	Core Teaching/Student Supplies	7608146277-0-1	\$67.98
5/10/2023	Staples Business Credit	Core Teaching/Student Supplies	7608146825-0-2	\$52.79
5/10/2023	Staples Business Credit	Core Teaching/Student Supplies	7608213345-0-1	\$126.58
5/10/2023	Staples Business Credit	Core Teaching/Student Supplies	7608213345-0-2	\$12.92
5/10/2023	Staples Business Credit	Core Teaching/Student Supplies	7608446996-0-1	\$150.03
5/10/2023	Staples Business Credit	Dues & Memberships	7375641244-0-1	\$162.58
5/10/2023	Ashley Patterson	Educational Services	PAT041923	\$121.00
5/10/2023	Ashley Patterson	Educational Services	PAT042123	\$242.00
5/10/2023	Briana Mendoza Polintan	Educational Services	MEN042023	\$550.00
5/10/2023	Casey Rojas	Educational Services	ROJ042023	\$5.00
5/10/2023	Casey Rojas	Educational Services	ROJ042023a	\$5.00
5/10/2023	Christy Swamidass	Educational Services	SWA041723h	\$105.00

## Elite Academic Academy - Lucerne

5/10/2023	Christy Swamidass	Educational Services	SWA041723c	\$122.50
5/10/2023	Christy Swamidass	Educational Services	SWA041723k	\$105.00
5/10/2023	Christy Swamidass	Educational Services	SWA041723	\$105.00
5/10/2023	Christy Swamidass	Educational Services	SWA041723f	\$107.95
5/10/2023	Christy Swamidass	Educational Services	SWA041723l	\$183.75
5/10/2023	Christy Swamidass	Educational Services	SWA041723g	\$122.50
5/10/2023	Christy Swamidass	Educational Services	SWA041723i	\$183.75
5/10/2023	Christy Swamidass	Educational Services	SWA041723m	\$122.50
5/10/2023	Christy Swamidass	Educational Services	SWA041723b	\$122.50
5/10/2023	Christy Swamidass	Educational Services	SWA041723d	\$105.00
5/10/2023	Christy Swamidass	Educational Services	SWA041723j	\$122.50
5/10/2023	Cynthia Aragon	Educational Services	ARA041923	\$157.17
5/10/2023	Da Gang He	Educational Services	HE042123	\$187.50
5/10/2023	Deborah Runyan Vu	Educational Services	RUN041823	\$130.00
5/10/2023	Frank Velasquez	Educational Services	537488968	\$140.00
5/10/2023	Heavy Skies Music, Inc.	Educational Services	11602	\$11,475.00
5/10/2023	Huckleberry Center for Creative Learning	Educational Services	537489679	\$2,676.66
5/10/2023	Irvine Barclay Theatre	Educational Services	42823	\$296.00
5/10/2023	Jill Morrison	Educational Services	537488962	\$816.00
5/10/2023	Kimberly Keeth	Educational Services	537493539	\$1,440.00
5/10/2023	Kristen Lawrence	Educational Services	LAW042023a	\$115.00
5/10/2023	Kristen Lawrence	Educational Services	LAW042023	\$135.00
5/10/2023	Melissa Cole	Educational Services	537488965	\$45.00
5/10/2023	Melissa J. Diwa Enterprises	Educational Services	537487617	\$1,656.00
5/10/2023	Melissa J. Diwa Enterprises	Educational Services	537488963	\$540.00
5/10/2023	Olivia Alarcon	Educational Services	ALA041923	\$125.00
5/10/2023	Perla Lacher	Educational Services	LAC041323	\$139.00
5/10/2023	Reshma Solbach	Educational Services	537491459	\$100.00
5/10/2023	Roxana Davison	Educational Services	DAV041923	\$69.50
5/10/2023	Tamra Holland	Educational Services	HOL041423a	\$49.00
5/10/2023	Tamra Holland	Educational Services	HOL041423	\$49.00
5/10/2023	Xtreme Fit Temecula	Educational Services	537493580	\$662.00
5/10/2023	Knight Security & Fire Systems	Fire, Alarm & Pest control	165843	\$20.00
5/10/2023	Great American Insurance Group	General Liability Insurance	005May2023LU	\$472.50
5/10/2023	Mary R. Pierce, Esq.	Legal Fees	202323	\$187.50

## Elite Academic Academy - Lucerne

5/10/2023	Amazon Capital Services, Inc.	Materials & Supplies - Office	1DLG-DWF3-G9GF	\$283.05
5/10/2023	Ashlea Kirkland	Mileage, Parking & Tolls	KIR041723	\$32.90
5/10/2023	Charters Choice Educational Services Inc	Special Education Services	804	\$3,640.00
5/10/2023	McColgan & Associates, Inc	Special Education Services	4927	\$2,790.00
5/10/2023	NCS Pearson, Inc.	Special Education Services	21661372	\$58.59
5/10/2023	AGiRepair, Inc.	Technology Services & Software - Educat	70303	\$149.00
5/10/2023	Laura Spencer	Technology Services & Software - Educat	SPE041723	\$119.50
5/10/2023	Ashlea Kirkland	Travel, Lodging & Meals	KIR041723	\$39.90
5/10/2023	Laura Spencer	Travel, Lodging & Meals	SPE041723	\$42.45
5/15/2023	Aflac	Health Insurance	561223	\$977.09
5/16/2023	EPS Operations, LLC	Approved Core Curriculum, Teacher Man	2.089E+11	\$24.51
5/16/2023	Mimeo.com, Inc	Approved Core Curriculum, Teacher Man	1905073	\$46.97
5/16/2023	Outschool, Inc.	Approved Core Curriculum, Teacher Man	12345716011	\$72.00
5/16/2023	Outschool, Inc.	Approved Core Curriculum, Teacher Man	12345716010	\$150.00
5/16/2023	Outschool, Inc.	Approved Core Curriculum, Teacher Man	12345716012	\$96.00
5/16/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025410	\$89.00
5/16/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4035162	\$150.22
5/16/2023	Scholastic Inc. Education	Approved Core Curriculum, Teacher Man	48661135	\$5,081.29
5/16/2023	Pitney Bowes Global Financial Services LLC	Business Services	3106075722	\$104.45
5/16/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1YKC-RRHJ-79YP	\$757.30
5/16/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XNP-LM9X-H417	\$103.52
5/16/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QT1-Y39G-4MPR	\$11.91
5/16/2023	GIGIL, LLC	Core Teaching/Student Supplies	EAA04235334	\$260.01
5/16/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-2C84A0D004262345	\$114.06
5/16/2023	Skinit Acquisition LLC	Core Teaching/Student Supplies	PSI-20025526	\$651.07
5/16/2023	Staples Business Credit	Core Teaching/Student Supplies	7608145645-0-2	\$33.71
5/16/2023	Staples Business Credit	Core Teaching/Student Supplies	7608147474-0-2	\$33.71
5/16/2023	Staples Business Credit	Core Teaching/Student Supplies	7608146277-0-2	\$33.71
5/16/2023	Staples Business Credit	Core Teaching/Student Supplies	7608146825-0-3	\$33.71
5/16/2023	The Letter K Corp (Tinker the Robot)	Core Teaching/Student Supplies	157	\$9.41
5/16/2023	ATC Corona Inc.	Educational Services	537490781	\$55.00
5/16/2023	Cadenza School of Music	Educational Services	537491458	\$300.00
5/16/2023	Cheryl McCormick	Educational Services	16	\$3,312.00
5/16/2023	Fight Sports Club	Educational Services	537491460	\$450.00
5/16/2023	Frog Creek Adventure School	Educational Services	537490786	\$1,031.20

## Elite Academic Academy - Lucerne

5/16/2023	Gladys Lugo	Educational Services	LUG042623	\$150.00
5/16/2023	Head2Heart Partners in Education	Educational Services	537489676	\$1,050.00
5/16/2023	Marie Campbell	Educational Services	CAM042523	\$420.00
5/16/2023	Marie Campbell	Educational Services	CAM042523a	\$420.00
5/16/2023	Melissa J. Diwa Enterprises	Educational Services	537491212	\$2,828.00
5/16/2023	Melissa J. Diwa Enterprises	Educational Services	537490784	\$2,110.50
5/16/2023	Murrieta Academy of Music and Performir	Educational Services	537491465	\$304.00
5/16/2023	Murrieta Academy of Music and Performir	Educational Services	537490787	\$152.00
5/16/2023	Natasha Hernandez	Educational Services	HER042523	\$250.00
5/16/2023	Natasha Hernandez	Educational Services	HER042623	\$100.00
5/16/2023	Olivia Alarcon	Educational Services	ALA042423	\$125.00
5/16/2023	Olivia Alarcon	Educational Services	ALA042423a	\$75.00
5/16/2023	Olivia Alarcon	Educational Services	ALA042423d	\$215.00
5/16/2023	Olivia Alarcon	Educational Services	ALA042423C	\$215.00
5/16/2023	Olivia Alarcon	Educational Services	ALA042423b	\$125.00
5/16/2023	Perla Lacher	Educational Services	LAC042123	\$130.00
5/16/2023	Povi-Tamu Bryant	Educational Services	BRY042423	\$495.44
5/16/2023	Renee Garcia	Educational Services	GAR042623	\$179.00
5/16/2023	The Rage Entertainment Complex	Educational Services	537378071	\$490.00
5/16/2023	The Rage Entertainment Complex	Educational Services	537491469	\$350.00
5/16/2023	The Rage Entertainment Complex	Educational Services	537491213	\$192.00
5/16/2023	Tim Weaver	Educational Services	WEA042123	\$500.00
5/16/2023	Tim Weaver	Educational Services	WEA042423	\$500.00
5/16/2023	Hatch & Cesario, Attorneys-at-Law	Legal Fees	15088	\$1,238.50
5/16/2023	Hatch & Cesario, Attorneys-at-Law	Legal Fees	15087	\$9,523.00
5/16/2023	FIS LOCKBOX OPERATIONS ATTN:PITNEY B	Postage & Delivery - Educational	017.LU	\$5,000.00
5/16/2023	Pro-Ed, Inc.	Special Education Services	2986992	\$33.46
5/16/2023	Riverside Insights	Special Education Services	INV161398	\$309.25
5/16/2023	Specialized Therapy Services, Inc.	Special Education Services	ELAA01-0323	\$1,917.20
5/16/2023	Staples Technology Solutions	Technology Services & Software - Educat	NVZ787	\$1,756.00
5/16/2023	T-Mobile	Technology Services & Software - Educat	988741886-01	\$5,491.87
5/16/2023	T-Mobile	Technology Services & Software - Educat	981231998-13	\$1,360.80
5/24/2023	Savannah Schuster	Educational Services	51923	\$800.00
5/25/2023	Ivy Kids LLC	Approved Core Curriculum, Teacher Man	4724	\$113.85
5/25/2023	Outschool, Inc.	Approved Core Curriculum, Teacher Man	12345716491	\$75.00

## Elite Academic Academy - Lucerne

5/25/2023	Outschool, Inc.	Approved Core Curriculum, Teacher Man	12345716492	\$56.00
5/25/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4025199	\$128.58
5/25/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4029477	\$140.42
5/25/2023	Valley Office Equipment**	Copier Lease, Service, Toner & Repair	IN2304-1543	\$15.61
5/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1W17-74JT-C7MY	\$3,159.63
5/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1DTL-J7QH-HJVM	\$374.29
5/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MDY-133J-KCQL	\$437.40
5/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JXX-PWQ4-W64W	\$16.15
5/25/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JDG-JHGP-W6YY	\$16.15
5/25/2023	Blick Art Materials	Core Teaching/Student Supplies	718955	\$173.85
5/25/2023	Casey Rojas	Core Teaching/Student Supplies	ROJ042723	\$44.99
5/25/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-F3336D8704202324	\$107.59
5/25/2023	Lakeshore Learning Materials	Core Teaching/Student Supplies	5.99229E+11	\$176.12
5/25/2023	Mimeo.com, Inc	Core Teaching/Student Supplies	1906784	\$1,287.10
5/25/2023	Robert Avetisian	Core Teaching/Student Supplies	AVE042723	\$45.00
5/25/2023	Thomas S. Olson	Core Teaching/Student Supplies	OLS042823	\$72.74
5/25/2023	Zara Plakakis	Core Teaching/Student Supplies	PLA050323	\$30.00
5/25/2023	A+ In Home Tutors dba Firefly Tutors	Educational Services	537494617	\$560.00
5/25/2023	ATC Corona Inc.	Educational Services	537491456	\$250.00
5/25/2023	Abby Zabby LLC	Educational Services	537493528	\$206.60
5/25/2023	Alyssa Allison	Educational Services	ALL050323	\$400.00
5/25/2023	Amazing Athletes of Inland Empire	Educational Services	537493520	\$112.00
5/25/2023	Branche Jones	Educational Services	114	\$1,500.00
5/25/2023	Briana Mendoza Polintan	Educational Services	MEN050223	\$275.00
5/25/2023	CMMC Learning Center LLC	Educational Services	537491463	\$478.80
5/25/2023	Cambria Lingenfelder	Educational Services	537491462	\$1,000.00
5/25/2023	Cambria Lingenfelder	Educational Services	537492068	\$600.00
5/25/2023	Caroline Beus	Educational Services	537493522	\$325.00
5/25/2023	David Barnes	Educational Services	537493525	\$360.00
5/25/2023	DeeAnn Houck	Educational Services	HOU050323	\$199.00
5/25/2023	EM Sports LLC	Educational Services	537492066	\$788.63
5/25/2023	Endeavor Gymnastics	Educational Services	537495157	\$500.00
5/25/2023	Frank Velasquez	Educational Services	537493524	\$465.00
5/25/2023	Frog Creek Adventure School	Educational Services	537491461	\$515.60
5/25/2023	Huckleberry Center for Creative Learning	Educational Services	537493532	\$1,524.98



## Elite Academic Academy - Lucerne

5/25/2023	Iron Fist Martial Arts	Educational Services	537493536	\$130.00
5/25/2023	Jaclyn Hutchins*	Educational Services	537493535	\$607.50
5/25/2023	Jeff Speakman's Kenpo 5.0 Whittier	Educational Services	537493537	\$209.00
5/25/2023	Laura Meer	Educational Services	537491471	\$370.00
5/25/2023	Lily Diehl	Educational Services	537493540	\$325.00
5/25/2023	Lorna Jenkins	Educational Services	537494618	\$1,512.00
5/25/2023	Louvina Sheffield	Educational Services	537493562	\$486.00
5/25/2023	Master Lee's Kung Fu San Soo	Educational Services	537493542	\$139.00
5/25/2023	Max Khov	Educational Services	KHO050223a	\$72.50
5/25/2023	Max Khov	Educational Services	KHO050223	\$72.50
5/25/2023	Melissa Cole	Educational Services	537492062	\$810.00
5/25/2023	Melissa J. Diwa Enterprises	Educational Services	537492061	\$1,620.00
5/25/2023	Melissa J. Diwa Enterprises	Educational Services	537491457	\$8,025.00
5/25/2023	Melissa J. Diwa Enterprises	Educational Services	537493523	\$1,620.00
5/25/2023	Melissa J. Diwa Enterprises	Educational Services	537494601	\$1,080.00
5/25/2023	Melissa Leonard	Educational Services	537493543	\$490.00
5/25/2023	Neesha N. Rahim	Educational Services	6	\$11,500.00
5/25/2023	Neesha N. Rahim	Educational Services	7	\$7,500.00
5/25/2023	Nicole Barnhart	Educational Services	537494619	\$875.00
5/25/2023	Nicole Barnhart	Educational Services	537495158	\$280.00
5/25/2023	Noonan family Swim School, Inc.	Educational Services	537491466	\$412.78
5/25/2023	Odilia Springmann	Educational Services	SPR042723	\$150.00
5/25/2023	On Pointe Productions, LLC	Educational Services	537493545	\$332.00
5/25/2023	Parnassus Preparatory Academy	Educational Services	537493548	\$4,200.00
5/25/2023	Perla Lacher	Educational Services	LAC050323	\$139.00
5/25/2023	Povi-Tamu Bryant	Educational Services	BRY050223	\$985.00
5/25/2023	Power of Leverage Brazilian Jiu Jitsu	Educational Services	537491468	\$441.00
5/25/2023	Rachel Pulizzi	Educational Services	537492064	\$2,050.00
5/25/2023	Riffs Music	Educational Services	537493556	\$260.00
5/25/2023	Robert Avetisian	Educational Services	AVE050323	\$100.00
5/25/2023	Rock Rose School of Creative Learning	Educational Services	537493527	\$300.00
5/25/2023	Rockstars of Tomorrow	Educational Services	537491470	\$590.00
5/25/2023	Roxana Davison	Educational Services	DAV042723	\$69.50
5/25/2023	Sand n' Straw LLC	Educational Services	537493950	\$920.00
5/25/2023	SoCal STEM LLC	Educational Services	537493955	\$798.00

## Elite Academic Academy - Lucerne

5/25/2023	Temecula Music Teacher, LLC	Educational Services	537493959	\$230.00
5/25/2023	The Rage Entertainment Complex	Educational Services	537493551	\$1,909.00
5/25/2023	The Realm Creative Academy, LLC	Educational Services	537493962	\$300.00
5/25/2023	Top Billing Entertainment Performance Ac	Educational Services	537492069	\$1,758.00
5/25/2023	Universal Martial Arts Centers, LLC	Educational Services	537493565	\$260.00
5/25/2023	Vibe Performing Arts	Educational Services	537493970	\$706.66
5/25/2023	Write On! Webb	Educational Services	3136	\$147.00
5/25/2023	Write On! Webb	Educational Services	3139	\$497.00
5/25/2023	Certifix Live Scan	Fingerprinting	74739	\$79.50
5/25/2023	Department of Justice	Fingerprinting	656094	\$49.00
5/25/2023	Blank Rome LLP	Legal Fees	2110952	\$711.88
5/25/2023	FlipSwitch Marketing LLC	Marketing	INVM362	\$7,640.29
5/25/2023	Amazon Capital Services, Inc.	Materials & Supplies - Office	1NCQ-3QM9-GNWT	\$123.89
5/25/2023	Thomas S. Olson	Mileage, Parking & Tolls	OLS042823	\$6.00
5/25/2023	Ruff and Ready Moving, LLC	Misc. Operating Expense	52323	\$1,109.00
5/25/2023	Frontier	Phone / Internet / Website Fees	006Jun2023	\$384.92
5/25/2023	AGiRepair, Inc.	Technology Services & Software - Educat	72110	\$119.00
5/25/2023	AGiRepair, Inc.	Technology Services & Software - Educat	72045	\$219.00
5/25/2023	OPS	Technology Services & Software - Educat	2443	\$1,334.23
5/25/2023	Panorama Education	Technology Services & Software - Educat	INV9826	\$4,375.00
5/25/2023	School Pathways Holdings, LLC	Technology Services & Software - Educat	140-INV4843	\$4,220.44
5/26/2023	SBCSS	STRS	005MaySTRS2023	\$131,769.85

Elite Academic Academy - Instructional Service Community Partner - May 2023

<b><u>Partner Name</u></b>	<b><u>Description of Services</u></b>	<b><u>Link to EAA VCI 2022-2023 Applications</u></b>
Learn Beyond the Book, LLC	Homeschool small group classes, private tutoring, music lessons	<a href="#">Learn Beyond the Book, LLC EAA VCI 22-23 Application</a>

Elite Academic Academy - Educational Material Partners - May 2023

<b><u>Partner Name</u></b>	<b><u>Product Description</u></b>	<b><u>Link to EAA EMR 2022-2023 Applications</u></b>
EPS Operations, LLC	PreK-12th supplemental ELA, literacy, phonics and math curriculum programs, research-based curriculum, customized professional learning, and product consulting.	<a href="#">EPS Operations, LLC, EAA EMR 22-23 Application</a>



**Peak Performance On-Site Lead  
Job Description**

<b>Position Title:</b>	Peak Performance On-Site Lead
<b>Reports To:</b>	Credit Recovery/Acceleration Coordinator, or designess
<b>FLSA Status:</b>	Exempt
<b>School Classification:</b>	Certificated
<b>Position Type:</b>	Temporary
<b>Pay Range:</b>	Based on contract

---

**JOB SUMMARY:**

To serve under the Elite Academic Academy’s Credit Recovery and Acceleration Coordinator with responsibility for the development and management of the Peak Performance program within charter policy and procedures, including general control and supervision of all certificated and classified employees assigned to serve those programs.

**ESSENTIAL DUTIES:**

Note, this list is *illustrative only* and is not intended to be a comprehensive list of tasks performed by this classification.

- Attends weekly organizational meetings with Elite Academic Academy administration.
- Ensures effective implementation of the instructional program and use of school materials.
- Works with the Credit Recovery and Acceleration Coordinator to identify the staffing needs of Peak Performance's on-site program; including recruitment of teachers and the recommendation of teacher candidates.
- Provides leadership to staff in promoting high levels of instructional and customer service standards.
- Track and evaluate performance of student completion rates.

*Peak Performance On-Site Lead Job Description  
Pending Board Approval*

- Monitor, assess, and direct instructors in instructional methods:
  - Work with instructors and support staff to increase student attendance;
  - Work with instructors to increase completion rates of students.
- Collaborates on the preparation of the Peak Performance on-site calendar.
- Assists in carrying out a program of community outreach and parent support as a means of communicating the school program. Prepares and oversees dissemination of publicity and information concerning Peak Performance.
- Oversees the process for registration and assignment of students in conjunction with the guidance department. Supports enrollment and admissions with maintenance of required records.
- Works with the attendance coordinator for supervision of students and for attendance accounting. Supports staff in phone calls to follow up on absent students. Submits enrollment and attendance reports. Addresses questions and concerns from parents and students.
- Ensures proper compliance techniques in accordance with school policy.
- Monitors the quality of instruction for Peak Performance course offerings.
- Reports and certifies to proper authorities the grades, attendance and progress achieved by Peak Performance students.

**Other Duties:**

- Other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Federal and state laws, and reporting requirements.
- Contemporary management and instructional techniques.
- Curriculum, including highly developed competencies in at least one content area.
- Evaluation procedures.
- Compliance techniques in accordance with school policy.

**Ability to:**

- Represent the school with responsible, mature judgment, tact, and decisiveness.
- Assist in effecting positive change in staff and programs.

**EDUCATION AND EXPERIENCE:**

- Bachelor's Degree or higher

- Valid CA Teaching Credential
- Valid CA Administrative Credential preferred
- CLAD certification and/or second language ability
- 3+ year's experience in teaching
- Experience in charter school online teaching and/or administration

**LICENSES AND OTHER REQUIREMENTS:**

- Valid CA State driver's license
- Current TB test on file
- Background Clearance

**WORKING CONDITIONS:**

**Environment:**

- Home office environment.
- Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

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

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to demonstrate activities.
- Seeing to read a variety of materials and monitor students.
- Bending at the waist, kneeling or crouching to assist students.
- Sitting or standing for extended periods of time.
- Lifting objects up to 25 pounds.
- Noise level is generally moderate.

**HAZARDS:**

- Contact with dissatisfied individuals.

**Employee Acknowledgement:**

-----  
Employee Signature

-----  
Printed Name

-----  
Date





## Assistant Director of Flex *Job Description*

<b>Position Title:</b>	Assistant Director of Flex
<b>Reports To:</b>	Director of Flex (or designee)
<b>FLSA Status:</b>	Exempt
<b>School Classification:</b>	Certificated
<b>Pay Range:</b>	\$100,000 - \$115,000
<b>Work Schedule:</b>	12 month
<b>Location:</b>	Onsite/Remote Office

---

**Position Summary:** *The Assistant Director of Flex has the responsibility, along with the Director of Flex, for all operational functions of the Charter School's Flex program.*

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

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

*Assistant Director of Flex Job Description  
Pending Board Approval*

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

## **ESSENTIAL DUTIES and RESPONSIBILITIES:**

### **Strategic Planning:**

In collaboration with the Flex Director

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

### **Educational Leadership:**

In collaboration with the Flex Director

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

### **Operational Management:**

In collaboration with the Flex Director

*Assistant Director of Flex Job Description  
Pending Board Approval*

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

### **Attendance Compliance:**

In collaboration with the Flex Director

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

### **Student Performance:**

In collaboration with the Flex Director

- Monitor, assess and direct tutors and teachers in instructional methods.
- Work with tutors and teachers to increase completion rates of students.
- Oversee student discipline issues.
- Oversee SPED and ESL at the school in accordance with school policies.
- Participate in IEP, 504, and SST meetings, as necessary.
- Communicate with parents when major issues arise about individual students.

### **General Expectations**

In collaboration with the Flex Director

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

*Assistant Director of Flex Job Description  
Pending Board Approval*

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

**Other Duties:**

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

**Use of Computer Technology:**

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

**Physical Demands:**

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

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

**Work Environment:**

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

*Assistant Director of Flex Job Description  
Pending Board Approval*

- 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

*Assistant Director of Flex Job Description  
Pending Board Approval*



## Peak Performance On-Site Engagement Coach

<b>Position Title:</b>	Peak Performance On-Site Engagement Coach
<b>Reports To:</b>	Peak Performance On-Site Lead
<b>FLSA Status:</b>	Non-Exempt
<b>School Classification:</b>	Classified Core Employee
<b>Pay:</b>	\$19.64 - \$25.05 per hour
<b>Work Schedule:</b>	Temporary; Part-Time

---

### JOB SUMMARY:

The learning coach supports the teacher in creating and implementing an educational program, and learning environment, conducive to the academic and personal growth of each and every student.

### ESSENTIAL DUTIES:

The learning coach works with the teacher to:

- Plan and implement a program of instruction that adheres to the school's philosophy, goals, and objectives.
- Create purposeful and appropriate lesson plans that provide for effective teaching strategies and maximize time on task.
- Plan and implement a program of study designed to meet the individual needs of students.
- Create a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
- Encourage student enthusiasm for the learning process and the development of study habits.
- Provide progress through authentic observations.
- Evaluate students' academic and social growth through multiple measures, maintain appropriate records under the teacher's supervision.
- Communicate regularly and effectively with parents, minimally every twenty days.
- Participate and collaborate in meetings to improve student learning (e.g. SST, IEP, curriculum development, individualized learning plan).

- Select and requisition instructional materials; maintain inventory.
- Identify student needs and cooperate with other professional staff members in assessing and helping solve students' health, attitude, and learning challenges.
- Maintain necessary records as assigned by teachers (attendance, compliance) in the student information system (School Pathways).
- Maintain professional competence through professional development educational activities.
- Participate cooperatively with the appropriate administrator in employee evaluation.
- Utilize technology as a means of educating and communicating.
- Operate a computer and standard office equipment.
- Supervise students during out-of-tutoring center activities as necessary (e.g. field trips).
- Participate in faculty committees, the sponsorship of student activities, and program-wide activities.
- Maintain appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
- Strive to communicate the positive aspects of our school program to the public in word and deed.
- Work cooperatively with parents to strengthen the educational program for their children.
- Establish and maintain cooperative relationships with other staff members.
- Communicate effectively both orally and in writing.

**OTHER DUTIES:**

- Document and report to Elite Academic Academy management all formal disciplinary actions involving students and staff; addressing and resolving complaints from students, parents, and staff in a timely manner; and ensuring compliance with the Elite Academic Academy Complaint Policy, the Elite Academic Academy `Uniform Technology Policy and the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).
- Administer standardized tests in accordance with the district testing program.
- Perform other duties as assigned.

**EDUCATION AND EXPERIENCE:**

- Completed or enrolled in an AA or BA program.
- Training in one or more areas of Child Development.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid CA State driver's license
- CPR and First Aid certification
- Current TB test on file
- Background Clearance

**WORKING CONDITIONS:**

**Environment:**

- Tutoring Center and office environment.
- Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

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

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to demonstrate activities.
- Seeing to read a variety of materials and monitor students.
- Bending at the waist, kneeling, or crouching to assist students.
- Sitting or standing for extended periods of time.
- Lifting objects up to 25 pounds.
- The noise level is generally moderate.

**HAZARDS:**

- Potential physical hazards involved in intervening in altercations and antisocial behavior.
- Contact with dissatisfied individuals.

\_\_\_\_\_  
Employee Name

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

\_\_\_\_\_  
Date





## Peak Performance On-Site High School Content Teacher

<b>Position Title:</b>	Peak Performance On-Site High School Content Teacher
<b>Reports To:</b>	Peak Performance On-Site Lead
<b>FLSA Status:</b>	Exempt
<b>School Classification:</b>	Certificated, At-Will Employee
<b>Work Schedule:</b>	Temporary; Part-Time
<b>Pay Range:</b>	Depending on Experience

### **JOB SUMMARY:**

*The Peak Performance On-Site High School Content Teacher is primarily responsible for effective teaching and learning of the assigned subjects(s) following the approved curriculum for students in grades 9-12; and providing the grade 9-12 fitness as well as enrichment programs. Additionally, the Peak Performance On-Site High School Teacher is responsible for effective collaboration and attention to each student's readiness to learn including needed guidance.*

*Candidate must be a self-starter with exceptional organizational skills and have the ability to work independently to meet all deadlines.*

### **ESSENTIAL DUTIES:**

Note, this list is *illustrative only* and is not intended to be a comprehensive list of tasks performed by this classification.

#### **SECTION 1 – Course Oversight**

- Assigning and grading assignments within Elite Academic Academy Charter School policy.
- Course set up using department standards.
- Provides effective feedback on assignments as needed.
- Monitors student progress and targets students in need of assistance.
- Maintains accurate and up to date gradebook; all grades are entered within designated time

periods.

- Uses LMS effectively to manage courses.
- Monitor learning lab Monday through Friday.
- Responsible for collection of weekly work assignments and Learning Logs; submit all documents to on-site Program Manager.

### **SECTION 2 – Sports/Enrichment Program Oversight**

- Develop, implement and supervise athletic activities and practice sessions to promote individual growth in athletic skills, teamwork, discipline, respect, and good sportsmanship.
- Develop, implement and supervise enrichment activities sessions to promote individual growth in their area of interest.
- Use a variety of instructional techniques and strategies to meet the needs and improve the abilities of students.
- Take all necessary precautions to protect students, equipment, materials, and facilities.

### **SECTION 3 – Supporting Student Success**

- When requested, completes Special Education Forms in a timely manner and attends IEP meetings, as needed.
- When requested, participates in student and parent/guardian conferences.

### **SECTION 4 – General Expectations**

- Attends all meetings and professional development.
- Follows all Elite Academic Academy Charter School policies and procedures.
- Follows legal mandates relative to reporting.
- Maintain accurate student records.
- Available for students as per expectations.
- Responds via phone, text or email to Elite Academic Academy Charter School stakeholders within stated policies and procedures.
  - Parents and students within 24 hours
  - Colleagues within business day
- Responsible for student safety.

### **Other Duties:**

- Document and report to charter administration all formal disciplinary actions involving students and staff; address and resolve complaints from students, parents, and staff in a timely manner; and ensure compliance with the Uniform Complaint Policy, the Uniform Technology Policy, and the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).
- Performs other duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Current trends and research concerning the growth and development of 9-12 grade children.
- Knowledge of online learning platforms.
- Principles, theories, practices, methods and techniques used in curriculum development,

instruction and assessment.

- Procedures and best practices that promote appropriate student conduct.
- Educational research concerning extrinsic and intrinsic student motivation.
- Guidance and Special Education practices and procedures.
- Applicable sections of the Education Code and other applicable laws.
- Research methods and report writing techniques.

**Ability to:**

- Demonstrate effective interpersonal skills.
- Communicate clearly in a timely manner, both orally and in writing.
- Foster teamwork in a collaborative work environment.
- Direct, motivate, listen to, and establish effective rapport with students and parents
- Analyze and assess student learning.
- Use technology in an effective manner for teaching, communicating, analyzing, and reporting.
- Motivate students to develop the skills, attitudes, and understanding needed to set a good foundation for secondary level education, in accordance with each student's ability.
- Maintain professional, cordial relationships with students, parents, and staff.
- Monitor children in classrooms and other learning environments.
- Use good judgment in making reasonable decisions or recommendations in conjunction with other staff members and/or administrative leadership.
- Solve problems and take responsibility for a variety of situations in a reasonable manner where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**EDUCATION AND EXPERIENCE:**

- BA or BS from an accredited college or university
- Valid California Single Subject Credential for High School
- Valid California Multiple Subject Credential for Middle School
- NCLB Compliant
- ELL Authorization, or CLAD, BCLAD desirable
- Passed CBEST
- Negative TB Test
- DOJ Fingerprint Clearance
- Valid CA Driver's License
- First Aid/ CPR Certification

**WORK CONDITIONS:**

- School site environment
- Evening or variable hours may be necessary
- Driving a personal vehicle to conduct work

**PHYSICAL DEMANDS:**

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

enable individuals with disabilities to perform essential functions.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Seeing to read a variety of materials and monitor students
- Sitting or standing for extended periods of time
- Lifting objects up to 25 pounds
- Noise level is generally moderate

**Employee Acknowledgement:**

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

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

\_\_\_\_\_  
Date



**Position Title:** Guidance Counselor (9-12)  
**Reports to:** Chief Academic Innovation Officer or Designee  
**Classification:** Certificated  
**Pay Range:** \$86,000 - \$102,000  
**Work Schedule:** 224 days- 12 Month Calendar  
**Location:** Remote position

**Position Summary:** An *Elite Academic Academy (EAA)* Guidance Counselor is a highly motivated and experienced person who provides support and guidance to high school students remotely in an independent study program. The Guidance Counselor will be responsible for providing comprehensive counseling services to students, including college and career readiness, four-year planning, and developing college plans for first-generation students. The Counselor is responsible for helping students achieve their goals through a solid understanding of the academic, social, and emotional needs of high school students. The Guidance Counselor will work with the parents, students, teachers, community partners, and administration to ensure success and make appropriate decisions for student growth while enrolled in Elite Academic Academy.

**Qualifications:**

- Bachelor's degree or higher from regionally-accredited college or university.
- A valid and current Pupil Personnel Services (PPS) credential. *Additional credentials desirable (Career Technical Education Credential or Single Subject Credential).*
- State and Federal fingerprint clearance (LiveScan) to work with students (Ed. Code 44237). No prospective employee can report to work without this clearance being received and the Human Resources Manager notifying the immediate supervisor of this clearance.

*Guidance Counselor Job Description  
Pending Board Approval*

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

**Responsibilities:**

- Provide individual and group counseling sessions for high school students remotely to address academic, career, and personal concerns.
- Develop and implement a comprehensive college and career readiness program, including college admission testing, college applications, financial aid, and scholarships.
- Teach a leadership course to help students develop essential leadership skills and prepare them for college and career success.
- Create college plans for first-generation students, providing guidance on college selection, application processes, and financial aid.
- Work with school staff, parents, and community organizations to provide support and resources to students.
- Maintain accurate and up-to-date student records, including progress reports, transcripts, and college application materials.
- Collaborate with other guidance counselors and school administrators to ensure that all students receive the support and resources they need to succeed.
- Develop and implement a program to support high school students' mental health and well-being, including counseling services, resources for coping with stress, and referrals to mental health professionals as needed.
- Provide support and guidance to students who are experiencing academic difficulties, including developing individualized academic plans and collaborating with teachers and other school staff to identify and address barriers to success.
- Facilitate workshops and seminars for parents and families on topics such as college planning, financial aid, and navigating the college application process, as well as strategies for successfully raising a teenage child.
- Collaborate with Associate Director of Career Technical Education to support student K-14
- Attend Community College Consortium meetings

**General & Essential Duties:**

- Assists in scheduling exams and other standardized assessments.
- Follows and adheres to Elite Academic Academy Charter policies and procedures.
- Understand digital file organization.
- Assuring appropriate and accurate information is updated in each student's cumulative record.

- Follows legal mandates and procedures according to reporting (Child Abuse and Neglect Act).
- Refers students to outside support services or testing when deemed necessary.
- Consistently follows office hours availability for students.
- Responds to all stakeholders inquiries/communications within a 24 hour period.
- Document and resolve all informal and formal complaints with parents, students, and staff in a professional manner.
- Adhere to Elite Academic Academy policies and procedures according to the staff handbook.
- Ensure and maintain compliance with the Uniform Complaint Policy and the Uniform Technology policy.
- Coordination of academic clubs and extracurricular activities.
- Perform other reasonable duties as assigned or required.

**Knowledge of:**

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

**Ability to:**

- Foster engaging activities and learning for student success through the use of technology.
- Provide individualized instruction to students by promoting interactive learning.
- Create a safe space for students to learn.
- Facilitate an online and in-person culture of creativity and diversity.

- Assist teachers and administration with student discipline issues.
- Demonstrate exemplary communication skills (oral and written).
- Demonstrates excellent time management.
- Cultivate positive rapport with students, staff, parents, and community stakeholders.
- Assess student needs and individualize instruction according to their needs/goals.
- Collaborative with teachers in an ongoing process to support teachers with students' physical or emotional challenges.
- Work flexible hours; sometimes weekends and/or evenings.
- Accessible access to the internet.
- Demonstrate integrity when making decisions.

**Work Environment:**

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

**Physical Demands:**

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

**HAZARDS:**

Contact with dissatisfied individuals.

**Employee Acknowledgement:**

---

Employee Signature

---

Printed Name

---

Date





## Temporary Level Up Liaison - Athletic Lead

### *Job Description*

<b>Position Title:</b>	Temporary Level Up Liaison - Athletic Lead
<b>Reports To:</b>	Credit Recovery / Acceleration Coordinator
<b>FLSA Status:</b>	Exempt
<b>School Classification:</b>	Certificated
<b>Pay Range:</b>	Stipend (depending on experience)
<b>Work Schedule:</b>	Temporary
<b>Location:</b>	Remote Office

---

**Position Summary:** *The immediate goal of the Temporary Level Up Liaison - Athletic Lead is to develop connections with various physical education Community Partners, athletic trainers, content teacher coaches, and specific sport (baseball, hockey, tennis) vendors making current opportunities for competitive development in specific sports more accessible to our students. The Temporary Level Up Liaison - Athletic Lead will act as an intermediary between Elite Teachers of Record, leadership, and Peak Performance coaches to ensure that students are receiving all the support they need throughout the duration of the program to find success.*

**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 minimum of five years of experience working with TK-12 students in the field of athletics/sports.
- A valid, current, and appropriate California state Teaching Credential.
- Knowledge of California laws and regulations for Public and Charter Schools as it pertains to athletics/CIF.
- 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:**

#### **Responsibilities:**

- Represent Elite Academic Academy in communication with Peak Performance partners
- Reach out to content teacher coaches on behalf of Elite leadership to ensure support and accountability is being provided to all student athletes
- Provide Parents/students with information and tools to make an informed choice when selecting from current physical education and sport specific Community Partners, as they would be vetted by a qualified professional.
- Ensure Elite Academic Academy is set apart from similar schools/programs, none of which are not offering any sport specific athletic training or tracks focused on athletics.
- Increase retention of high school students who often leave the homeschool model in high school.
- Increase opportunities for our students, such as sports clinics and sport specific workshops, online athletic consulting, club sports, and virtual athletic training.
- Ensure students will have the opportunity to receive an Athlete Player Profile-"Athletic Development Resume,,: register with NCAA, and Compete in CIF as desired.
- Ensure students will have the opportunity to attend a Sports Testing event and benchmark where they stand at the beginning of the session and will return to be re-tested to calculate improvement.
- Ensure students will have the opportunity to receive Sports Performance Training-to receive customized athletic development plans based upon the Sport Testing results.
- Recruiting/Exposure- Athletes are Indexed and when they reach an appropriate Index they are exposed to professional organization.
- Ability to support parents/guardians in how to use instructional funds to support a passion they may otherwise not be afforded.
- Provide Webinars and Round-table Discussions for students interested in athletics.
- Provide students with knowledge and opportunities to learn exercises and stretches.
- Act as a Liaison between Community Partners and the school in regard to Athletics.
- Host Monthly Club meetings.
- Collaborate with Teachers and staff to support student interests.
- Help to foster and maintain school initiatives.

#### **General Expectations:**

- Develop a clear mission and vision for our athletics program.
- Vet current physical education and/or sports Community Partners and organize them by type to share with parents/students; use eSpatial as a resource and tool that allows families to easily access vendors in the specific areas serviced.
- Offer Sports clinics/camps – minimum of one in LA County, Orange County, and Riverside County.
- Support Elite Administrators with individual program specific goals such as setting up a program/track for student athletes.

- Develop new relationships with quality vendors and create partnerships between them and the programs.
- Work with programs to offer virtual and online physical education classes, training, and workshops.

**SMART Goals**

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

**Use of Computer Technology:**

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

**Physical Demands:**

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



## Coordinator of Creative Music/Lead Teacher

### *Job Description*

<b>Position Title:</b>	Coordinator of Creative Music/Lead Teacher
<b>Reports To:</b>	Chief Student Development Officer (or designee)
<b>FLSA Status:</b>	Exempt
<b>School Classification:</b>	Certificated
<b>Pay Range:</b>	\$90,000-110,000 \$5,000-\$10,000 Lead Stipend
<b>Work Schedule:</b>	224 days
<b>Location:</b>	Remote Office

---

**Position Summary:** *The immediate goal of the Creative Music Lead Teacher is to develop a music program for Elite students by increasing opportunities and making current opportunities more accessible. The long-term goal is to develop a comprehensive and dynamic independent study music program that would serve as a prestigious music school within a school.*

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

- A minimum of five years of experience working with TK-12 students in the field of Music.
- Knowledge of California laws and regulations for Public and Charter Schools as it pertains to the ARTS.
- Ability to apply for CTE Credentials in the Arts, Media, & Entertainment Sectors.
- State and federal fingerprint clearance (LiveScan) to work with students (Ed. Code 44237). No prospective employee can report working without this clearance being received and the Human Resources Manager notifying the immediate supervisor of this clearance.
- Proof of a clear TB test dated within the last 60 days (Ed. Code 49406) upon employment and thereafter updated every four years.
- Music and/or CTE California Credential Preferred.
- Valid California Driver's License.

## **ESSENTIAL DUTIES and RESPONSIBILITIES:**

### **Responsibilities:**

- Develop a clear mission and vision for our music program.
- Build a conservatory model for our students.
- Offer workshops, industry experiences, and one in-person event each semester to students in various locations that we serve.
- Create a Curriculum/Courses for the music program that aligns with CTE and VAPA state standards
- Hold Live Sessions for students
- Teach courses as needed within the Virtual, Flex, Homeschool program
- Grade and give the student feedback on assignments
- Prepare students for post-secondary college/career opportunities
- Deliver lesson plans accurately and effectively
- Provide an inviting, exciting, innovative, and challenging learning environment
- Run webinars and clubs with student participation
- Support directors with individual program-specific goals
- Develop new relationships with quality community partners and create partnerships between them and the programs
- Vet current arts community partners and organize them by type to share with parents/students; develop a resource/tool from those findings that programs can share with families
- Work with Directors to increase A-G offerings in the VAPA and CTE pathways
- Facilitate and help create programs for school culture
- Plan, prepare, and execute student performances
- Other duties as assigned, including but not limited to: music production, audio engineering, video editing, and individual student coaching.

### **SMART Goals**

- Support in the fulfillment of school-wide and individual LCAP/SMART goals as they pertain to the ARTS.

### **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 encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

**Employee Acknowledgement:**

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

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

\_\_\_\_\_  
Date

## FY 23.24

### LUCERNE

Company	Type of Service	Charter	Annual Fiscal Impact
Accelerate Education, Inc.	Approved Core Curriculum, Teacher Manuals & Textbooks	Lucerne	\$34,384.38
Anthem Blue Cross	Health Insurance	Lucerne	\$288,207.51
<a href="#">Bill.com</a>	Business Services	Lucerne	\$10,084.50
Blank Rome	Legal Fees	Lucerne	\$20,000.00
Branche Jones	Educational Services	Lucerne	\$18,750.00
CliftonLarsonAllen LLP	Accounting Fees / Audit	Lucerne	\$34,539.05
Diligent (BoardEffect)	Business Services	Lucerne	\$6,115.63
DocuSign Inc. Lockbox	Technology Services, Business	Lucerne	\$32,812.50
FlipSwitch Marketing Inc.	Marketing	Lucerne	\$125,000.00
Great American Insurance Group	General Liability Insurance	Lucerne	\$43,570.63
Guardian	Health Insurance	Lucerne	\$65,450.08
Hatch & Cesario, Attorneys-at-Law	Legal Fees (SPED)	Lucerne	\$55,000.00
I Ready	Testing	Lucerne	\$3,125.00
Kaiser Foundation Health Plan	Health Insurance	Lucerne	\$315,325.13
Marsh & McLennan Agency, LLC	Workers Compensation	Lucerne	\$58,447.05
McColgan & Associates, Inc.	Special Education Services	Lucerne	\$163,352.44
Mimeo.com, Inc	Core Teaching/Student Supplies	Lucerne	\$79,840.88
<a href="#">Monday.com</a>	Technology Services, Business	Lucerne	\$15,985.50
Nexelm, LLC	Rent, Facilities Lease	Lucerne	\$48,912.53
OPS	Purchasing System	Lucerne	\$13,599.25
Parent Square Inc	Technology Services, Educational	Lucerne	\$4,125.00
Pitney Bowes	Postage & Delivery, Educational	Lucerne	\$0.00
Prime Educational Solutions	Back Office Services	Lucerne	\$1,504,137.16
Rosetta Stone	Foreign Languages	Lucerne	\$3,125.00
Sage Intacct	Business Services	Lucerne	\$4,600.00
School Pathways Holdings, LLC	Technology Services, Educational	Lucerne	\$57,764.30
Strongmind	Curriculum	Lucerne	\$275,000.00
Studies Weekly	Approved Core Curriculum, Teacher Manuals & Textbooks	Lucerne	\$26,056.26
T-Mobile	Technology Services, Educational	Lucerne	\$28,573.69
Wildomar Valley Wood Products, Inc.	Rent, Facilities Lease	Lucerne	\$36,954.38





## **CERTIFICATED NOTICE OF EMPLOYMENT**

I hereby accept this offer of employment (as outlined in the attached job description) and agree to comply fully with each and every condition thereof, and to fulfill faithfully all of the duties of employment as **Chief Academic Innovations Officer** of Elite Academic Academy- Lucerne for the 2023-2025 school years.

The terms of this employment offer are conditioned upon the receipt of proof of legal eligibility to work in the United States (IRS I-9) and successful completion of all background (Livescan) checks.

It is understood that the period of employment will be from July 1, 2023 - June 30, 2025. On or before March 15<sup>th</sup> of each year, the agreement shall automatically be extended for an additional year unless either the Board or the CEO provides written notice by March 15<sup>th</sup> of that concluding contract year.

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 \$194,940.38 (or \$16,245.03 per month), less applicable withholdings for 232 days of work (see calendar attached) for the 23/24 school year, 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. All subsequent years, the Chief Academic Innovations Officer salary shall be increased by an amount equal to 3%.

You will also receive a stipend of \$250 a month for travel and mileage (in lieu of mileage reimbursement), along with an annual stipend of \$2,000 (\$166.67/month) in honor of your Doctorate degree.

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, your 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 contributions to California State Teachers Retirement System, as further described in our Employee Handbook. The School also offers Health and Welfare benefits, after one month of employment, totaling \$10,800 a year (or \$900 a month), which can be used to purchase medical, dental, and vision insurance benefits offered through the Charter providers. You may “opt out” of medical insurance provided by the Charter and retain a monthly allotment of \$200. For more information, please see the plan benefits.

You will accrue 15 vacation days per year (1.25 per month), verified by your work calendar that must be used by the end of the contracted year, with a maximum of a 5-day rollover. With permission of the Chief Executive Officer, you may also cash out your vacation days during the contracted year. The Chief Academic Innovations Officer will also accrue sick days (as outlined in the Employee Handbook).

Notwithstanding any other provisions of this Agreement, the Board, at its sole discretion, shall upon giving thirty (30) days’ written notice, have the option to terminate this agreement without cause. Within the 30-day notice period, the Chief Academic Innovations Officer shall have the opportunity to propose a cure and correction plan to the CEO, and the Board shall have the sole discretion to allow the Chief Academic Innovations Officer to implement the cure and correction plan. If the Board elects the option to terminate this agreement, however, it shall pay the Chief Academic Innovations Officer in one (1) lump sum payment within one hundred twenty (120) days of giving written notice of termination, an amount equal to the lesser of the salary for a period of three (3) months or the salary for the number of months remaining on the agreement, if such remainder is less than three (3) months. In addition, the health benefits will be maintained by the charter school covering the same length of time or until the Chief Academic Innovations Officer finds other employment, whichever is less. The calculation for purposes of the lump sum payment shall not include any payment for vacation that would have been earned following thirty (30) days after the date of the notice of termination. If this agreement is terminated for cause, none of the aforementioned benefits will apply and the employee will forfeit any claims.

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

It is also a condition of your employment that you sign our Confidentiality and Non-Disclosure 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.

Elite Academic Academy - Lucerne further acknowledges and agrees that during the term of this Agreement, the Chief Academic Innovations Officer may be engaged as a consultant, by one or more other institutions, so long as such engagement does not interfere with the duties and responsibilities of the Chief Academic Innovations Officer; and does not conflict, or compete,

with the interests of Elite Academic Academy - Lucerne. All consulting agreements must be pre approved by the CEO.

This offer of employment is subject to the laws of the State of California and Rules and Regulations of the State Board of Education and the Governing Board of the Charter. The terms and conditions set forth herein may be changed at any time by mutual consent of the contracting parties. The terms and conditions set forth herein may be changed at any time by mutual consent of the contracting parties. In the event that ADA declines or projections are not met after P1/P2 certification, resulting in a declining ending fund balance, the CEO reserves the right to re-negotiate and adjust the financial terms of the contract within 30 days of a written notice. The CEO reserves the right to make any assignment that your credential authorizes and to change that assignment at its discretion. The above salary rate is subject to review (upward or downward) of official transcripts and if verified experience does not agree with the unofficial information supplied in your application.

If you wish to accept this offer of employment, please sign and return within 5 days.

**Date:**

**Date:**

**Signed:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Meghan Freeman - CEO**

**Laura Spencer  
Chief Academic Innovations Officer**



## CERTIFICATED NOTICE OF EMPLOYMENT

I hereby accept this offer of employment (as outlined in the attached job description) and agree to comply fully with each and every condition thereof, and to fulfill faithfully all of the duties of employment as **Chief Student Development Officer** of Elite Academic Academy- Lucerne for the 2023-2025 school years.

The terms of this employment offer are conditioned upon the receipt of proof of legal eligibility to work in the United States (IRS I-9) and successful completion of all background (Livescan) checks.

It is understood that the period of employment will be from July 1, 2023 - June 30, 2025. On or before March 15<sup>th</sup> of each year, the agreement shall automatically be extended for an additional year unless either the Board or the CEO provides written notice by March 15<sup>th</sup> of that concluding contract year.

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 \$184,940.38 (or \$15,411.70 per month), less applicable withholdings for 232 days of work (see calendar attached) for the 23/24 school year, 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. All subsequent years, the Chief Academic Innovations Officer salary shall be increased by an amount equal to 3%.

You will receive an annual travel stipend, of \$10,000, and an annual mileage stipend of \$3,000 (in lieu of mileage reimbursement), for a total monthly stipend amount of \$1083.33, to be used in order for you to travel to California, approximately 5 to 8 times in a school year. [Note: Such travel must be *reasonable and comparable to non-profit organizational travel*; and not consist of First Class accommodations.] You will also receive an annual stipend of \$1,500 (\$125.00/month) in honor of your Masters degree.

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, your 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 contributions to California State Teachers Retirement System, as further described in our Employee Handbook. The School also offers Health and Welfare benefits, after one month of employment, totaling \$10,800 a year (or \$900 a month), which can be used to purchase medical, dental, and vision insurance benefits offered through the Charter providers. You may "opt out" of medical insurance provided by the Charter and retain a monthly allotment of \$200. For more information, please see the plan benefits.

You will accrue 15 vacation days per year (1.25 per month), verified by your work calendar that must be used by the end of the contracted year, with a maximum of a 5-day rollover. With permission of the Chief Executive Officer, you may also cash out your vacation days during the contracted year. The Chief Student Development Officer will also accrue sick days (as outlined in the Employee Handbook).

Notwithstanding any other provisions of this Agreement, the Board, at its sole discretion, shall upon giving thirty (30) days' written notice, have the option to terminate this agreement without cause. Within the 30-day notice period, the Chief Student Development Officer shall have the opportunity to propose a cure and correction plan to the CEO, and the Board shall have the sole discretion to allow the Chief Student Development Officer to implement the cure and correction plan. If the Board elects the option to terminate this agreement, however, it shall pay the Chief Student Development Officer in one (1) lump sum payment within one hundred twenty (120) days of giving written notice of termination, an amount equal to the lesser of the salary for a period of three (3) months or the salary for the number of months remaining on the agreement, if such remainder is less than three (3) months. In addition, the health benefits will be maintained by the charter school covering the same length of time or until the Chief Student Development Officer finds other employment, whichever is less. The calculation for purposes of the lump sum payment shall not include any payment for vacation that would have been earned following thirty (30) days after the date of the notice of termination. If this agreement is terminated for cause, none of the aforementioned benefits will apply and the employee will forfeit any claims.

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

It is also a condition of your employment that you sign our Confidentiality and Non-Disclosure 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.

Elite Academic Academy - Lucerne further acknowledges and agrees that during the term of this Agreement, the Chief Student Development Officer may be engaged as a consultant, by one or more other institutions, so long as such engagement does not interfere with the duties and

responsibilities of the Chief Student Development Officer; and does not conflict, or compete, with the interests of Elite Academic Academy - Lucerne. All consulting agreements must be pre approved by the CEO.

This offer of employment is subject to the laws of the State of California and Rules and Regulations of the State Board of Education and the Governing Board of the Charter. The terms and conditions set forth herein may be changed at any time by mutual consent of the contracting parties. The terms and conditions set forth herein may be changed at any time by mutual consent of the contracting parties. In the event that ADA declines or projections are not met after P1/P2 certification, resulting in a declining ending fund balance, the CEO reserves the right to re-negotiate and adjust the financial terms of the contract within 30 days of a written notice. The CEO reserves the right to make any assignment that your credential authorizes and to change that assignment at its discretion. The above salary rate is subject to review (upward or downward) of official transcripts and if verified experience does not agree with the unofficial information supplied in your application.

If you wish to accept this offer of employment, please sign and return within 5 days.

**Date:**

**Date:**

**Signed:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Meghan Freeman - CEO**

**Ashlea Kirkland  
Chief Student Development Officer**

Employee Code	Name	First Name	Position	Charter	Letter of Intent	Start Date	End Date
	██████	G.	TOR	Lucerne	Signed	June 26th, 2023	Aug. 10th, 2023
23240364	██████		Coach/Content Teacher	Lucerne	Signed	June 26th, 2023	Aug. 10th, 2023
	██████	F.	Coach/Content Teacher	Lucerne	Signed	June 26th, 2023	Aug. 10th, 2023
	██████	C.	TOR	Lucerne	Signed	June 26th, 2023	Aug. 10th, 2023
	██████	M.	TOR	Lucerne	Signed	June 26th, 2023	Aug. 10th, 2023
23240305	██████		Coach/Content Teacher	Lucerne	Signed	June 26th, 2023	Aug. 10th, 2023
	██████	T.	Coach/Content Teacher	Lucerne	Signed	June 26th, 2023	Aug. 10th, 2023
	██████	C.	Coach/Content Teacher	Lucerne	Signed	June 26th, 2023	Aug. 10th, 2023
23240421	██████	██████	TOR	Lucerne	Signed	June 26th, 2023	Aug. 10th, 2023
	██████	A.	Coach/Content Teacher	Lucerne	Signed	June 26th, 2023	Aug. 10th, 2023
	██████	T.	TOR	Lucerne	Signed	June 26th, 2023	Aug. 10th, 2023
	██████	S.	Coach/Content Teacher	Lucerne	Signed	June 26th, 2023	Aug. 10th, 2023
23240383	██████		Coach/Content Teacher	Lucerne	Signed	June 26th, 2023	Aug. 10th, 2023
23240436	██████		TOR	Lucerne	Signed	June 26th, 2023	Aug. 10th, 2023
23240424	██████		TOR	Lucerne	Signed	June 26th, 2023	Aug. 10th, 2023
	██████	E.	Coach/Content Teacher	Lucerne	Signed	June 26th, 2023	Aug. 10th, 2023
	██████	A.	Coach/Content Teacher	Lucerne	Signed	June 26th, 2023	Aug. 10th, 2023
23240368	██████		Coach/Content Teacher	Lucerne	Signed	June 26th, 2023	Aug. 10th, 2023
	██████	M.	Coach/Content Teacher	Lucerne	Signed	June 26th, 2023	Aug. 10th, 2023
	██████	D.	Coach/Content Teacher	Lucerne	Signed	June 26th, 2023	Aug. 10th, 2023
	██████	S.	Coach/Content Teacher	Lucerne	Signed	June 26th, 2023	Aug. 10th, 2023
23240371	██████		Coach/Content Teacher	Lucerne	Signed	June 26th, 2023	Aug. 10th, 2023
	██████	T.	TOR	Lucerne	Signed	June 26th, 2023	Aug. 10th, 2023
23240419	██████		Coach/Content Teacher	Lucerne	Signed	June 26th, 2023	Aug. 10th, 2023

**Temporary Content Teacher/Coach**

- \*StartDate: June 26, 2023
- \*Term: Temporary /At-Will
- \*Position Title: Temporary Content Teacher
- \*FLSA/CA Classification: Non-Exempt
- \*Hourly Rate: \$41.88
- 40 hours: 80 students and over
- 35 hours: 70-79 students
- 30 hours: 60-69 students
- 25 hours: 50-59 students
- 20 hours: 40-49 students
- 15 hours: 30-39 students
- 10 hours: 20-29 students
- \* Number of Vacation Days: 0
- \* Work Days: (Monday-Friday)
- \* Temporary Level Up Calendar
- \* Retirement Benefits: STRS

**Temporary Teacher of Record**

- StartDate: June 26, 2023
- Term: Temporary/At-Will
- Position Title: Temporary Teacher of Record
- FLSA/CA Classification: Exempt
- Stipends: \$6000 teaching stipend / \$450 mile age stipend
- Number of Vacation Days: 0
- Work Days: (Monday-Friday) Temporary Level Up Calendar
- Retirement Benefits: STRS

Name	First Name	Position	Charter	Letter of Intent	Start Date	End Date
	A.	Instructional Aide	Lucerne	Signed	June 26th, 2023	August 10th, 2023

**Temporary Instructional Aide**

Start Date: June 26, 2023

Term: Part-Time, Temporary/At-Will Position

Title: Temporary Level Up Instructional Aide

FLSA/CA Classification: Non-Exempt

Hourly Rate: \$18/per hour

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



Employee Code	Position	Charter	Send Temp K, JD, & and Arb agreement	Start Date	End Date
22230421	TOR	Lucerne	Signed	06/26/23	08/10/23
22230436	TOR	Lucerne	Signed	06/26/23	08/10/23
22230424	TOR	Lucerne	Signed	06/26/23	08/10/23
22230432	On-Site Lead	Lucerne	Signed	06/26/23	08/10/23
22230431	Liaison - Athletic Lead	Lucerne	Signed	06/26/23	08/10/23
22230419	Coach/Content Teacher	Lucerne	Signed	06/26/23	08/10/23

**Temporary Level Up Teacher of Record:**

The Temp shall be entitled to receive a teaching stipend of \$6000, along with a mileage stipend of \$450 (the "Compensation"), for performance of the duties described in the Job Description and Temporary Employment Contract.

o 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.

o "Compensation" will be made in 3 equal payments, of \$2,150.00, on the following dates: July 10th, July 26th, and August 10th.

**Temporary Level Up Content Teacher:**

The Temp's days of work shall be Monday through Friday at hours determined by the School (see below for details) provided that ordinary working hours shall not exceed 40 hours per week, unless agreed upon by the School.

o Note: Your authorized hours, per week, will be determined by the number of students you are assigned; and will be confirmed by your direct supervisor. The hours are as follows:

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

The Temp shall be entitled to receive an hourly rate of \$41.88 (the "Compensation") for performance of the duties described in the Temporary Employment Contract.

o Payments from the pay period beginning on the 1st and ending on the 15th will be paid on, or before, the 26th of that month; and payments for the pay period beginning on the 16th thru the end of the month, will be paid on or before the 10th of the month.

**Level Up On-Site Lead:**

The Temp shall be entitled to receive a stipend of \$15,000 (the "Compensation"), for performance of the duties described in the Job Description and Temporary Employment Contract.

o 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.

o "Compensation" will be made in 5 equal payments, of \$3,000, on the following dates: June 9th, June 26th, July 10th, July 26th, and August 10th.

**Level Up Liason - Athletic Lead:**

The Temp shall be entitled to receive a stipend of \$20,000.00 (the "Compensation"), for performance of the duties described in the Job Description and Temporary Employment Contract.

o 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.

o "Compensation" will be made in 3 payments, as follows: \$10,000 June 26th, \$5,000 July 26th, and \$5,000 August 25th.

<b>Employee Co</b>	<b>Position</b>	<b>Charter</b>	<b>Tempory Contract Status</b>	<b>Start Date</b>	<b>End Date</b>
23240416	Instructional Aide	Lucerne	Signed	6/26/2023	8/10/2023
23240415	Instructional Aide	Lucerne	Signed	6/26/2023	8/10/2023
23240426	Instructional Aide	Lucerne	Signed	6/26/2023	8/10/2023
22230309	Instructional Aide	Lucerne	Signed	6/26/2023	8/10/2023
23240433	Instructional Aide	Lucerne	Signed	6/26/2023	8/10/2023
23240434	Instructional Aide	Lucerne	Signed	6/26/2023	8/10/2023
23240427	Onboarding Specialist	Lucerne	Signed	6/26/2023	8/10/2023
23240425	Onboarding Specialist	Lucerne	Signed	6/26/2023	8/10/2023
23240420	Onboarding Specialist	Lucerne	Signed	6/26/2023	8/10/2023
23240428	Onboarding Specialist	Lucerne	Signed	6/26/2023	8/10/2023

Employee Code	Name	First Name	Charter	Position	Letter of Intent	
23240421			Lucerne	TOR - Flex	Signed	
		R.	Lucerne	TOR - Flex	Signed	

**Certificated Letter of Intent:**

Start Date: August 14, 2023

Term: At Will Position

Title: Teacher of Record - Flex

FLSA/CA Classification: Exempt

Annual Salary: \$65,325 (or \$5,938.64 per month for 11 months - August 2023 through June 2024)

Work Days: 195 Days (\$335/day)

Stipends: \$150 monthly travel & mileage stipend; \$125 monthly stipend in honor of your Masters degree.

Number of Sick Days: 6

Retirement Benefits: California State Teachers Retirement System

Employer Paid Medical Benefits: \$10,800 annually (eligible after 1 month of employment)



AT-WILL EMPLOYMENT AGREEMENT

Between Elite Academic Academy Charter - Lucerne

and

Name: [REDACTED]

in the position of

Title: Teacher of Record - Homeschool

May 17, 2023

[REDACTED]  
[REDACTED]  
[REDACTED]

Dear [REDACTED]

We are pleased to offer you the position of full-time exempt Teacher of Record - Homeschool with Elite Academic Academy-Lucerne (the "School") commencing August 14, 2023 and including 3 Professional Development days (August 17, 18, and 21, 2023). We are delighted you chose to join the Certificated Teaching Department and are confident you will enjoy it here. The purpose of this letter is to summarize the terms of your employment with the School as set forth in this At-Will Employment Agreement (the "Agreement"), should you accept our offer. This offer of employment is conditioned upon the receipt of proof of your legal eligibility to work in the United States (IRS I-9) and successful completion of all background (Livescan) checks.

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

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

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

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

4. Compensation. Due to funding uncertainties generally, and more specifically associated with the School’s required participation in the SB 740 funding process for non-seat-time charter schools, as well as the unpredictability of legislation affecting charter schools, the total amount of School funds available for employee compensation is often unknown to the School at the outset of any academic year. Accordingly, you will be paid a minimum annual salary of \$71,175 (or \$6,470.45 per month for 11 months, August 2023-June 2024), less applicable withholdings, for 195 days of work (\$365/day) (see calendar attached) including 3 days of Professional Development (see above), which amount may be adjusted upward during or at the conclusion of the academic year by the School’s governing board in its sole discretion. You will also receive a stipend of \$150.00 a month for travel and mileage (in lieu of mileage reimbursement). 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, your performance and the School’s overall performance during the calendar year.

5. Benefits. You will be eligible for all benefits as generally offered to similarly situated employees of the School, including contributions to California State Teachers Retirement System, as further described in our Employee Handbook. The School also offers Health and Welfare benefits, after one month of employment, totaling \$10,800 a year (or \$900 a month), which can be used to purchase medical, dental, and vision insurance benefits offered through the Charter providers. You may “opt out” of medical insurance provided by the Charter and retain a monthly allotment of \$200. For more information, please see the plan benefits.

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

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

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

history of cancer, genetic characteristic or information, protected medical leaves (e.g., leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by federal, state, or local laws. This commitment applies to all personnel decisions and to all persons involved in the operations of the School. In addition, you are expressly prohibited from discriminating against, retaliating against, or harassing any student of the School. You must treat all students and third parties working for or on behalf of the School respectfully and appropriately.

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

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


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

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

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

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

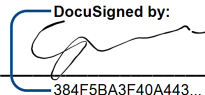
Sincerely,

DocuSigned by:  
  
Meghan Freeman  
CEO

Date: 5/17/2023

AGREED TO AND ACCEPTED BY:

Employee: [REDACTED]

Signature:  Date: 5/17/2023  
384F5BA3F40A443...



## Teacher of Record - Homeschool

### *Job Description*

<b>Position Title:</b>	Teacher of Record - Homeschool
<b>Reports To:</b>	Director of Homeschool (or designee)
<b>FLSA Status:</b>	Exempt
<b>School Classification:</b>	Certificated
<b>Pay Range:</b>	Starting at \$62,000 annually
<b>Work Schedule:</b>	186-224 days
<b>Location:</b>	Remote Office

---

### **Position Summary:**

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

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

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

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

**General Skills:**

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

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Professional Support:**

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



**Responsibilities:**

- Develop an educational plan with each family at the beginning of each learning period.
- Maintain daily communication through live and synchronous sessions with students and parents/guardians through online platform, email, and telephone communication.
- Evaluate, update, and document student progress towards the educational plan and Common Core State Standards by examining the entire body of student learning at the monthly Academic Consultation and engaging the student through evaluative discussion and observation.
- Collect work samples each learning period and use those samples to create a record of each students' learning.
- Stay current with school policy and procedure.
- Complete the required paperwork and documentation for each student according to individual deadlines.
- Responsible for synchronous and live sessions to support increased student engagement and grade level mastery.
- Advise and support parents and students.
- Ensure students' academic needs are met by ordering, researching, and suggesting curriculum.
- Suggest and provide information regarding available educational opportunities.
- Proactively seek information on high school curriculum and course work.
- Stay current with UC A-G requirements, school policy and procedure.
- Work with Program Director to ensure high school requirements are being met.
- Design Custom High School Courses according to student need.
- Maintain an accurate online budget for each student—make sure funds are spent according to academic priority—curriculum, tutoring, and then enrichment.
- Communicate school information to the parents/students.
- Respond to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours.
- Attend IEP and other required meetings for assigned students.
- Use computer technology, email, the Internet, and other technology.
- Attend mandatory teacher trainings and weekly meetings/mentoring sessions.
- Complete online and other trainings as determined as necessary by the school.
- Proctor state mandated tests and administer any charter required assessments, such as the i-Ready assessment, easyCBM, etc.
- Support high school students and parents with high school planning.
- Evaluate student transcripts for graduation/completion purposes.
- Attend a minimum of 4 field trips (2 in person, and 2 virtual) per semester, during the school year (not including mandatory Professional Development events).
- May perform other duties commensurate with the functions and level of the position.

**Paperwork and Documentation:**

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

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

**Advice and Support:**

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

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

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

**Other Duties**

- Proctoring duties as needed during the testing window.
- Plan two field trips per year and create educational materials to support the field trip.

This includes but is not limited to worksheets to be completed on the field trip, before or after.

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

### **Use of Computer Technology:**

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

### **Physical Demands:**

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

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

### **Work Environment:**

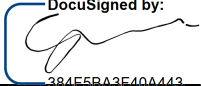

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level is generally moderate.
- Meetings conducted in public and private settings.
- Indoor and outdoor in varying temperature.

- Employee must have available transportation and be able to drive up to 100 miles in a day.

---

**Employee Acknowledgement:**

 384F5BA3E40A443...		5/17/2023
Employee Signature	Printed Name	Date



**MUTUAL AGREEMENT TO ARBITRATE DISPUTES**

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

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

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

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

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

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

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

E) Notice of Claim. A demand for arbitration must be in writing by certified or registered mail, return receipt requested and obtained, or by service as authorized for the commencement of a civil action, and made within the applicable statute of limitations period. The notice must describe the nature of the controversy and the remedy sought.

F) Rules and Place of Arbitration. Unless the Parties agree to an alternative, the arbitration shall be administered by JAMS ADR Services ("JAMS"). Arbitration will occur within 45 miles of where Employee is or was last employed by the Company under JAMS's then current Employment Arbitration Rules, except where these rules contradict this Agreement or applicable law. (A current copy of the JAMS rules is available at [www.jamsadr.com](http://www.jamsadr.com) or from Human Resources upon request). The arbitrator can order the same remedies that a judge could order in a court of law. The Parties shall be entitled to conduct reasonable discovery, including, without limitation, conducting depositions of and requesting documents from each other and third parties. The arbitrator shall have the power to subpoena relevant documents for review by a party prior to the arbitration hearing as well as subpoena relevant documents for production at the arbitration hearing. If the parties cannot agree on an arbitrator, JAMS's rules will govern selection. The arbitrator's written award shall: (i) issue within thirty (30) days of the conclusion of evidence; (ii) state the reasons to support the decision; and (iii) be based on governing law and evidence cited.

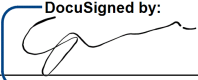

G) Arbitration Fees and Costs. Except for the equivalent court filing fees, the Company will be

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

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

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

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

	 <small>DocuSigned by:</small> <small>384F5BA3F40A443...</small> Signature	5/17/2023
Employee Name	Signature	Date
MEGHAN FREEMAN	 <small>DocuSigned by:</small> <small>A4137E406BF5494...</small> Signature	5/17/2023
Meghan Freeman Chief Executive Officer Elite Academic Academy – Lucerne	Signature	Date



CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Date: 5/17/2023

DocuSigned by:  
  
\_\_\_\_\_  
384F5BA3F40A443...  
NAME

Date: 5/17/2023

DocuSigned by:  
  
\_\_\_\_\_  
A4137E406BF5494...  
By: \_\_\_\_\_  
Its: Chief Executive Officer

# EAA 2023/2024 Staffing Calendar - 195 (New Hire) Certificated Employee

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			1	2	3	4	5							1	2	1	2	3	4	5	6	7	8/14	- Contract Start Date	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	8/28	- First Day of school (Traditional)		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	9/4	- Labor Day		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	11/10	- Veteran's Day		
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					11/20 - 11/24	- Thanksgiving Break		
30	31																											12/18- 1/5	- Winter Break		
NOVEMBER							DECEMBER							JANUARY							FEBRUARY										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
				1	2	3	4						1	2		1	2	3	4	5	6						1	2	3	1/15	- Martin Luther King Jr. Day
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2/19	- Presidents' Day		
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	3/11 - 3/15	- Spring Break		
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	5/27	- Memorial Day		
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			25	26	27	28	29			6/13	- Last Day of School			
							31																				6/19	- Juneteenth			
																											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		1	2	3	4	5	6				1	2	3	4							1		Contract Start and End Dates		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8		First & Last Day of School		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15		Paid Holidays (FT)		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22		New Hire Orientation and PD		
24	25	26	27	28	29	30	28	29	30				26	27	28	29	30	31	23	24	25	26	27	28	29		Paid Flex (Non-school/contract) Days (FT)				
31																			30								All Staff Professional Development Days				



Board Approved April 13, 2023

DS  
JZ

5/17/2023

# Elite Academic Academy 2023/2024 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			1	2	3	4	5						1	2	1	2	3	4	5	6	7	7/4	- Fourth of July
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	9/4	- Labor Day
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	11/10	- Veteran's Day
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	11/20 - 11/24	- Thanksgiving Break
23	24	25	26	27	28	29	27	28	29	30	31								24	25	26	27	28	29	30	12/18- 1/5	- Winter Break		
30	31																		29	30	31					1/15	- Martin Luther King Jr. Day		
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					1	2		1	2	3	4	5	6					1	2	3	3/11 - 3/15	- Spring Break
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	5/27	- Memorial Day
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	6/19	- Juneteenth
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
26	27	28	29	30	24	25	26	27	28	29	30	28	29	30	31	28	29	30	31	25	26	27	28	29					
							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		1	2	3	4	5	6				1	2	3	4						1	■	Semi-Monthly Payroll	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	■	Monthly/Semi-Monthly Payroll
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	■	Holidays
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
24	25	26	27	28	29	30	28	29	30	28	29	30		26	27	28	29	30	31	23	24	25	26	27	28	29			
31																			30										



Board Approved April 13, 2023

DS

5/17/2023



AT-WILL EMPLOYMENT AGREEMENT

Between Elite Academic Academy Charter - Lucerne

and

Name: [REDACTED]

[REDACTED] position of

Title: Teacher of Record - Flex

May 8, 2023

[REDACTED]  
[REDACTED]  
[REDACTED]

Dear [REDACTED]

We are pleased to offer you the position of full-time exempt Teacher of Record - Flex with Elite Academic Academy-Lucerne (the "School") commencing August 14, 2023 and including 3 Professional Development days (August 17, 18, and 21, 2023). We are delighted you chose to join the Certificated Teaching Department and are confident you will enjoy it here. The purpose of this letter is to summarize the terms of your employment with the School as set forth in this At-Will Employment Agreement (the "Agreement"), should you accept our offer. This offer of employment is conditioned upon the receipt of proof of your legal eligibility to work in the United States (IRS I-9) and successful completion of all background (Livescan) checks.

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

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

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

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

4. Compensation. Due to funding uncertainties generally, and more specifically associated with the School’s required participation in the SB 740 funding process for non-seat-time charter schools, as well as the unpredictability of legislation affecting charter schools, the total amount of School funds available for employee compensation is often unknown to the School at the outset of any academic year. Accordingly, you will be paid a minimum annual salary of \$65,325 (or \$5,938.64 per month for 11 months, August 2023-June 2024), less applicable withholdings, for 195 days of work (\$335/day) (see calendar attached) including 3 days of Professional Development (see above), which amount may be adjusted upward during or at the conclusion of the academic year by the School’s governing board in its sole discretion. You will also receive a stipend of \$150.00 a month for travel and mileage (in lieu of mileage reimbursement), along with a \$125.00 monthly stipend in honor of your Master’s Degree. You will be paid once a month on, or before, the 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, your performance and the School’s overall performance during the calendar year.

5. Benefits. You will be eligible for all benefits as generally offered to similarly situated employees of the School, including contributions to California State Teachers Retirement System, as further described in our Employee Handbook. The School also offers Health and Welfare benefits, after one month of employment, totaling \$10,800 a year (or \$900 a month), which can be used to purchase medical, dental, and vision insurance benefits offered through the Charter providers. You may “opt out” of medical insurance provided by the Charter and retain a monthly allotment of \$200. For more information, please see the plan benefits.

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

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

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



mental disability, including HIV and AIDS, medical condition, including cancer or a record or history of cancer, genetic characteristic or information, protected medical leaves (e.g., leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by federal, state, or local laws. This commitment applies to all personnel decisions and to all persons involved in the operations of the School. In addition, you are expressly prohibited from discriminating against, retaliating against, or harassing any student of the School. You must treat all students and third parties working for or on behalf of the School respectfully and appropriately.

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

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


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

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

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

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

Sincerely,

  
Meghan Freeman  
CEO

Date: 5/8/2023

AGREED TO AND ACCEPTED BY:

Employee: 

  
Signature:  Date: 5/8/2023



## Teacher of Record - Flex

### *Job Description*

<b>Position Title:</b>	Teacher of Record - Flex
<b>Reports To:</b>	Director of Flex (or designee)
<b>FLSA Status:</b>	Exempt
<b>School Classification:</b>	Certificated
<b>Pay Range:</b>	Starting at \$62,000
<b>Work Schedule:</b>	186 -224 days
<b>Location:</b>	Onsite/Remote Office

---

**Position Summary:** *Provide stimulating learning experiences to ensure academic success and to motivate students according to their individualized learning plan. Required duties include administrative responsibilities and completion of all required paperwork as outlined below. Teachers of Record - Flex are required to participate in all staff meetings and trainings; are expected to uphold the school's mission and shared values, philosophy, and policies and procedures.; and must carry and maintain a valid California teaching credential. Teachers of Record - Flex must provide daily synchronous instruction for K-3 students and weekly synchronous instruction for 4th-12th grade students. Teachers of Record - Flex must provide daily opportunities for live interaction for 4th-8th grade students, and may have to tutor students weekly if they are not making sufficient academic progress and an intervention plan is in effect. Teachers of Record - Flex may be required to meet with students in-person if in-person support is needed. Teachers of Record - Flex may be expected to travel to and from learning period meetings as part of their regular work day.*

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

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

*Teacher of Record - Flex Job Description  
Board Approved Nov. 4, 2021*

- 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:**

- Support the mission, vision, and goals of Elite Academic Academy.
- Serve as a contributing member of the Charter staff and collaborate with team members to achieve the school's goals.
- Teach all courses of study prescribed by the State of California virtually or traditionally.
- Assign and monitor required courses per transcript evaluation.
- Deliver individualized and small group instruction virtually or in person.
- Provide synchronous and live sessions to support increased student engagement and grade level mastery.
- Develop, adapt, and use instructional materials to teach students of varying physical, emotional, and mental aptitudes.
- Create and maintain a safe, supportive, and effective learning environment.
- Evaluate students' academic and social growth through multiple measures.
- Issue grades and credits earned, and prepare progress reports and report cards.
- Implement school adopted assessment programs into learning plans.
- Facilitate required testing and assessments.
- Assist students with Community College and CTE class enrollments.
- Communicate regularly and effectively with parents or adult students, minimally every twenty school days.
- Assist in preparation of withdrawal documentation, including withdrawal grades and credit earned.
- Participate and collaborate in meetings to improve student learning (e.g. SST, IEP, intervention, curriculum development, individualized learning plan).
- **Select instructional materials with the team; maintain inventory.**
- Identify student needs and cooperate with other professional staff members in assessing and helping solve students' health, attitude, and learning challenges.
- Create and maintain all required necessary Independent Study compliance records (attendance, compliance) in the student information system (School Pathways).
- Maintain professional competence through professional development educational activities.
- Participate cooperatively with the appropriate administrator in employee evaluation.
- Utilize technology as a means of educating and communicating.
- Operate a computer and standard office equipment.
- Supervise students during out of classroom activities as necessary (e.g. field trips).
- Participate in faculty committees, the sponsorship of student activities, Elite events, and program wide activities.

### **Other Duties**

- Proctoring duties as needed during the testing season.

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

### **KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Current trends and research concerning the growth and development of lower school, middle school and high school age students.
- Principles, theories, practices, and methodologies used in curriculum development, instruction, and assessment.
- Procedures and best practices that promote appropriate student conduct (e.g. classroom management strategies, independent study strategies).
- Educational research concerning extrinsic and intrinsic student motivation.
- Guidance of special education practices, policies, and procedures.
- Applicable sections of the Education Code and other applicable laws.

#### **Ability to:**

- Demonstrate effective interpersonal skills.
- Communicate clearly in a timely manner, both orally and in writing.
- Foster teamwork in a collaborative work environment.
- Direct, motivate, listen to, and establish effective rapport with students, adult students and parents.
- Analyze and assess student learning.
- Use technology in an effective manner for teaching, communicating, analyzing, and reporting.
- Motivate students to develop the skills, attitudes, and understanding needed to set a good foundation for secondary level education, in accordance with each student's ability.
- Maintain professional, cordial relationships with students, parents, and staff.
- Monitor students in classrooms and other learning environments.
- Use professional judgment in making reasonable decisions or recommendations in conjunction with other staff members and/or administrative leadership.
- Solve problems and take responsibility for a variety of situations in a reasonable manner where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Provide leadership to students in emergency preparedness drills and during actual emergencies, following the charter's Safety Plan. the site emergency preparedness plan. Supervise and lead students during monthly site disaster drills and an annual "charter wide" disaster drill.

**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.

**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:**

[Redacted Signature]

5/8/2023

Employee Signature

Printed Name

Date



**MUTUAL AGREEMENT TO ARBITRATE DISPUTES**

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

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

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

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

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

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

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

E) Notice of Claim. A demand for arbitration must be in writing by certified or registered mail, return receipt requested and obtained, or by service as authorized for the commencement of a civil action, and made within the applicable statute of limitations period. The notice must describe the nature of the controversy and the remedy sought.

F) Rules and Place of Arbitration. Unless the Parties agree to an alternative, the arbitration shall be administered by JAMS ADR Services ("JAMS"). Arbitration will occur within 45 miles of where Employee is or was last employed by the Company under JAMS's then current Employment Arbitration Rules, except where these rules contradict this Agreement or applicable law. (A current copy of the JAMS rules is available at [www.jamsadr.com](http://www.jamsadr.com) or from Human Resources upon request). The arbitrator can order the same remedies that a judge could order in a court of law. The Parties shall be entitled to conduct reasonable discovery, including, without limitation, conducting depositions of and requesting documents from each other and third parties. The arbitrator shall have the power to subpoena relevant documents for review by a party prior to the arbitration hearing as well as subpoena relevant documents for production at the arbitration hearing. If the parties cannot agree on an arbitrator, JAMS's rules will govern selection. The arbitrator's written award shall: (i) issue within thirty (30) days of the conclusion of evidence; (ii) state the reasons to support the decision; and (iii) be based on governing law and evidence cited.

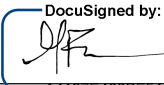
G) Arbitration Fees and Costs. Except for the equivalent court filing fees, the Company will be

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

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

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

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

		5/8/2023
Employee Name	Signature <small>F434C947F9FE429...</small>	Date
MEGHAN FREEMAN	<small>DocuSigned by:</small> 	5/8/2023
_____ Meghan Freeman Chief Executive Officer Elite Academic Academy – Lucerne	Signature <small>A4137E406BF5494...</small>	_____ Date





## CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

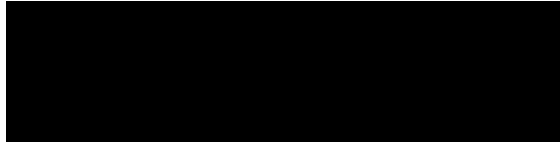
Employee further agrees that signing this Agreement is a condition of his/her employment with the School and payment therefore, which he/she understood before accepting employment with the School.

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

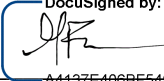
13. Successors and Assigns. All covenants, representations, warranties and agreements of the Parties contained herein shall be binding upon and inure to the benefit of their respective successors and permitted assigns.

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

Date: 5/8/2023



Date: 5/8/2023

By:  \_\_\_\_\_  
Its: Chief Executive Officer

DocuSigned by:  
A4137E406BF5494...

# EAA 2023/2024 Staffing Calendar - 195 (New Hire) Certificated Employee

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			1	2	3	4	5						1	2	1	2	3	4	5	6	7	8/14	- Contract Start Date		
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	8/28	- First Day of school (Traditional)		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	9/4	- Labor Day		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	11/10	- Veteran's Day		
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					11/20 - 11/24	- Thanksgiving Break		
30	31																											12/18- 1/5	- Winter Break		
																												1/15	- Martin Luther King Jr. Day		
NOVEMBER							DECEMBER							JANUARY							FEBRUARY										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
				1	2	3	4						1	2		1	2	3	4	5	6						1	2	3	3/11 - 3/15	- Spring Break
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	5/27	- Memorial Day		
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	6/13	- Last Day of School		
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	6/19	- Juneteenth		
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29			6/30	- Contract End Date		
							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		1	2	3	4	5	6				1	2	3	4							1	<span style="background-color: #90EE90;"> </span>	Contract Start and End Dates		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	<span style="background-color: #FFFF00;"> </span>	First & Last Day of School		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	<span style="background-color: #00FFFF;"> </span>	Paid Holidays (FT)		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	<span style="background-color: #D3D3D3;"> </span>	New Hire Orientation and PD		
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	<span style="background-color: #FFA500;"> </span>	Paid Flex (Non-school/contract) Days (FT)			
31																					30							<span style="background-color: #FF00FF;"> </span>	All Staff Professional Development Days		



Board Approved April 13, 2023

DS  
BE

5/8/2023

# Elite Academic Academy 2023/2024 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			1	2	3	4	5						1	2	1	2	3	4	5	6	7	7/4	- Fourth of July		
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	9/4	- Labor Day		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	11/10	- Veteran's Day		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	11/20 - 11/24	- Thanksgiving Break		
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					12/18- 1/5	- Winter Break		
30	31																											1/15	- Martin Luther King Jr. Day		
NOVEMBER							DECEMBER							JANUARY							FEBRUARY										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
				1	2	3	4						1	2		1	2	3	4	5	6						1	2	3	3/11 - 3/15	- Spring Break
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	5/27	- Memorial Day		
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	6/19	- Juneteenth		
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24				
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			25	26	27	28	29							
							31																								
MARCH							APRIL							MAY							JUNE							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		1	2	3	4	5	6				1	2	3	4							1		Semi-Monthly Payroll		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8		Monthly/Semi-Monthly Payroll		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15		Holidays		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22				
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29					
31																				30											



Board Approved April 13, 2023

DS  
BE

5/8/2023



## AT-WILL EMPLOYMENT AGREEMENT

Between Elite Academic Academy Charter - Lucerne

and

Name: [REDACTED]

[REDACTED] position of

Title: Special Education - Education Specialist

April 28, 2023

[REDACTED]  
[REDACTED]  
[REDACTED]

Dear [REDACTED]

We are pleased to offer you the position of full-time exempt Special Education - Education Specialist with Elite Academic Academy-Lucerne (the "School") commencing August 14, 2023 and including 3 Professional Development days (August 17, 18, and 21, 2023). We are delighted you chose to join the Certificated Teaching Department and are confident you will enjoy it here. The purpose of this letter is to summarize the terms of your employment with the School as set forth in this At-Will Employment Agreement (the "Agreement"), should you accept our offer. This offer of employment is conditioned upon the receipt of proof of your legal eligibility to work in the United States (IRS I-9) and successful completion of all background (Livescan) checks.

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

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



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

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

4. Compensation. Due to funding uncertainties generally, and more specifically associated with the School’s required participation in the SB 740 funding process for non-seat-time charter schools, as well as the unpredictability of legislation affecting charter schools, the total amount of School funds available for employee compensation is often unknown to the School at the outset of any academic year. Accordingly, you will be paid a minimum annual salary of \$90,090 (or \$8,190 per month for 11 months, August 2023-June 2024), less applicable withholdings, for 195 days of work (\$462/day) (see calendar attached) including 3 days of Professional Development (see above), which amount may be adjusted upward during or at the conclusion of the academic year by the School’s governing board in its sole discretion. You will also receive a stipend of \$150.00 a month for travel and mileage (in lieu of mileage reimbursement), along with a \$125.00 monthly stipend in honor of your Master’s Degree. You will be paid once a month on, or before, the 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, your performance and the School’s overall performance during the calendar year.

5. Benefits. You will be eligible for all benefits as generally offered to similarly situated employees of the School, including contributions to California State Teachers Retirement System, as further described in our Employee Handbook. The School also offers Health and Welfare benefits, after one month of employment, totaling \$10,800 a year (or \$900 a month), which can be used to purchase medical, dental, and vision insurance benefits offered through the Charter providers. You may “opt out” of medical insurance provided by the Charter and retain a monthly allotment of \$200. For more information, please see the plan benefits.

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

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

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

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

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

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


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

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

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

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

Sincerely,

DocuSigned by:  
  
Meghan Freeman  
CEO

Date: 4/28/2023

AGREED TO AND ACCEPTED BY:

Employee: [Redacted]

[Redacted] Date: 4/30/2023



## Special Education - Education Specialist

### *Job Description*

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

---

### **Position Summary:**

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

### **ESSENTIAL DUTIES and RESPONSIBILITIES**

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

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

- Bachelor's degree from an accredited college or university.
- Most hold a valid, current, California state Education Specialist Instruction Credential Mild/Moderate for teaching staff. A copy of Teaching Credential to be provided and kept current.
- State and federal fingerprint clearance (LiveScan) to work with students (Ed. Code 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB Tine test dated within the last 60 days (Ed. Code 49406) upon employment and thereafter updated every four years.
- Valid California Driver's License.
- Familiarity with the CA Common Core State Standards.
- An enthusiasm for curriculum development to support a young and growing school program.
- Core academic subject competence must be:
  - EXAM: Pass a subject matter examination approved by the CCTC in each subject taught or
  - COURSEWORK:
    - In each core area taught complete a:
      - A) CCTC approved subject matter program, or
      - B) Major, or
      - C) Major equivalent, (32 semester units or the equivalent) or
      - D) Graduate degree or
  - ADVANCED CERTIFICATION:
    - National Board Certification in the core area **OR**
  - HOUSS: Complete California's High Objective Uniform State Standard of Evaluation
    - Must have strong math knowledge and math skills in the areas of General/Basic Math, Algebra 1, Geometry, Algebra 2, Pre-Calculus in addition to a general knowledge of other subjects (English, Science, History, etc).
    - Must have strong computer skills including word processing, entering data into a database, Internet, electronic mail, and other digital literacy skills
    - Must have own transportation, a valid driver's license, and vehicle insurance as required by California law.

**Requirements/Experience:**

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

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

**Other Duties:**

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

**Use of Computer Technology:**

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

**Physical Demands:**

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

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

**Work Environment:**

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

- Noise level is generally moderate

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

---

**Employee Acknowledgement:**

[Redacted Signature]

4/30/2023

Employee Signature

Printed Name

Date



**MUTUAL AGREEMENT TO ARBITRATE DISPUTES**

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

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

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

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

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

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

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

E) Notice of Claim. A demand for arbitration must be in writing by certified or registered mail, return receipt requested and obtained, or by service as authorized for the commencement of a civil action, and made within the applicable statute of limitations period. The notice must describe the nature of the controversy and the remedy sought.

F) Rules and Place of Arbitration. Unless the Parties agree to an alternative, the arbitration shall be administered by JAMS ADR Services ("JAMS"). Arbitration will occur within 45 miles of where Employee is or was last employed by the Company under JAMS's then current Employment Arbitration Rules, except where these rules contradict this Agreement or applicable law. (A current copy of the JAMS rules is available at [www.jamsadr.com](http://www.jamsadr.com) or from Human Resources upon request). The arbitrator can order the same remedies that a judge could order in a court of law. The Parties shall be entitled to conduct reasonable discovery, including, without limitation, conducting depositions of and requesting documents from each other and third parties. The arbitrator shall have the power to subpoena relevant documents for review by a party prior to the arbitration hearing as well as subpoena relevant documents for production at the arbitration hearing. If the parties cannot agree on an arbitrator, JAMS's rules will govern selection. The arbitrator's written award shall: (i) issue within thirty (30) days of the conclusion of evidence; (ii) state the reasons to support the decision; and (iii) be based on governing law and evidence cited.

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



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

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

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

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

<div style="background-color: black; height: 20px; width: 100%;"></div>	Signature	4/30/2023
Employee Name	<small>PCB037F8BF334EF...</small>	Date
MEGHAN FREEMAN	DocuSigned by: 	4/28/2023
_____ Meghan Freeman Chief Executive Officer Elite Academic Academy – Lucerne	Signature	Date
	<small>A4137E406BF5494...</small>	



CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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


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

Date: 4/30/2023



NAME

Date: 4/28/2023

DocuSigned by:  
  
By: A4137E406DF5494...  
Its: Chief Executive Officer

# EAA 2023/2024 Staffing Calendar - 195 (New Hire) Certificated Employee

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			1	2	3	4	5						1	2	1	2	3	4	5	6	7	8/14	- Contract Start Date		
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	8/28	- First Day of school (Traditional)		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	9/4	- Labor Day		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	11/10	- Veteran's Day		
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					11/20 - 11/24	- Thanksgiving Break		
30	31																											12/18- 1/5	- Winter Break		
																												1/15	- Martin Luther King Jr. Day		
NOVEMBER							DECEMBER							JANUARY							FEBRUARY										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
				1	2	3	4						1	2		1	2	3	4	5	6						1	2	3	3/11 - 3/15	- Spring Break
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	5/27	- Memorial Day		
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	6/13	- Last Day of School		
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	6/19	- Juneteenth		
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29			6/30	- Contract End Date		
							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		1	2	3	4	5	6				1	2	3	4							1		Contract Start and End Dates		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8		First & Last Day of School		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15		Paid Holidays (FT)		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22		New Hire Orientation and PD		
24	25	26	27	28	29	30	28	29	30				26	27	28	29	30	31	23	24	25	26	27	28	29		Paid Flex (Non-school/contract) Days (FT)				
31																				30								All Staff Professional Development Days			



Board Approved April 13, 2023

DS  
JAM

4/30/2023

# Elite Academic Academy 2023/2024 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			1	2	3	4	5						1	2	1	2	3	4	5	6	7	7/4	- Fourth of July		
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	9/4	- Labor Day		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	11/10	- Veteran's Day		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	11/20 - 11/24	- Thanksgiving Break		
23	24	25	26	27	28	29	27	28	29	30	31								24	25	26	27	28	29	30	12/18- 1/5	- Winter Break				
30	31																		29	30	31					1/15	- Martin Luther King Jr. Day				
NOVEMBER							DECEMBER							JANUARY							FEBRUARY										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
				1	2	3	4						1	2		1	2	3	4	5	6					1	2	3	3/11 - 3/15	- Spring Break	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	5/27	- Memorial Day		
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	6/19	- Juneteenth		
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24				
26	27	28	29	30	24	25	26	27	28	29	30	28	29	30	31	28	29	30	31	25	26	27	28	29							
							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		1	2	3	4	5	6				1	2	3	4						1		Semi-Monthly Payroll			
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8		Monthly/Semi-Monthly Payroll		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15		Holidays		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22				
24	25	26	27	28	29	30	28	29	30	28	29	30	28	29	30	31	26	27	28	29	30	31	23	24	25	26	27	28	29		
31																			30												



Board Approved April 13, 2023

DS  
Jan

4/30/2023



EAA - Lucerne		2021-22	2022-23	2023-24	2024-25
FY 23.24 Adopted Budget Report		Audited Actuals	Projected Budget	Projected Budget	Projected Budget
May 2023		ADA	675.55	825.20	1031.50
REVENUE					
	LCFF	6,836,276	9,493,274	12,708,251	13,470,746
	Special Education - state	417,341	587,790	727,228	770,862
	Special Education - federal	120,025	83,787	106,837	113,247
	Title I & II	70,673	107,959	134,949	143,046
	Lottery	145,458	195,572	244,466	259,133
	Mandate Block Grant	15,878	21,175	26,469	28,057
	ESSER 1 & 2 & Other CV Relief	359			
	ESSER 3	342,916	100,000		
	Educator Effectiveness	63,937		110,000	
	MTSS		50,000		
	ELO	210,968	117,969		
	A-G Completion	35,000		115,000	
	Universal Pre- K		26,204		
	CTEIG	86,875	385,471	250,000	250,000
6	Learning Recovery Emergency Block Grant			418,189	418,189
3	Arts, Music, and Instructional Materials		50,000.00	199,984	199,984
	Ethnic Studies		4,500		
	Other miscellaneous	10,186	25,904		
	<b>Total Revenue</b>	<b>8,355,892</b>	<b>11,249,604</b>	<b>15,041,372</b>	<b>15,653,264</b>
<b>EXPENSES</b>					
	Salary Expense - certificated	3,365,449	4,457,059	5,728,965	6,072,703
	Salary Expense - classified	461,968	531,335	674,139	714,588
	<b>Total Salary Expense</b>	<b>3,827,417</b>	<b>4,988,393</b>	<b>6,403,105</b>	<b>6,637,971</b>
	Benefits & Taxes	940,876	1,320,680	1,795,944	1,903,700
	Materials & Supplies	591,621	899,673	1,461,488	1,549,177
	Services & Operating Expenses	2,927,380	3,867,567	4,971,271	5,269,547
	Interest Expense	35,094	103,942	129,928	155,913
	<b>Total Expenses</b>	<b>8,322,388</b>	<b>11,180,255</b>	<b>14,761,735</b>	<b>15,516,308</b>
	Net Surplus (Deficit)	33,504	69,349	279,637	136,955
	Beginning Fund Balance	1,352,516	1,386,020	1,455,369	1,735,006
	Ending Funding Balance	1,386,020	1,455,369	1,735,006	1,871,961

**ASSUMPTIONS:**

- 1) The average daily attendance (ADA) for the 2023-24 year is projected to be 1031.50
- 2) As per May Revise, COLA is conservatively set at 5% (Gov's office has quoted 8.22%)
- 3) 2023-24 Non-recurring revenue is projected to be \$1,093,173 (in green)
- 4) Learning Recovery Emergency Block Grant and Arts, Music, and Instructional Materials Grant are currently under review for action by Gov. Newsom.
- 5) All other 2023-24 revenue is a function of ADA.
- 6) The FY 2023-24 beginning fund balance at June 30, 2023 is \$1,455,369, with a projected surplus of \$279,637, for a projected ending fund balance of \$1,735,006 at June 30, 2024.

Projected 23.24			
LU	Trk B	Trk A	TOTAL
	TK-3	238.5	
	4-6	163.51	
	7-8	120.36	
	9-12	122.29	386.84
<b>TOTAL</b>			1031.5

TOTAL ADA	
FY 22.23	FY 22.24
825.20	1031.50



ELITE ACADEMIC ACADEMY



01

FY 23.24  
BUDGET  
CREATION  
ASSUMPTIONS





# STATE OF THE STATE

02

After several years of exceptionally large revenue increases, CA facing steep declines.

“Big Three” taxes in 2022-23:

- Income taxes 5.8% below budget forecast
- Bank and corporation taxes 4.4% below forecast
- Sales taxes up, but softening

Legislative Analyst estimates +/- \$50 billion swings are possible on a \$200 billion base.

Budget has major structural deficit even if revenues are stable.





# STATE OF THE STATE

03

Governor's May Revision assumptions appear optimistic and risky

- CSDC's Legislative Analyst estimates revenue assumption is \$10 billion high
- Uses \$2.8 billion of one-time funds to pay ongoing K-12 COLA
- State budget includes deliberate structural deficit
- Mild recession could wipe out reserves quickly

Adopted budget likely to "fully fund" 8.22% COLA

Other key items also unclear, but CSDC bets as follows:

- Equity Multiplier has strong support, implementation seems likely
- Many of Governor's other augmentations likely to be cut



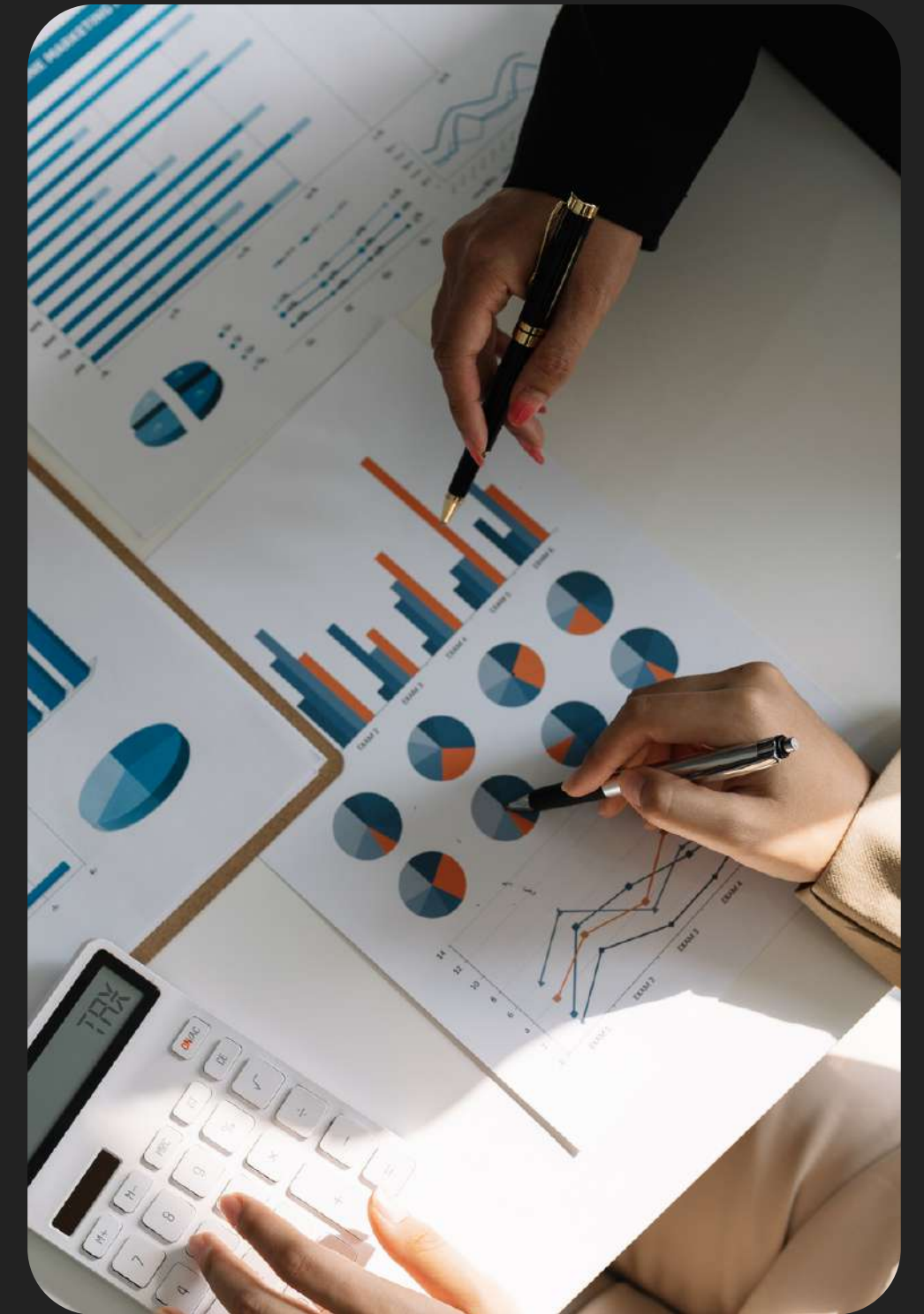


# BUDGET ASSUMPTIONS

04

Our budget is currently based on a 5.0% COLA increase, in accordance with our usual conservative fiscal practices, and under advisement from CSDC fiscal analyst.

Implemented a 6% staff raise (could increase to a ceiling of 10%, contingent upon California's fiscal picture and enrollment come January 2024). This provides freedom of maneuver in an environment of rapid change at the state level, and allows us the chance to be competitive in a rapidly growing educational labor market.





# BUDGET ASSUMPTIONS

How will the Governor fund such a steep COLA increase?

05

Governor proposes deep, retroactive cuts to two existing programs

Arts, Music, and Instructional Materials Discretionary Block Grant

- Would cut funding for this 2022-23 grant in half

Learning Recovery Block Grant

- Would cut grant by 1/3rd, from \$2,396/unit to \$1,625/unit

Unclear how CDE would recoup funds already disbursed to LEAs

Our planning minimizes usage of these funds in FY 23.24 in order to ensure our per unit usage aligns with the likely efforts on behalf of the state in recouping funds.

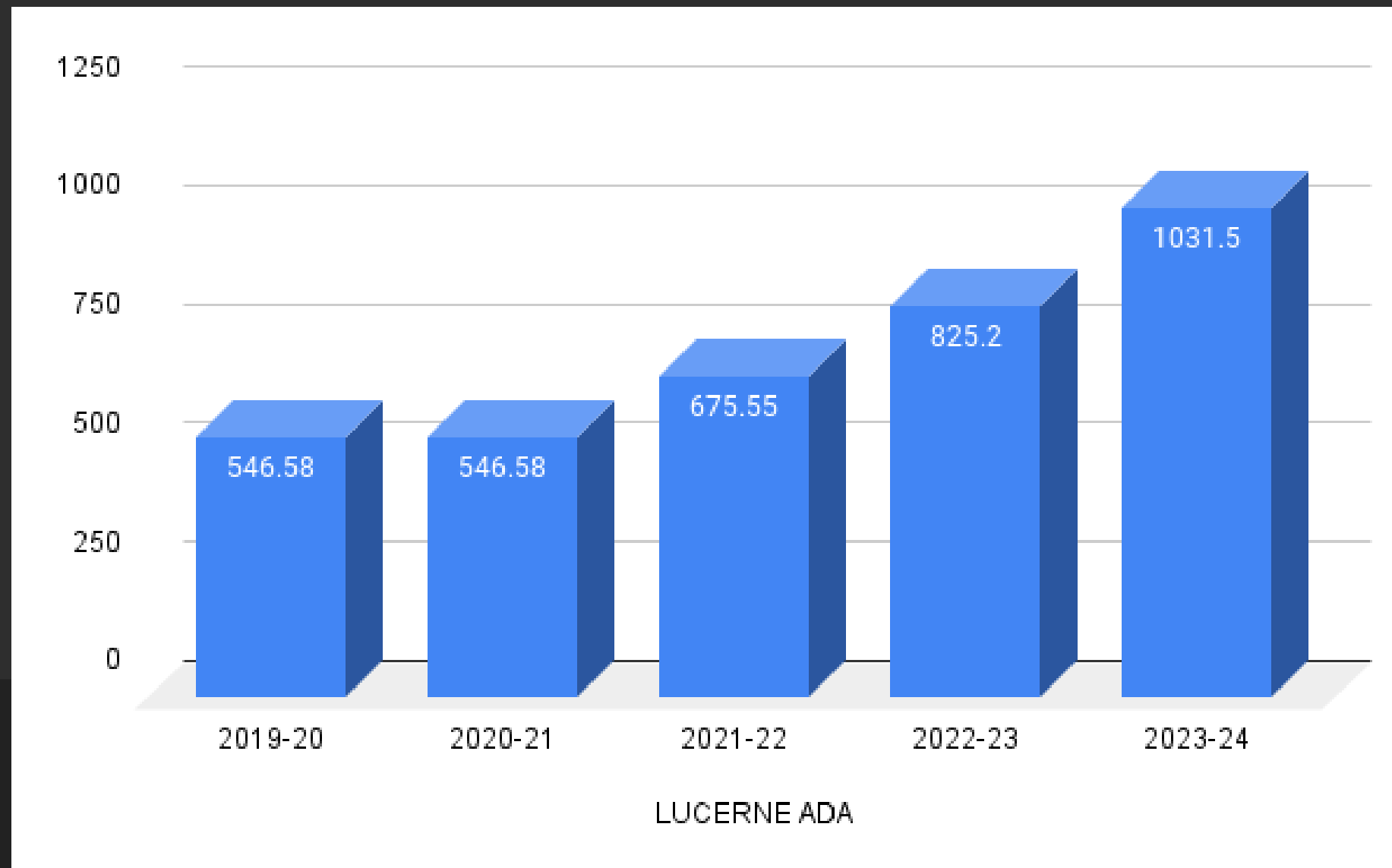




# ADA – YEAR OVER YEAR



06



88.72% Growth



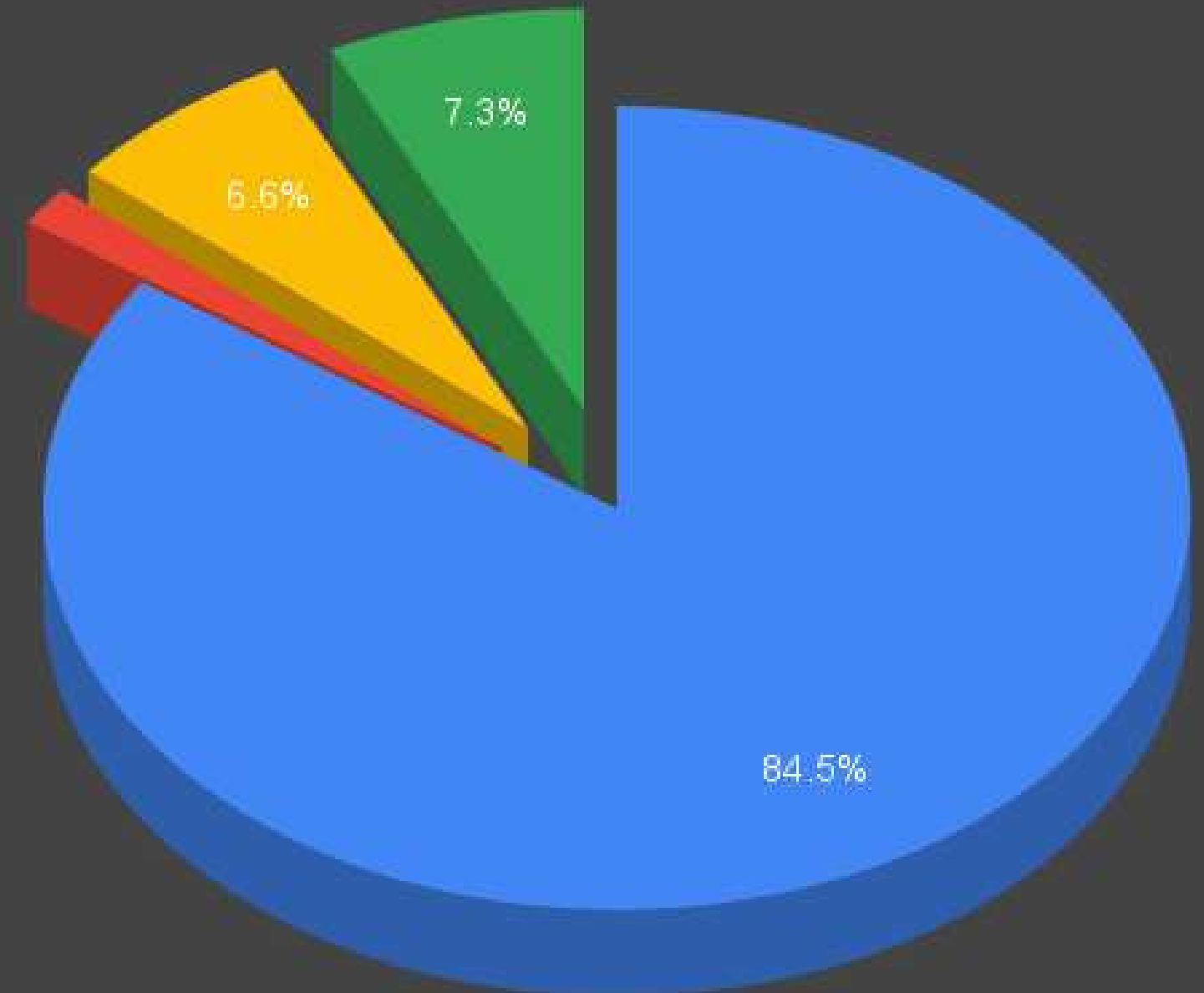
# REVENUE BY SOURCE



07

LCFF	\$12,708,251.00
FEDERAL	\$241,785.47
OTHER STATE	\$998,162.67
1 TIME FUNDS	\$1,093,172.50

- LCFF
- FEDERAL
- OTHER STATE
- 1 TIME FUNDS







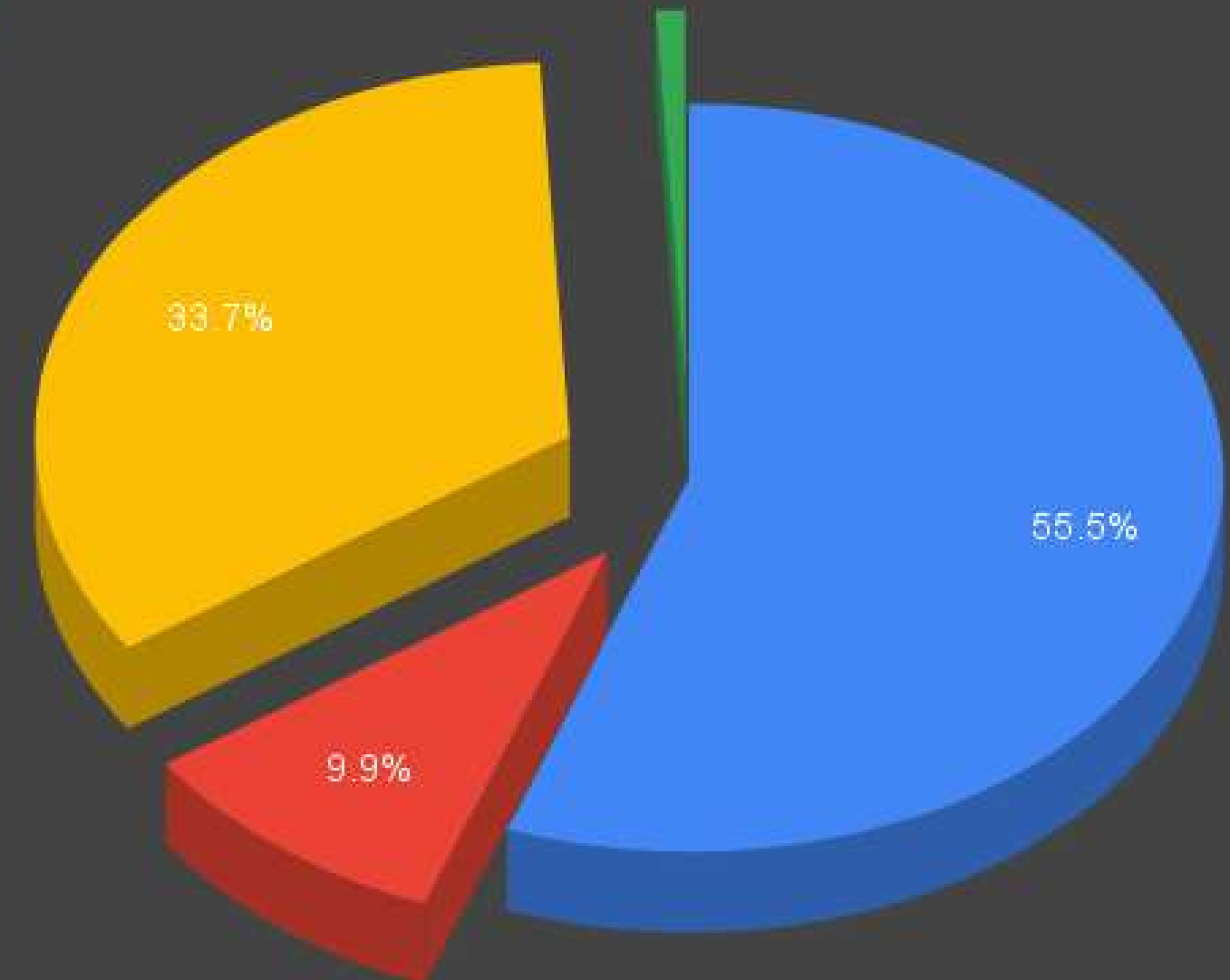
# EXPENDITURES BY SOURCE



08

PERSONNEL	\$8,199,048
MATERIALS AND SUPPLIES	\$1,461,488
SERVICES AND OPERATING EXPENSES	\$4,971,271
INTEREST EXPENSE	\$129,928

- PERSONNEL
- MATERIALS AND SUPPLIES
- SERVICES AND OPERATING EXPENSES
- INTEREST EXPENSE





# PROJECTED ENDING FUND BALANCE

09

FY 23.24 BEGINNING BALANCE

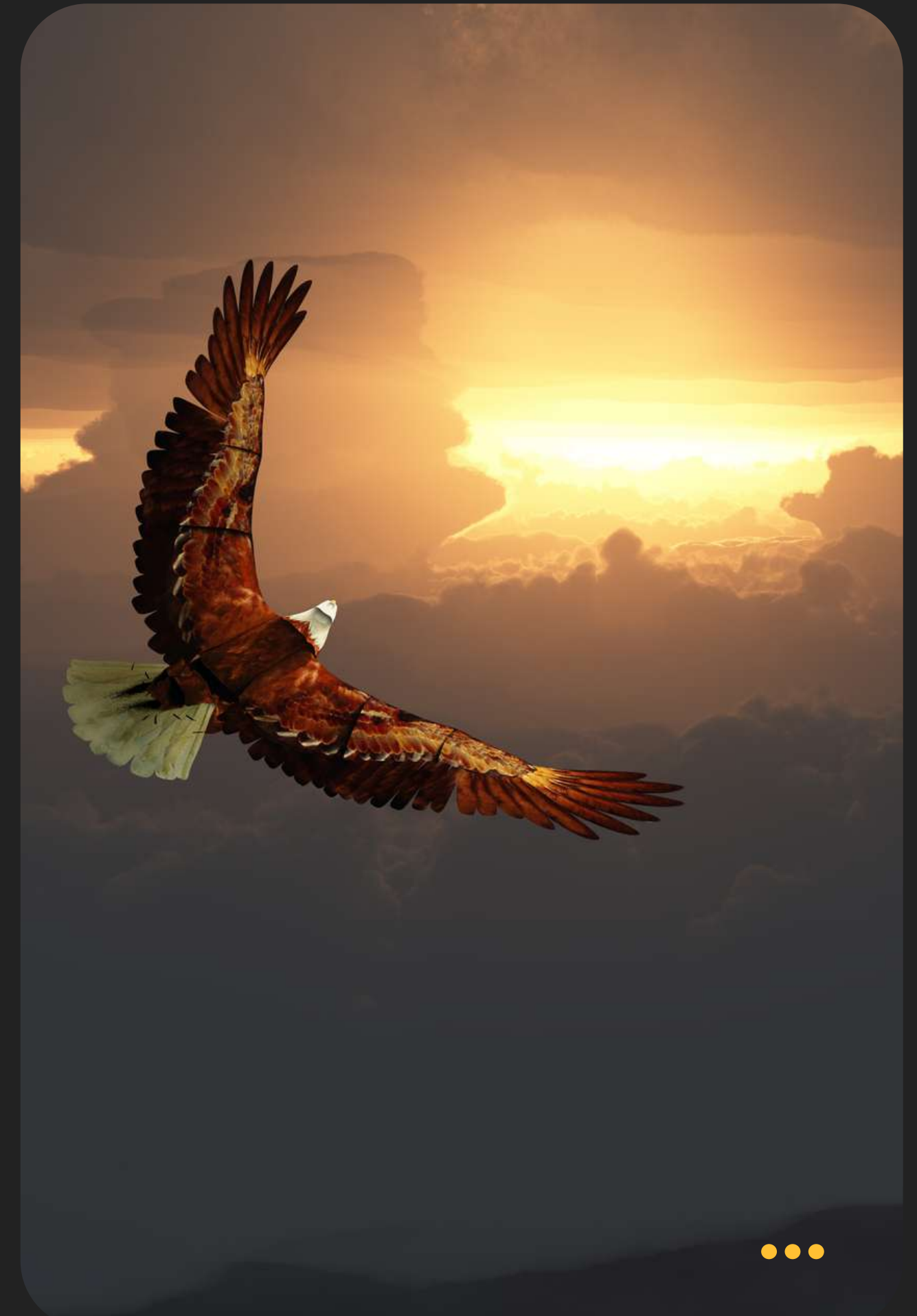
**1,455,369**

FY 23.24 PROJECTED SURPLUS

**279,637**

FY 23.24 ENDING FUND BALANCE

**1,735,006**



2023

# LCAP & LOCAL INDICATORS

LUCERNE

ELITE ACADEMIC ACADEMY

# LOCAL CONTROL FUNDING FORMULA



LCFF ESTABLISHED UNIFORM GRADE SPAN  
GRANTS IN PLACE OF THE MYRIAD OF  
PREVIOUSLY EXISTING K-12 FUNDING STREAMS

LCFF FUNDING IS FUNDED THROUGH A  
COMBINATION OF LOCAL PROPERTY TAXES AND  
STATE FUNDING FROM THE STATE SCHOOL FUND  
AND EDUCATION PROTECTION ACCOUNT.

PROVIDES MORE FLEXIBILITY AND LOCAL  
CONTROL IN SPENDING DECISIONS

INCLUDES FUNDING FOR AT-RISK/HIGH NEED  
STUDENTS

# LOCAL CONTROL AND ACCOUNTABILITY PLAN



LCAP IS A THREE-YEAR PLAN THAT DESCRIBES THE GOALS, ACTIONS, SERVICES, AND EXPENDITURES TO SUPPORT POSITIVE STUDENT OUTCOMES THAT ADDRESS STATE AND LOCAL PRIORITIES.

- LCFF BUDGET OVERVIEW FOR PARENTS
- PLAN SUMMARY
- ENGAGING EDUCATIONAL PARTNERS
- GOALS AND ACTIONS
- INCREASED OR IMPROVED SERVICES FOR FOSTER YOUTH, ENGLISH LEARNERS, AND LOW-INCOME STUDENTS

# 8 STATE PRIORITIES



1: BASIC (CONDITIONS OF LEARNING)

2: STATE STANDARDS (CONDITIONS OF LEARNING)

3: PARENTAL INVOLVEMENT (ENGAGEMENT)

4: PUPIL ACHIEVEMENT (PUPIL OUTCOMES)

5: PUPIL ENGAGEMENT (ENGAGEMENT)

6: SCHOOL CLIMATE (ENGAGEMENT)

7: COURSE ACCESS (CONDITIONS OF LEARNING)

8: OTHER PUPIL OUTCOMES (PUPIL OUTCOMES)

# EDUCATIONAL PARTNERS



PARENT AND STUDENT SURVEYS INDICATE AREAS OF STRENGTH, AND AREAS FOR GROWTH, RELATED TO THE EIGHT STATE PRIORITIES.

PARENT EMPOWERMENT WORKSHOPS OFFER AN OPPORTUNITY TO PROVIDE INPUT REGARDING GOALS AND ACTIONS FOR STUDENT ACHIEVEMENT.

# STUDENT DATA DRIVES LCAP



PROGRESS TOWARDS LCAP GOALS IS MEASURED BY DIFFERENT METRICS OR MEASURES.

- ATTENDANCE RATES
- LANGUAGE PROFICIENCY
- GRADUATION RATES
- INTERNAL AND EXTERNAL TEST SCORES
- A-G, CTE COURSE COMPLETION



# LCAP GOALS

1

IMPROVE  
ACADEMIC  
ACHIEVEMENT  
FOR ALL  
STUDENTS

2

ESTABLISH  
CONNECTIONS  
AND  
PARTNERSHIPS

3

SUPPORT  
STUDENTS WITH  
ACADEMIC  
SUPPORTS AND  
INTERVENTIONS

4

ENSURE  
STUDENTS ARE  
COLLEGE AND  
CAREER READY

# GOAL 1

IMPROVE THE ACADEMIC ACHIEVEMENT OF ALL STUDENTS THROUGH PREDOMINANT INSTRUCTIONAL PRACTICES, A GUARANTEED AND VIABLE CURRICULUM, AND STANDARD-ALIGNED ASSESSMENTS. THIS WILL BE MEASURED BY OUR ABILITY TO MEET OR EXCEED OUR AUTHORIZING DISTRICT CAASPP ELA AND MATH SCORES.

# Goal 1 Action Items

**\$8.8 mil**

<b>1.1</b>	<b>(\$3,999,999.94)</b>	<b>1.2</b>	<b>(\$1,031,963.72)</b>	<b>1.3</b>	<b>(\$1,245,098.00)</b>
<hr/>		<hr/>		<hr/>	
Academic Achievement through highly qualified staff, research-based instructional practices, and performance monitoring.		Increase the academic achievement of students in the special education program (SpEd).		Equitable access to Common Core aligned viable curriculum and materials	
<b>1.4</b>	<b>(\$203,420.00)</b>	<b>1.5</b>	<b>(\$2,287,698.77)</b>		
<hr/>		<hr/>		<hr/>	
Professional Development to support in effective teaching.		Management of fiscal, operational and technological resources to support students, staff, and community.			

# S U C C E S S E S

COMMUNICATOR

# A C T I O N I T E M S

INCREASE IN STUDENT ELA AND MATH PROFICIENCY,  
AS MEASURED USING BOTH CAASPP  
AND INTERNAL ASSESSMENTS

DEVELOPED NEW COURSES THAT PROVIDE STUDENTS  
WITH TARGETED SKILL DEVELOPMENT, OPPORTUNITIES FOR  
CHOICE, AND REAL-WORLD CONNECTIONS

HOSTED A 3 DAY SCHOOL-WIDE PROFESSIONAL  
DEVELOPMENT FOCUSED ON ENGAGING TEACHING

PRACTICES

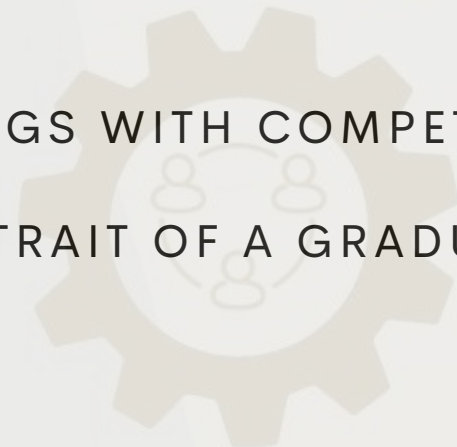
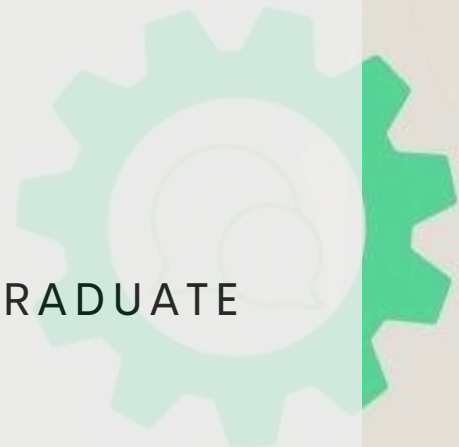
DEVELOPMENT OF ELITE'S PORTRAIT OF A GRADUATE

CONTINUE TO DEVELOP ENGAGING SYNCHRONOUS  
AND LIVE SESSION OPPORTUNITIES FOR ALL STUDENTS

EXPAND OUR ELITE-PROPRIETARY HIGH SCHOOL COURSES  
THAT REFLECT THE NEEDS AND INTERESTS  
OF OUR ENROLLED STUDENTS

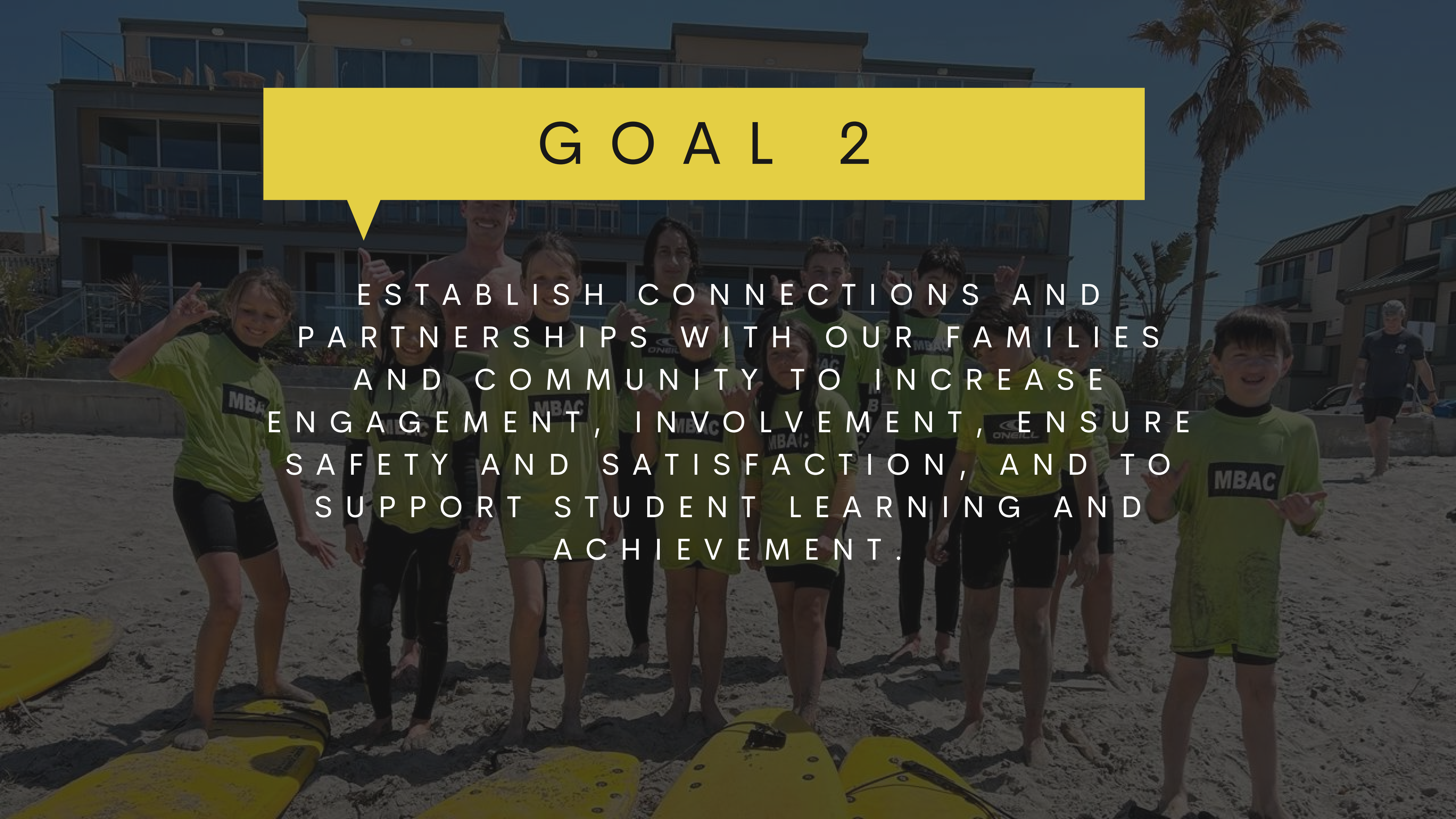
PROVIDE PROFESSIONAL LEARNING FOCUSED  
ON EFFECTIVE TEACHING AND LEARNING.

ALIGN COURSE OFFERINGS WITH COMPETENCIES  
LISTED IN OUR PORTRAIT OF A GRADUATE



# GOAL 2

ESTABLISH CONNECTIONS AND PARTNERSHIPS WITH OUR FAMILIES AND COMMUNITY TO INCREASE ENGAGEMENT, INVOLVEMENT, ENSURE SAFETY AND SATISFACTION, AND TO SUPPORT STUDENT LEARNING AND ACHIEVEMENT.



# Goal 2 Action Items

**\$1.7 mil**

2.1	(\$1,022,618.30)	2.2	(\$182,334.58)	2.3	(\$2,168.75)
School-Based Enrichment Activities		Meaningful and Transparent Communication		Safe Learning Environment	
2.4	(\$50,000.00)	2.5	(\$189,957.50)	2.6	(\$215,823.06)
English Language Family Support (EL)		Engaging the Community		Providing Access to Resources	

# S U C C E S S E S

INCREASE IN IN-PERSON AND VIRTUAL FIELD TRIPS PROVIDED

PROMOTED A CTE TEACHER TO MARKETING COORDINATOR TO INCREASE COMMUNITY REACH

REDESIGNED THE ELITE WEBSITE TO BETTER SHOWCASE OUR UNIQUE OFFERINGS

CREATED A STUDENT LEADERSHIP CLASS WHICH INCREASED STUDENT INVOLVEMENT IN ELITE ACTIVITIES

ONBOARDING PROCESS DEVELOPED TO SET A CULTURE OF PARENT INVOLVEMENT AND COLLABORATION BEGINNING AT THE POINT OF ENROLLMENT

# A C T I O N I T E M S

CONTINUE TO REORGANIZE AND UPDATE OUR WEBSITE AND SOCIAL MEDIA

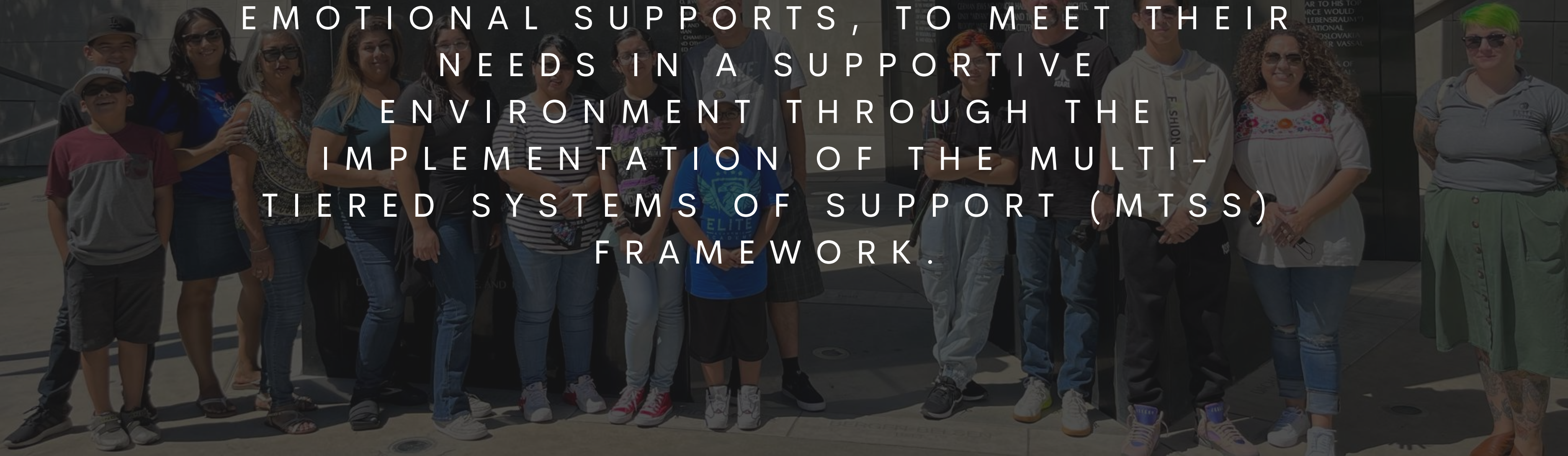
INCREASE PARENT SUPPORT AND TRAINING ON PARENT SQUARE

INCREASE HIGH-QUALITY COMMUNITY PARTNER OFFERINGS IN ALL 8 OF ELITE'S SERVICING COUNTIES

UPDATE THE WORKSPACE FOR THE COMMUNITY RELATIONS DEPARTMENT IN ORDER TO PROVIDE TIMELY DELIVERY OF INSTRUCTIONAL MATERIALS AND ACADEMIC RESOURCES IN AN ADEQUATE SPACE

# GOAL 3

SUPPORT STUDENTS WITH ACADEMIC SUPPORTS AND INTERVENTIONS, AS WELL AS APPROPRIATE SOCIAL-EMOTIONAL SUPPORTS, TO MEET THEIR NEEDS IN A SUPPORTIVE ENVIRONMENT THROUGH THE IMPLEMENTATION OF THE MULTI-TIERED SYSTEMS OF SUPPORT (MTSS) FRAMEWORK.





# Goal 3 Action Items

**\$3.1 mil**

3.1	(\$877,097.26)	3.2	(\$120,486.98)	3.4*	(\$31,529.29)
Implement MTSS Tiered Systems of Support		EL Proficiency Monitoring (EL)		Establish Social-Emotional and Physical Health Services for students and staff.	
3.5	(\$15,000)	3.6	(\$666,530.47)	3.7	(\$1,438,809.13)
Provide MTSS Professional Development for all Staff		Access to technology to effectively implement and support academic learning for students and staff		Offer Year Round Track for credit recovery, advancement, and enrichment	

\*3.3 was removed as it was merged with 3.1

# S U C C E S S E S

RECONFIGURED SMALL GROUP TUTORING TO LEARNING LABS, WITH A FOCUS ON TRANSFERRABLE SKILLS AND GROWTH MINDSET FOR STUDENTS

SIGNIFICANTLY INCREASED ENGLISH LEARNER PROFICIENCY AND EXIT RATES

PROVIDED MTSS PROFESSIONAL DEVELOPMENT TO ALL STAFF TO BETTER UNDERSTAND TIERED SYSTEMS OF SUPPORT

HIRED A LEVEL UP COORDINATOR TO OVERSEE THE YEAR ROUND TRACK

DEVELOPED SMALL GROUP COUNSELING TOPICS

# A C T I O N I T E M S

EXPAND THE MTSS LEARNING LAB TEAM TO EXTEND SERVICES TO MORE STUDENTS

DEVELOP A COMPREHENSIVE ASSESSMENT CALENDAR TO ENSURE ALL STUDENTS HAVE AT LEAST TWO DATA POINTS FOR GROWTH COMPARISON

CONTINUE TO DEVELOP DATA-INFORMED PRACTICES FOR THE EDUCATIONAL LEADERSHIP TEAM

PROVIDE TRAINING AND SUPPORT ON IMPLEMENTATION OF ACCOMMODATIONS FOR STUDENTS WITH AN IEP, 504, SST, OR OTHER SPECIALIZED NEED

EXPAND SMALL GROUP COUNSELING SESSIONS

# GOAL 4

WE WILL PREPARE SECONDARY STUDENTS TO GRADUATE FROM SCHOOL SCHOOL WITH OPPORTUNITIES AND PREPARATION FOR COLLEGE AND CAREER.

# Goal 4 Action Items

**\$759,000**

4.1	(\$622,906.26)	4.2	(\$10,000)	4.3	(\$100,653.72)
Career Technical Education Program Pathways		Assessment & Articulation for post-secondary preparation		College and Career Counseling	
4.4	(\$25,000)	4.5	(\$)		
Professional Development for College and Career		Advanced Academic Resources (SOAR)			

[Back to Content Page](#)

# S U C C E S S E S

INCREASE CAREER TECHNICAL EDUCATION COURSE PARTICIPATION & HIRING OF CTE PATHWAY TEACHERS IN THE EDUCATION PATHWAY, CODING PATHWAY, VAPA PATHWAY, AND MARKETING

INCREASE IN STUDENT A-G COURSE COMPLETION FOR CSU/UC ENTRANCE

PARTNERSHIP WITH HONEST GAME FOR NCAA ACADEMIC TRACKING FOR STUDENT-ATHLETES

SIGNIFICANT FAFSA COMPLETION INCREASE BY SENIOR STUDENTS FOR COLLEGE AID

DEVELOPMENT OF SOAR ACADEMY FOR ACCELERATED STUDENTS

NXTLVL AND ELITEX PROGRAM TRAINING FOR TEACHERS TO INCREASE STUDENT ENGAGEMENT AND SKILLS-BASED LEARNING

# A C T I O N I T E M S

HIRING AN ASSOCIATE DIRECTOR OF CTE PROGRAMS TO INCREASE CONSORTIUM PARTICIPATION, ALIGN PATHWAYS WITH REGIONAL PLANS, ESTABLISH INTERNSHIPS/JOB SHADOWING WITH COMMUNITY PARTNERS

LAUNCH ELITEX AND NXTLVL FOR STUDENT ENGAGEMENT AND ACADEMIC ENRICHMENT

HIRING OF AN ACADEMIC COUNSELOR TO INCREASE A-G COMPLETION & FAFSA COMPLETION

PROFESSIONAL DEVELOPMENT FOR CTE DEPARTMENT: EDUCATING FOR CAREERS

PROFESSIONAL DEVELOPMENT FOR CORE DEPARTMENT: ADVANCED PLACEMENT

CREATE THE ADVANCED ACADEMY SOAR FOR ACADEMICALLY ADVANCED STUDENTS

2023

# LOCAL INDICATORS

\* LOCAL INDICATORS ARE BASED ON 21-22 DATA,  
AND DO NOT REFLECT THE PROGRESS MADE THIS YEAR.

# C A S C H O O L D A S H B O A R D L O C A L I N D I C A T O R S

## CALIFORNIA SCHOOL DASHBOARD

10 Indicators to Measure Performance

### 6 State Indicators

Performance Categories:



**College & Career\***  
Percent of students prepared for college & career

**Graduation Rate**  
Percent of students who earn a regular H.S. diploma

**Academics - ELA & Math**  
Distance from the lowest score needed for "Standard Met"

**English Learner Progress**  
Percent of English Learners making one year's progress

**Chronic Absenteeism\***

**Suspension Rate**  
Percent of students who were suspended

### 4 Local Indicators

Performance Categories:  
Met / Not Met / Not Met for 2+ Years

**Basic Conditions**

**Implementation of Academic Standards**

**Parent Engagement**

**School Climate**

PROVIDES PARENTS AND EDUCATORS WITH INFORMATION ON SCHOOL AND DISTRICT PROGRESS SO THEY CAN PARTICIPATE IN DECISIONS TO IMPROVE STUDENT LEARNING.



Red



Orange



Yellow



Green



Blue

LOWEST PERFORMANCE

HIGHEST PERFORMANCE

TEACHERS AND  
INSTRUCTIONAL MATERIALS

# STANDARD MET

- 0 Teacher Misassignments and Vacancies
- 0% of Students without Standards-Aligned Instructional Materials
- 0 Facilities Not in "Good Standing"



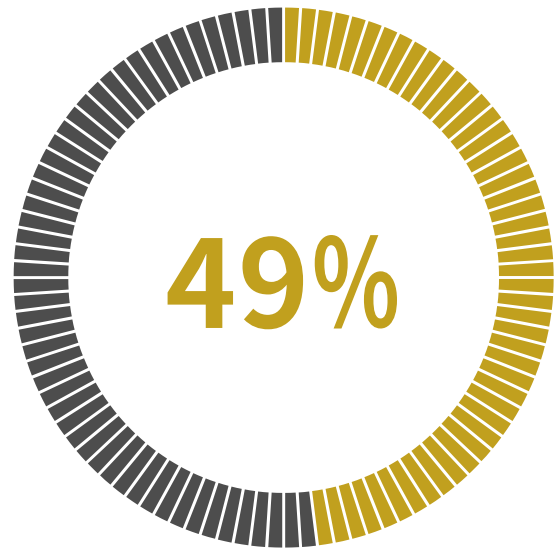
# IMPLEMENTATION OF ACADEMIC STANDARDS

## STANDARD MET

- Providing Professional Development for teaching aligned to core academic standards
- Implementing Programs to support staff in improving delivering of instruction in core academic standards
- Implement standards for CTE, World Language, Physical Education, Health, and VAPA
- Implement leadership opportunities for teachers and admin to support implementation of the academic standards

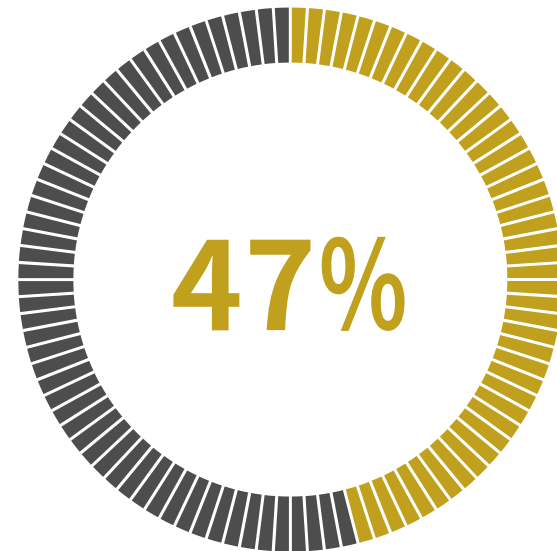
P A R E N T & F A M I L Y  
E N G A G E M E N T

**STANDARD MET**



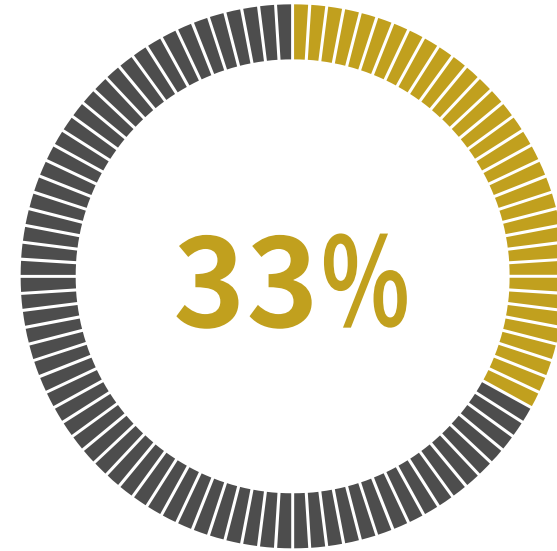
**Attended  
in-person**

FIELD TRIPS



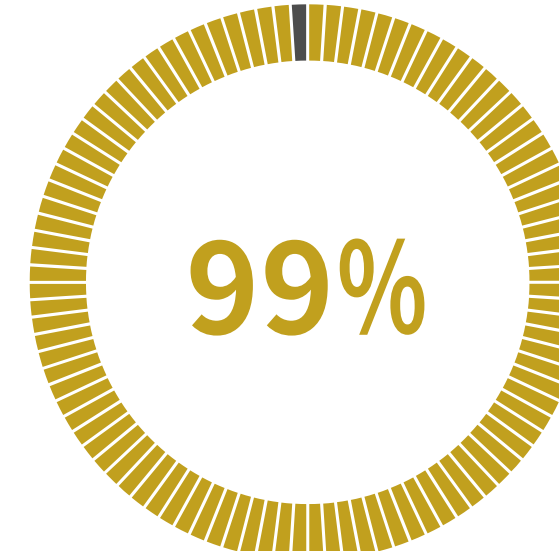
**Attended  
Events**

VIRTUALLY



**Participated in  
Assemblies &**

WORKSHOPS



**ParentSquare**

ENGAGEMENT

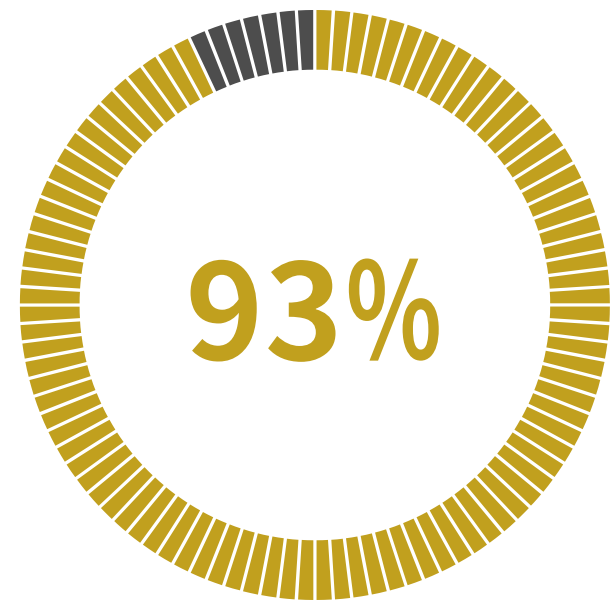


**Follow  
@EliteAcademic**

INSTAGRAM

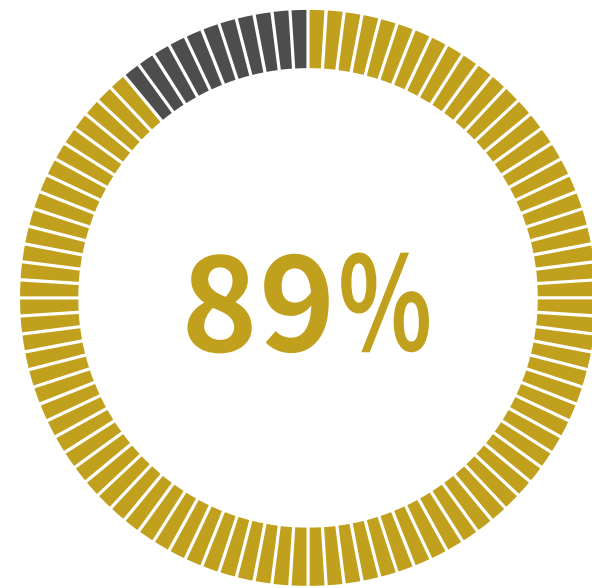
LOCAL CLIMATE  
SURVEY

# STANDARD MET



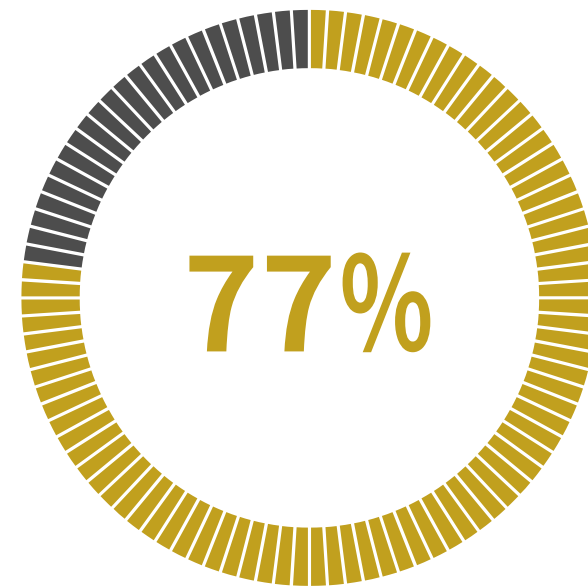
**Say  
Elite is**

**AWESOME!**



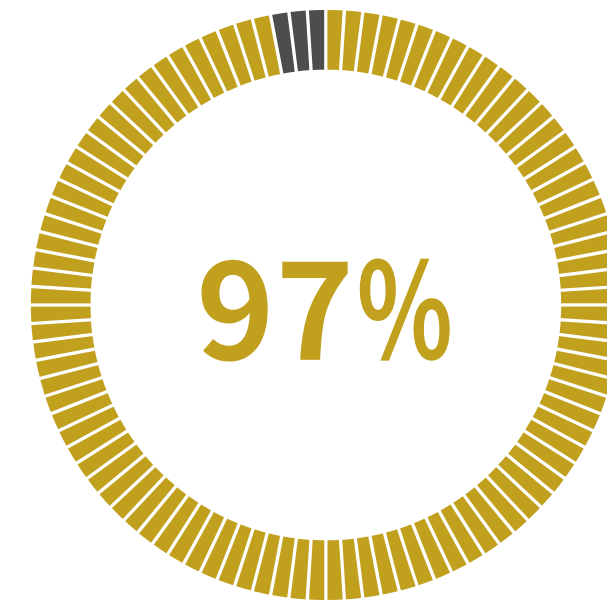
**Students  
Comfortable  
Getting**

**HELP**



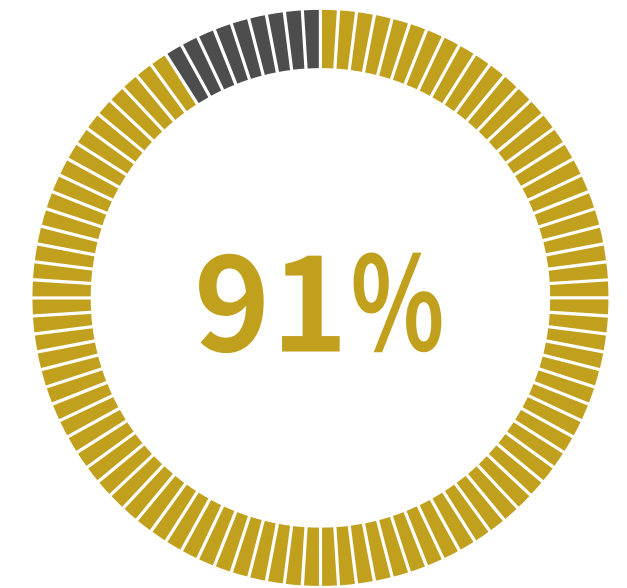
**Understand How  
Input Affects**

**DECISIONS**



**Trust  
Teachers'**

**DECISIONS**

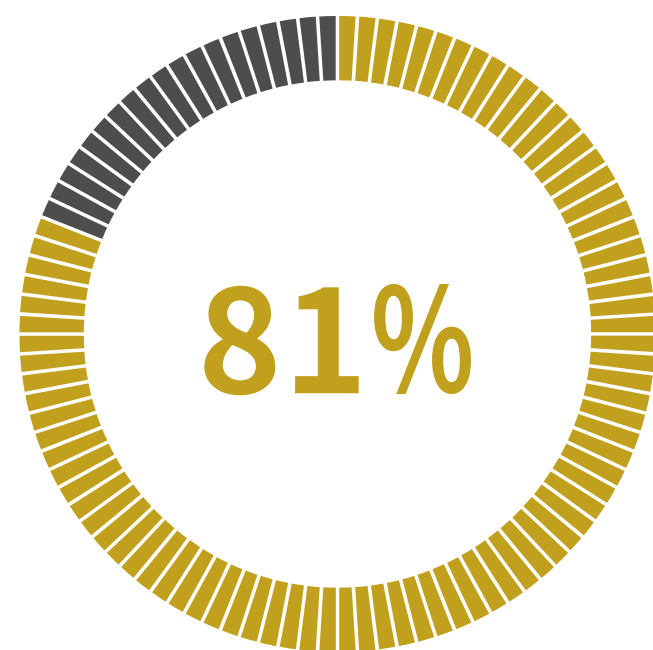


**LOVE  
Being At**

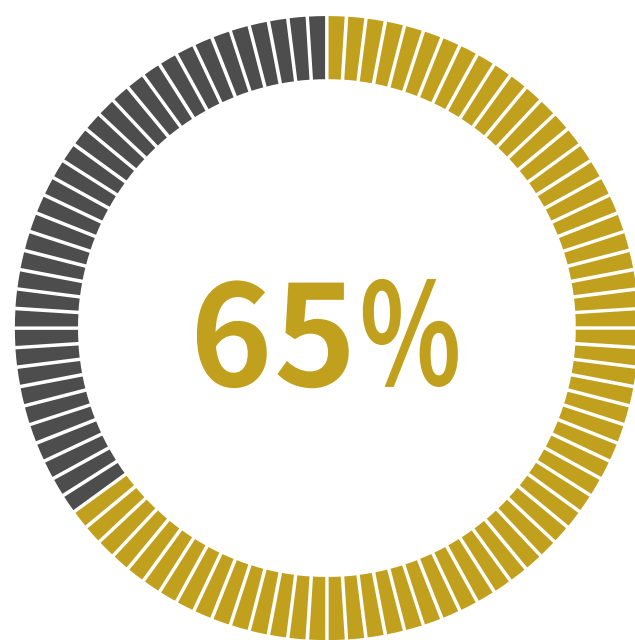
**ELITE!**

BROAD COURSE  
OF STUDY

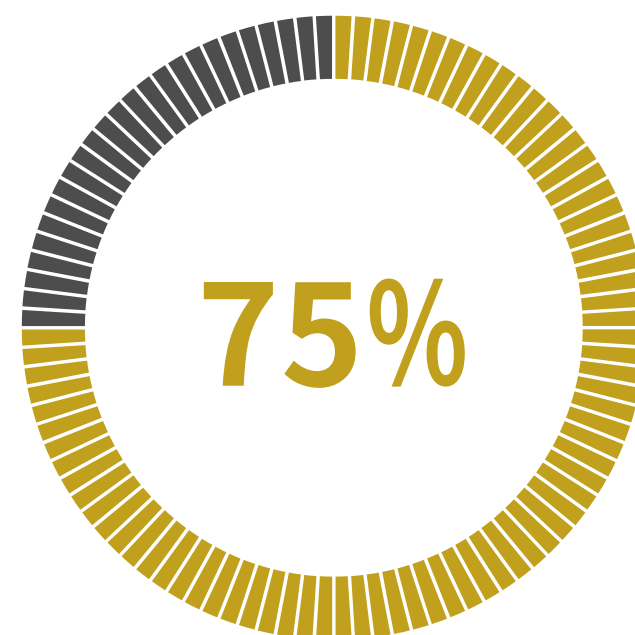
# GRADUATION RATE



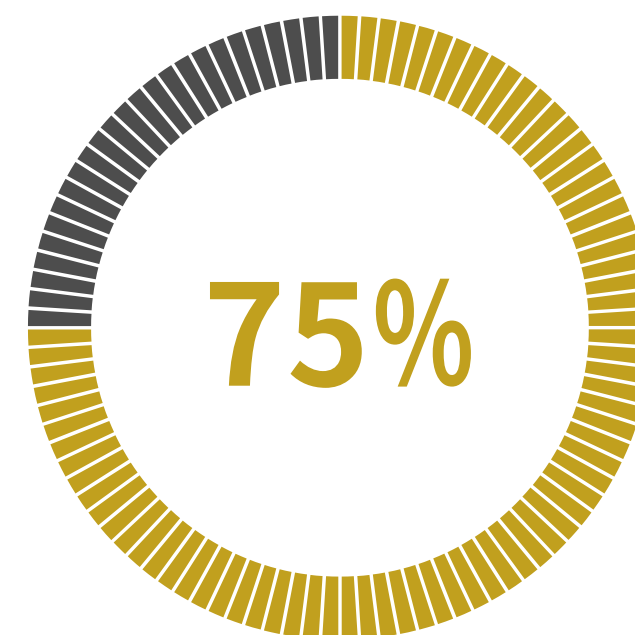
**Overall  
Graduation  
Rate**



**Hispanic  
Graduation  
Rate**



**Socioeconomically  
Disadvantaged  
Graduation Rate**



**White  
Graduation  
Rate**

COMPREHENSIVE SUPPORT  
AND IMPROVEMENT

# \$160K to Improve Graduation Rates

- Analyze current graduate rates and trends
- Collaborate with educational partners to gain a holistic perspective
- Develop targeted interventions and strategies
- Address resource inequities
- Align to LCAP goals
- Implement a robust monitoring and evaluation plan

# Questions?





**ELITE**<sup>™</sup>  
— A C A D E M I C —  
A C A D E M Y

## LCFF Budget Overview for Parents

Local Educational Agency (LEA) Name: Elite Academic Academy-Lucerne

CDS Code: 36750510136960

School Year: 2023-24

LEA contact information:

Meghan Freeman

CEO

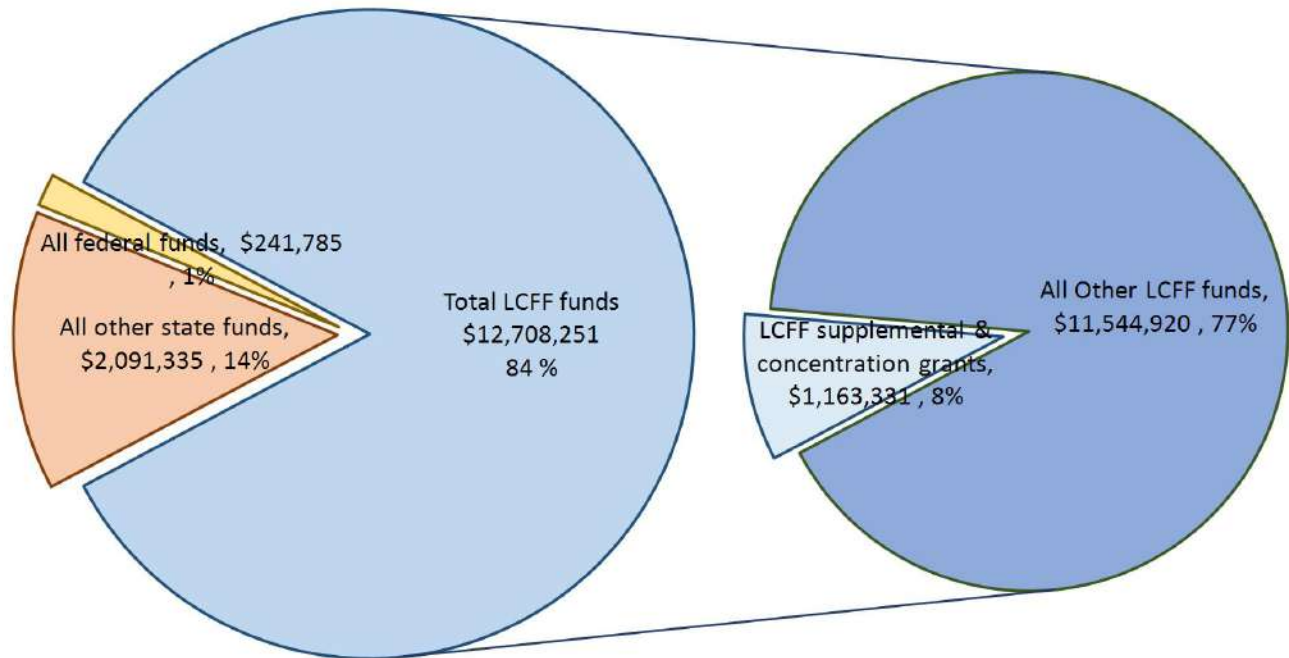
[mfreeman@eliteacademic.com](mailto:mfreeman@eliteacademic.com)

(866) 354-8302 Ext. 703

School districts receive funding from different sources: state funds under the Local Control Funding Formula (LCFF), other state funds, local funds, and federal funds. LCFF funds include a base level of funding for all LEAs and extra funding - called "supplemental and concentration" grants - to LEAs based on the enrollment of high needs students (foster youth, English learners, and low-income students).

# Budget Overview for the 2023-24 School Year

## Projected Revenue by Fund Source



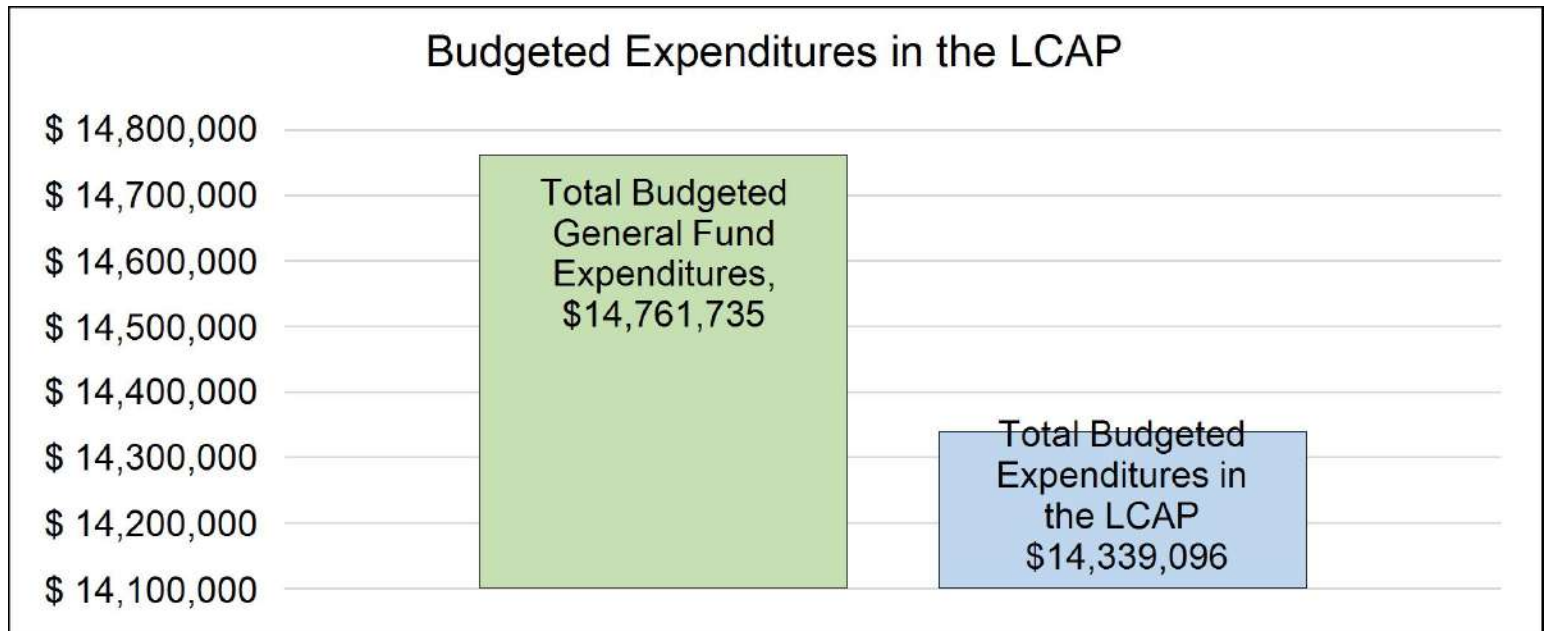
This chart shows the total general purpose revenue Elite Academic Academy-Lucerne expects to receive in the coming year from all sources.

The text description for the above chart is as follows: The total revenue projected for Elite Academic Academy-Lucerne is \$15,041,371, of which \$12,708,251 is Local Control Funding Formula (LCFF), \$2,091,335 is other state funds, \$0 is local funds, and \$241,785 is federal funds. Of the \$12,708,251 in LCFF Funds, \$1,163,331 is generated based on the enrollment of high needs students (foster youth, English learner, and low-income students).



# LCFF Budget Overview for Parents

The LCFF gives school districts more flexibility in deciding how to use state funds. In exchange, school districts must work with parents, educators, students, and the community to develop a Local Control and Accountability Plan (LCAP) that shows how they will use these funds to serve students.



This chart provides a quick summary of how much Elite Academic Academy-Lucerne plans to spend for 2023-24. It shows how much of the total is tied to planned actions and services in the LCAP.

The text description of the above chart is as follows: Elite Academic Academy-Lucerne plans to spend \$14,761,735 for the 2023-24 school year. Of that amount, \$14,339,096 is tied to actions/services in the LCAP and \$422,639 is not included in the LCAP. The budgeted expenditures that are not included in the LCAP will be used for the following:

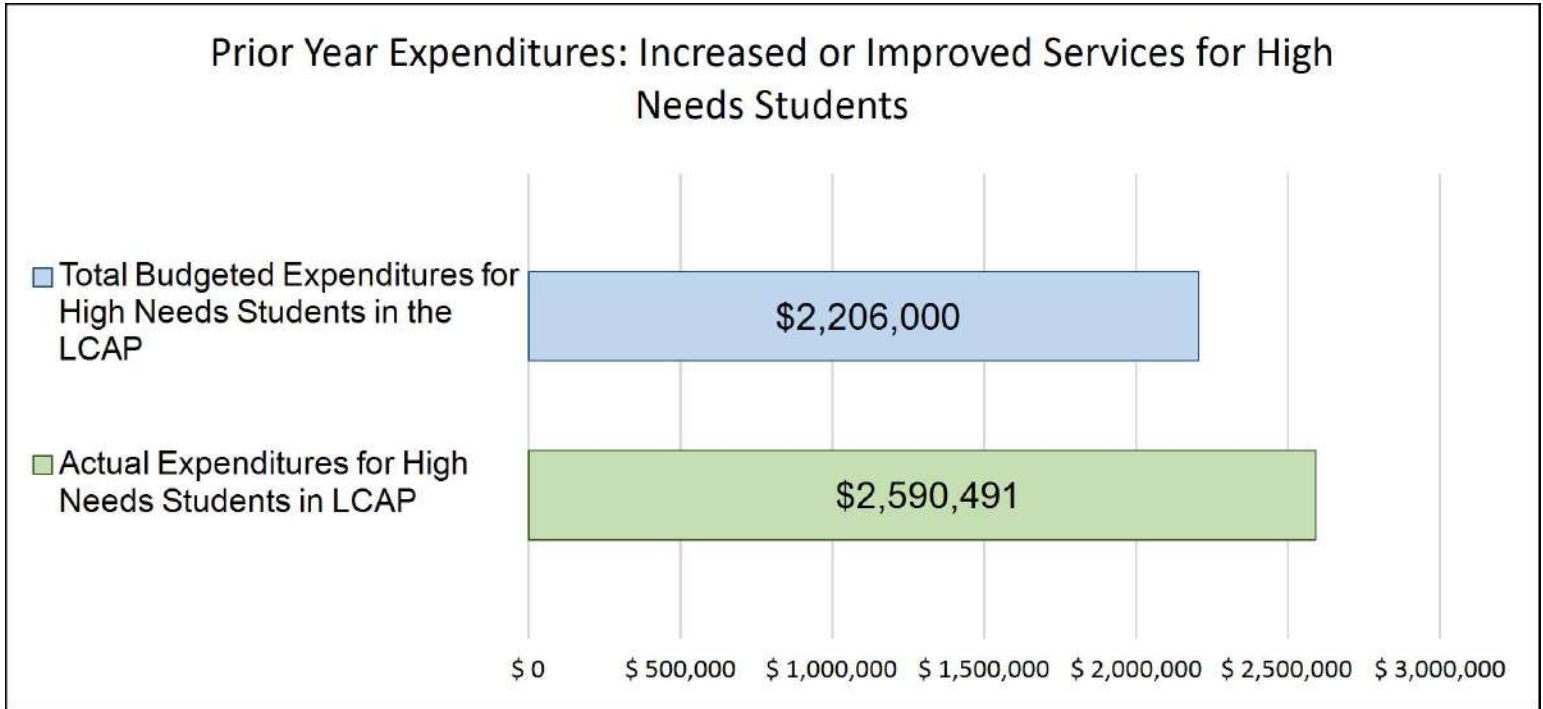
Employees Benefits, Special Education Costs and Misc. Business and Operating expenses are not included in the LCAP.

## Increased or Improved Services for High Needs Students in the LCAP for the 2023-24 School Year

In 2023-24, Elite Academic Academy-Lucerne is projecting it will receive \$1,163,331 based on the enrollment of foster youth, English learner, and low-income students. Elite Academic Academy-Lucerne must describe how it intends to increase or improve services for high needs students in the LCAP. Elite Academic Academy-Lucerne plans to spend \$2,635,563 towards meeting this requirement, as described in the LCAP.

# LCFF Budget Overview for Parents

## Update on Increased or Improved Services for High Needs Students in 2022-23



This chart compares what Elite Academic Academy-Lucerne budgeted last year in the LCAP for actions and services that contribute to increasing or improving services for high needs students with what Elite Academic Academy-Lucerne estimates it has spent on actions and services that contribute to increasing or improving services for high needs students in the current year.

The text description of the above chart is as follows: In 2022-23, Elite Academic Academy-Lucerne's LCAP budgeted \$2,206,000 for planned actions to increase or improve services for high needs students. Elite Academic Academy-Lucerne actually spent \$2,590,491 for actions to increase or improve services for high needs students in 2022-23.



**ELITE™**  
— A C A D E M I C —  
A C A D E M Y

## Local Control and Accountability Plan

The instructions for completing the Local Control and Accountability Plan (LCAP) follow the template.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Elite Academic Academy-Lucerne	Meghan Freeman CEO	mfreeman@eliteacademic.com (866) 354-8302 Ext. 703

## Plan Summary [2023-24]

# General Information

A description of the LEA, its schools, and its students in grades transitional kindergarten–12, as applicable to the LEA.

## Elite Academic Academy-Lucerne

### Mission Statement

Elite Academic Academy is committed to pursuing and maintaining educational excellence and unparalleled flexibility to achieve academic distinction in an independent study platform.

### Vision

Elite Academic Academy harnesses the power of flexible learning environments to provide a superior education for our students. Working with all stakeholders, we will create an individualized learning environment designed to enable each student to gain the skills necessary to achieve their long-term educational, professional, and personal goals and dreams.

### About Elite Academic Academy

Elite Academic Academy-Lucerne (EAA-L) TK-12 is the premier independent study educational option. We focus on flexible individualized home schools and virtual/blended academies for students who are not successful or choose not to attend traditional brick-and-mortar schools. EAA provides high-quality and rigorous standards-based virtual and traditional curriculum options. Currently, EAA-Lucerne serves 693 students across its three programs (Virtual, Homeschool, and Flex). EAA-L serves a diverse group of students from all ethnicities, backgrounds, and cultures. The most prevalent race is white, with 39% followed by African American or Black with 19.1% and 17.5% Latino. 2.5% of our student population are English Language Learners, 50.9% of students are socio-economically disadvantaged, 11.6% are in Special Education and 98.10% of students are in permanent housing.

We also provide unique academies with an emphasis on Elite Athletics and Career Technical Education (CTE) opportunities to ensure our students graduate ready for college and career. Elite Academic Academy defines success in the 21st Century for our students as an ability to responsibly and individually set goals and become self-motivated, as well as to be competent and prepared for the challenges ahead, and to develop an appreciation for lifelong learning. EAA prepares students to be individual and motivated thinkers and to ask for help when needed, but also to be prepared and confident when stepping out on their own. We assess for the fulfillment of these signs of success through a variety of measures such as State Standardized testing, Teacher observations, and teacher created tasks, Verifiable Internal Assessments (iReady and EasyCBM), Parent/Teacher/Student Learning Period meetings, report cards, portfolios, learning journals, presentations, labs, quizzes, and finals. We recognize that life is not always easy; however, cognitive processes and inherent self-value are significant in the pursuit and attainment of personal goals and dreams. We challenge students to develop an appreciation for the knowledge, and we make the educational material meaningful for students.

## Reflections: Successes

A description of successes and/or progress based on a review of the California School Dashboard (Dashboard) and local data.

Elite Academic Academy Lucerne is NCAA Approved and WASC Accredited with a 6-year accreditation that was awarded upon WASC renewal in 2022. EAA continues to build an extensive list of UC/CSU A-G approved courses that have been written by our Highly-Qualified Credentialed Subject Matter Experts, as well as adopted from A-G approved online publishers.

EAA-Lucerne has multiple complete Career Technical Education (CTE) pathways that are supported by Highly-Qualified CTE credentialed teachers, and community partners. With the award of the CTE Incentive Grant, this program continues to grow with new staff and new pathways. Students are supported for the enrichment and athletic support by our own Highly-Qualified Credentialed teachers in Visual and Performing Arts, Marketing, and Hospitality, as well as through community partnerships. Elite Academic Academy continues to support student Social and Emotional Learning growth through its partnership with Ambassadors of Compassion for courses focused on social and emotional awareness.

Elite Academic Academy fosters a school culture of connections by creating programs, clubs, workshops, prom, in-person field trips, student leadership retreats, and parent-teacher meetings that are inclusive of all students. Students are engaging in the Podcast Club, athletic challenges, Visual and Performing Arts activities, and connecting with Nature through the Quest Crew club, all while forming important friendships and connections. For students struggling academically, our Learning Lab program builds the growth mindset as well as the academic skills needed to find success. This has also resulted in a shrinking of the academic performance gap.

## Reflections: Identified Need

A description of any areas that need significant improvement based on a review of Dashboard and local data, including any areas of low performance and significant performance gaps among student groups on Dashboard indicators, and any steps taken to address those areas.

Closing achievement gaps in ELA and Math continues to be a priority. We have seen huge gains in both areas, but still have a significant population of students who are performing below grade level. We are often challenged with students who come to our school severely skill and credit deficient; knowing this, we work quickly and swiftly to create academic plans to accelerate their learning. Identified students participate in the targeted intervention using our MTSS processes and small group Learning Labs. Using our MTSS process, students who are performing a 1 or 2 on CAASPP, or are identified as below proficiency levels on district assessments, are automatically enrolled in these intervention-based courses/programs with the support of the high-qualified teacher.

## LCAP Highlights

A brief overview of the LCAP, including any key features that should be emphasized.

Goal 1:

We will improve the academic achievement of all students through predominant instructional practices, a guaranteed and viable curriculum, and standard-aligned assessments. This will be measured by our ability to meet or exceed our authorizing district CAASPP ELA and Math Scores.

Measuring Metrics:

CAASPP, LPAC, PFT data, SST Exit data, Dual Enrollment, A-G Completion, i-Ready & Easy CBM data, Graduation Rates, Professional Development, Staff Survey, LCFF Evaluation, Compliance Audits, Progress Reports, Report Cards

1.1 Academic Achievement through highly qualified staff, research-based instructional practices, and performance monitoring

1.2 Special Education Academic Achievement

1.3 Equitable access to Common Core-aligned viable curriculum and materials.

1.4 Professional Development to support effective teaching

1.5 Management of Fiscal, operational, and technological resources to support students, staff, and the community.

Goal 2: Build Family and Community

Establish connections and partnerships with our families and community to increase engagement, and involvement, ensure safety and satisfaction and support student learning and achievement.

Measuring Metrics:

Parent/Staff/Student Survey results

Social Media Engagement average

Average attendance at Virtual Workshops

Suspension/Expulsion Data

2.1 School-Based Enrichment Activities (All Students)

2.2 Meaningful and Transparent Communication (All Students)

2.3 Safe Learning Environment (All Students)

2.4 English Language Family Support (EL)

2.5 Engaging the Community

2.6 Providing Access to Resources (All Students)

Goal 3: MTSS

Support students with academic support and interventions, as well as appropriate social-emotional supports, to meet their needs in a supportive environment through the implementation of the Multi-Tiered Systems of Support (MTSS) framework.

Measuring Metrics:

Summative ELPAC results

EL Reclassification

iReady ELA and Math Growth Scores for MTSS students  
Attendance at MTSS Tutor Sessions  
Chronic Absenteeism rate  
ADA

- 3.1 Implement MTSS Tiered Systems of Support
- 3.2 EL Proficiency Monitoring (EL)
- 3.3 REMOVED
- 3.4 Establish Social-Emotional and Physical Health Services for students and staff.
- 3.5 Provide MTSS Professional Development for all Staff (All)
- 3.6 Access to Technology (SpEd, EL, FY, etc)
- 3.7 Offer Year-Round Track for credit recovery, advancement, and enrichment

Goal 4:  
We will prepare secondary students to graduate from school with opportunities and preparation for college and careers.

Measuring Metrics  
CTE Course Enrollment  
CTE Pathway Completion  
A-G Completion  
AP Course enrollment/completion/AP test scores FAFSA completion  
CTE Industry Certifications

- 4.1 Career Technical Education Program Pathways
- 4.2 Assessment & Articulation for post-secondary preparation
- 4.3 College and Career Counseling
- 4.4 Professional Development for College and Career
- 4.5 Advanced Academic Resources (SOAR)

# Comprehensive Support and Improvement

An LEA with a school or schools eligible for comprehensive support and improvement must respond to the following prompts.

## ***Schools Identified***

A list of the schools in the LEA that are eligible for comprehensive support and improvement.

Elite Academic Academy - Lucerne

## ***Support for Identified Schools***

A description of how the LEA has or will support its eligible schools in developing comprehensive support and improvement plans.

Elite Academic Academy staff will review LCAP to ensure that the interventions, strategies, and activities being offered to targeted students are aligned with the LCAP goals, actions, and services to best support students with academic achievement and growth.

To ensure the successful graduation of at-risk students, our school will implement a comprehensive and specific support system, utilizing evidence-based interventions while addressing any resource inequities. Our approach will involve the following steps:

1. **Analysis of Data:** We will carefully review Elite Academic Academy - Lucerne's goals and conduct a thorough needs assessment. This assessment will encompass various data points, including attendance records, academic achievement data, assessment results, and an evaluation of current best practices, strategies, and interventions. By analyzing this data, we can identify specific areas where students are struggling and determine the effectiveness of existing approaches.
2. **Collaboration with Educational Partners:** To gain a holistic perspective, we will actively involve educational partners such as parents, staff, administrators, community partners, and school board members. Their input will help us identify additional needs and ensure that the proposed interventions are well-vetted and align with the collective goals of the school community.
3. **Development of Targeted Interventions and Strategies:** Based on the data analysis and collaborative input, we will design a targeted plan of evidence-based interventions and strategies. These interventions may include personalized tutoring, mentoring programs, academic support classes, and counseling services tailored to address specific challenges faced by at-risk students. By utilizing evidence-based practices, we aim to maximize the effectiveness of our interventions and increase the likelihood of student success.
4. **Addressing Resource Inequities:** We acknowledge that resource inequities can hinder student progress. As we develop our comprehensive support and improvement plans, we will specifically identify any disparities in resources available to students. This could include unequal access to technology, learning materials, or specialized support services. By highlighting these inequities, we can seek additional resources or reallocate existing ones to ensure that all students have equitable opportunities for success.



5. Alignment with LCAP: Our support and improvement plans will be closely aligned with our LCAP to ensure the school's priorities and allocation of resources are targeted. Furthermore, we will actively identify any additional goals that should be incorporated into the upcoming LCAP, based on the insights gained through the development of our support plans.

By following this coherent and specific approach, rooted in evidence-based interventions and addressing resource inequities, we are confident in our ability to provide targeted support to at-risk students and significantly increase their chances of graduating successfully.

### ***Monitoring and Evaluating Effectiveness***

A description of how the LEA will monitor and evaluate the plan to support student and school improvement.

To enhance graduation rates and monitor the effectiveness of the plan to support student and school improvement, our school will implement a comprehensive monitoring and evaluation framework. The following description outlines the method, process, and plan we will utilize to collect, organize, and examine the data necessary to monitor the implementation and effectiveness of the CSI plan:

1. Data Collection: Our school will employ various methods to collect relevant data related to student and school improvement. This will include gathering data on attendance, academic performance, credit accumulation, graduation rates, and student participation in support programs and interventions. We will also collect qualitative data through surveys, interviews, and focus groups to gain insights into students' experiences and perceptions.
2. Data Organization: The collected data will be organized systematically to ensure ease of access and analysis. We will utilize appropriate data management systems and tools to maintain accurate records and establish a secure data repository. This organization will enable us to track progress over time and identify trends and patterns that inform decision-making.
3. Data Examination: Our school will regularly examine the collected data to monitor the implementation and effectiveness of the CSI plan. This examination will involve analyzing quantitative and qualitative data, identifying areas of success, and identifying areas for improvement. We will assess student progress, credit recovery, and engagement in support services. Additionally, we will examine the implementation fidelity of interventions and strategies outlined in the CSI plan.
4. Evaluation of Effectiveness: To evaluate the effectiveness of the CSI plan in improving graduation rates, we will employ the following measures:
  - a. Comparative Analysis: We will compare graduation rates before and after the implementation of the CSI plan. By analyzing trends and identifying patterns of improvement, we can assess the plan's impact on increasing graduation rates.

b. Progress Monitoring: We will track individual student progress, credit accumulation, and credit recovery rates. This will allow us to identify students who are at risk of not graduating on time and implement timely interventions to support their success.

c. Stakeholder Feedback: We will actively seek feedback from students, parents, teachers, and administrators regarding the effectiveness of the CSI plan. This feedback will provide valuable insights into the perceived impact of the plan, identify areas for improvement, and help tailor interventions to meet student needs.

d. Longitudinal Analysis: We will conduct longitudinal analysis to examine the impact of the CSI plan on long-term outcomes beyond graduation rates. This may include tracking post-secondary enrollment, employment, and other success indicators.

5. Continuous Improvement: Based on the findings from data examination and evaluation, our school will engage in an ongoing process of continuous improvement. We will use the data to identify effective strategies and interventions, refine implementation processes, and make necessary adjustments to the CSI plan. This iterative approach will ensure that our efforts are responsive to student needs and maximize the likelihood of success.

By implementing this robust monitoring and evaluation process, our school will be able to effectively track the implementation and assess the effectiveness of the CSI plan in improving graduation rates. This data-driven approach will inform evidence-based decision-making, guide continuous improvement efforts, and ultimately support student achievement and success.

# Engaging Educational Partners

A summary of the process used to engage educational partners and how this engagement was considered before finalizing the LCAP.

## Involvement Process for LCAP and Annual Update

Family Entrance/Exit Survey - Upon Student Enrollment/Exit Family internal satisfaction and needs surveys are distributed to families. Once or twice a year Panorama surveys are created and distributed to Family and Staff to measure our progress toward establishing a safe and collaborative culture. Upon enrollment, our new families also participate in our Onboarding process. This process welcomes them and gets them acclimated to our school. During the process, families are given the opportunity to complete a survey to help us access their needs and allow them to provide feedback.

Based on feedback from our surveys, Parent Empowerment workshops were held monthly to address the needs and concerns of our families. Prior to finalizing the LCAP, the attendance of workshops and the feedback provided were considered for the planning. LCAP Annual Review Meetings were held. Parents, Staff, and community partners were invited to participate and give input. The meeting was May 30, 2023.

Leadership Meetings were held bi-monthly throughout the school year to inform the LCAP process and gather information about our progress toward our goals. All Departments were tasked with creating a tactical plan that aligned with our LCAP goals. Progress toward goals were presented, discussed, and monitored twice a year. Feedback from tactical planning was incorporated into our plan.

Monthly workshops were hosted with all teachers. Topics discussed were determined by teacher feedback and topics needed to support our LCAP goals. The topics included technology tips, teacher strategies, assessment tools, mental health, CAASPP tips, and MTSS strategies to support students who are struggling with academics or engagement.

Authorizer Presentation and Update: May 30, 2023

Board of Directors: LCAP Draft Review and Input: June 1, 2023

Board of Directors: Public Hearing: June 15, 2023

Final Approval: June 15, 2023

A summary of the feedback provided by specific educational partners.

All leadership completed a summary of work towards our overall goals and objectives. Community members and parents also discussed their ideas and concerns during the LCAP meeting last year on May 23, 2022, which were put into place in this year's LCAP. One of our community partners (SELPA) suggested we incorporate language that specifically demonstrates the inclusion of students with disabilities. A

parent representative suggested that the completion of the FAFSA be incorporated into high school coursework. Our parent surveys reflected that there is a need for more opportunities for parents to engage in schoolwide decisions and to meet/interact with their student's teachers. Staff surveys reflected there is a need for staff members to be more involved in schoolwide decisions and the need for more knowledge of school safety protocols.

#### A description of the aspects of the LCAP that were influenced by specific input from educational partners.

In response to our parents survey we increased/improved the opportunities for families to engage in schoolwide decisions as well as interact with staff. An Onboarding process was developed. Through this process families are connected with key staff members and programs in an effort to build relationships early and provide an opportunity for them to provide feedback. Upgrades were made to our website to make it easier to navigate. A school wide newsletter is mailed to families monthly. This keeps families informed about Elite news and upcoming events. When a student withdraws from the school, families are asked to complete a short survey to help us identify any areas of concern or strength.

To increase/improve opportunities for staff to get involved in school wide decisions, leadership tactical plans were generated and discussed. Staff participated in an internal three day professional development conference in which they were provided many opportunities to provide feedback and take part in planning decisions. Several focus groups led by teachers and staff have been created to address specific needs and improve services. The SOAR group is focused on creating opportunities for gifted students; EliteX is building project-based learning opportunities; Learning Lab group is building a targeted support program to close reading and math skill gaps. The Birds Eye Group was formed to identify communication gaps and help develop systems to address those gaps and increase collaboration amongst educational partners. The MTSS team was developed and met monthly to review goals, discuss data and share resources.

# Goals and Actions

## Goal

Goal #	Description
1	We will improve the academic achievement of all students through predominant instructional practices, a guaranteed and viable curriculum, and standard-aligned assessments. This will be measured by our ability to meet or exceed our authorizing district CAASPP ELA and Math Scores.

An explanation of why the LEA has developed this goal.

To improve the academic achievement of “ALL” students we must review assessment data in ELA and Math, identify students who need targeted intervention and implement best practices to promote student progress and increase our CAASPP Baseline Data. This also was developed to meet state and local priorities:

- Priority 1: Basic (Conditions of Learning)
- Priority 2: State Standards (Conditions of Learning)
- Priority 4: Pupil Achievement (Pupil Outcomes)
- Priority 5: Pupil Engagement (Engagement)
- Priority 7: Course Access (Conditions of Learning)
- Priority 8: Other Pupil Outcomes (Pupil Outcomes)

## Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
CAASPP	18-19 Scores Math All Students: 7% Met or Exceeded ELA All Students: 29% Met or Exceeded	20-21 Scores Math All Students: 29% Met or Exceeded ELA All Students: 43% Met or Exceeded	21-22 Scores Math All Students 31% Met or Exceeded ELA All Students 51% Met or Exceeded		ELA: 53%  Math: 32%
Staff Safe & Orderly School Survey Completion	100% Staff Survey completion	100% Staff Survey completion	69% Staff Survey Completion		95% Staff Survey Completion

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
			95% Follow -Up Staff Survey Completion		
iReady Assessment: Reading At/Above Grade Level	21-22 MOY Scores 34%	21-22 is first year of assessment, so no outcome available	22-23 MOY Scores 37%		39%
iReady Assessment: Math At/Above Grade Level	21-22 MOY Scores 26%	21-22 is first year of assessment, so no outcome available	22-23 MOY Scores 28%		30%
SST Data	61 (EOY 20-21)	28 (EOY 21-22)	84 (EOY 22-23)		90

## Actions

Action #	Title	Description	Total Funds	Contributing
1.1	Academic Achievement through highly qualified staff, research-based instructional practices, and performance monitoring.	<p>We will improve the academic achievement of all students through predominant instructional practices, guaranteed and viable curriculum, and standard aligned assessments in Language Arts and mathematics to promote student progress of all students, including English Learners, other unduplicated student groups, and students with disabilities. This will be measured by our ability to meet or exceed our authorizing district CAASPP ELA and Math Scores.</p> <p>Additionally, we will evaluate the students' academic performance data based on local and state assessments in order to provide targeted interventions, and acceleration and monitor the progress toward achieving goals for each individual student.</p>	\$3,999,999.94	No

Action #	Title	Description	Total Funds	Contributing
1.2	Special Education Academic Achievement	Provide special education instructional practices, assessment, and needed support services to students in need of specialized academic instruction, assessment, and support resources.	\$1,031,963.73	No
1.3	Equitable access to Common Core aligned viable curriculum and materials	All students and instructional staff will have access to high-quality curriculum through online digital courses, offline courses/curriculum, supplemental materials, community partner educational opportunities, and A-G-approved courses.	\$1,245,098.00	No
1.4	Professional Development to support in effective teaching	Job-embedded professional development, observations of peer-to-peer observations and discussions related to instructional growth goal and the use of rubrics and student achievement data to inform, guide, and improve instruction. Professional Development opportunities will also be provided to teachers by contracted services and in-house leadership to effectively guide credentialed teachers and highly qualified staff to enhance their pedagogical skills through personal reflection and professional growth plans.	\$203,420.00	No
1.5	Management of Fiscal, operational and technological resources to support students, staff, and community.	Operations and business services work in collaboration with contracted industry experts to manage its fiscal, operational, technological, and compliance to ensure high-quality reporting and alignment with Educational Code. Operations of the charter are maintained and controlled through the collaborative certificated and classified management team of the Business Department and Cabinet: Chief Executive Officer, Chief Academic Innovation Officer, Directors, and Chief Student Development Officer.	\$2,287,698.77	No

Action #	Title	Description	Total Funds	Contributing

## Goal Analysis [2022-23]

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

Elite Academic Academy continued its stride toward will improving the academic achievement of all students through reflective and responsive instructional practices, a guaranteed and viable curriculum, and standard-aligned assessments. Our positive progress is reflected in our iReady and CAASPP scores. Staff continues to use A-G curriculum, digital courseware, and interventions/accelerations with fidelity to respond to student needs. More A-G courses were written and approved by the UCOP. Professional Development was ongoing throughout the school year with the addition of a Curriculum Coordinator and academic leadership team. All action items were followed through and progress made.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

Upon looking at the action items in Goal 1, we realized that action items 1.1 and 1.2 were accomplishing the same objective. Therefore those two items were merged, and a new 1.2 was created to specifically target our growing special education population. This has resulted in a material difference in the budget versus actuals because the action items are different. In addition, 1.5 has an increase in actual expenditures because it now includes all back office support staff in addition to the educational administration team.

An explanation of how effective the specific actions were in making progress toward the goal.

Elite Academic Academy has been strategic and specific about the goals for the 22/23 school year. We monitor and adjust curriculum as needed to meet student needs; supply students and staff with appropriate supplies, books, and materials; and provide targeted and meaningful instructional practices through continuous student academic monitoring and support.



A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

The goals, metrics, desired outcomes, and actions remain the same. In order to streamline operations, the previous goal of 1.2, which was “Student Academic Performance Monitoring and establishing clear and measurable goals” has been added to goal 1.1. Both of these goals served the same ultimate purpose of providing highly qualified teacher and staff to support the academic achievement of all students. 1.2 has now been updated to reflect the specific needs of special education students to meet their academic success goals.

**A report of the Total Estimated Actual Expenditures for last year’s actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year’s actions may be found in the Contributing Actions Annual Update Table.**

# Goals and Actions

## Goal

Goal #	Description
2	Establish connections and partnerships with our families and community to increase engagement, involvement, ensure safety and satisfaction, and to support student learning and achievement.

An explanation of why the LEA has developed this goal.

We recognize that students who attend school regularly have been shown to be engaged, achieve at higher levels, and graduate from high school.

## Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Chronic Absenteeism	11.5%	Per Dashboard, No Reportable Data	Per Dashboard, 15.8%		16%
Suspension/Expulsion	0	0	0		0%
ADA	628.57	675.8	828.69		1021
Parent/Staff Student Survey Results	22.9%	22.7%	23%		30%
Social Media Interaction through Instagram Followers	884	1289	2385		2400
Website Traffic Coming from a Direct Link	33%	35%	37%		40%

## Actions

Action #	Title	Description	Total Funds	Contributing
2.1	School-Based Enrichment Activities	Continue to support innovative projects that support student learning and growth, such as clubs, VAPA, field trips, community events, guest speakers, and outreach.	\$1,022,618.30	No
2.2	Meaningful and Transparent Communication (All Students)	Provide students, parents, staff, and the community with formal and informal ways to provide input regarding the school through social media, marketing, communication apps, CEO Council, Parent Empowerment workshops, and other outreach opportunities.	\$182,334.58	No
2.3	Safe Learning Environment (All Students)	The charter will continue to maintain a safe learning environment for all students by training the teachers on safe practices and participation in mandated training through Safe Schools. Fingerprinting and vetting all contracted service providers. School-wide safety plans will be created and implemented, as necessary. IT will continue safe technology by monitoring student web access through student-issued Chromebooks.	\$2,168.75	No
2.4	English Language Family Support (EL)	Notices, reports, statements, or records, and conferences to a parent or guardian, will be translated in parent/guardian native language, as needed and required by law.	\$50,000.00	Yes
2.5	Engaging the Community	Through staff professional development and parent empowerment workshops, provide training on strategies to support the success of the whole school as well as individuals within the school.	\$189,957.50	No
2.6	Providing Access to Resources	Classified personnel in supporting students in accessing essential academic resources and instructional materials.	\$215,823.06	No

Action #	Title	Description	Total Funds	Contributing

## Goal Analysis [2022-23]

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

The substantive difference between the planned actions and actual implementation of these actions with the addition of Action item 2.6- Providing Access to Resources: Classified personnel in supporting students in accessing essential academic resources and instructional materials. The planned actions and implementation of the planned actions went really well over the course of the year. Our School based activities continued to grow and expands. The building of student clubs and field trip activities, both virtual and in-person, has continued to increase this year for all students. We hold our 2nd annual high school prom for student school-based activities, and it was a huge success. Our support of innovative projects has increased student and parent engagement and continues to be successful. We have been utilizing Panorama Ed to survey the climate of our school and gain community input, and it has been a great tool for us. In addition, our ParentSquare app continues to be a successful tool for parent, student, and staff communication. Our Parent Empowerment workshops that we conducted this year have given parents a voice for their students' education and partnership with the school.

The staff was given postcards to send to students, which was a great way to connect with them and make them feel included in a school that is non-classroom-based. Our Human Resources & Community Relations Department has been diligent in following up with DOJ Fingerprinting and Safe School training to keep in compliance. The use and purchase of Securly to keep students safe through the use of their school-issued Chromebooks has also been very successful. We have implemented our CEO Think Tank Counsel, which has given staff a voice, and we are confident that this will help us to reach our goal of increased engagement and partnerships. We are happy to report that English Language Learners have continued to reach success in English proficiency. This is due to a classroom environment of support for EL learners and the support provided through advisory sessions. The community has been engaged in learning because of many partnerships in field trip activities and parent workshops held throughout the year by our student support team, counselors, and staff. Our Social Media marketing has undergone a revamp, and we are pleased with the result as it has brought more communication, transparency, and delivery of information to the community.. The website updates and the use of Parent Square have also improved communication with parents, students, and staff.

We are proud of our achievements this year and grateful for the continued support of our school community.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

The differences between budgeted expenditures and estimated actual expenditures for our LCAP Goal 2 was primarily within the school-based activities for enrichment. There was an increase in expenditures because of of COVID policies being lifted and students being able to attend in-person enrichment events and activities, which resulted in a higher proportion of funds for this goal.

An explanation of how effective the specific actions were in making progress toward the goal.

We have worked tirelessly towards achieving our goals of family support, engaging the community, creating a safe learning environment, school-based activities, and meaningful and transparent communication. We are excited to share that we have made significant strides in these areas.

One of our key areas of focus was increasing the Average Daily Attendance (ADA). We have exceeded our target by increasing the ADA by 10%. We attribute this success to providing a safe space for learning and increased communication with families. We have been providing in-person experiences for students such as standard-aligned field trips and online VAPA programs/Clubs, Homeschool thematic programs, and our Flexperience thematic program and experiences. This has helped to create a sense of community, fostered engagement, and provided a supportive and stimulating learning environment. We also increased ADA by ensuring that students also have access to interventions through our Learning Labs and also through our MTSS program where students are referred to an SST and plans are placed to support students academically, emotionally, and socially.

Another area where we have made significant progress is in creating a safe learning environment for our students. In addition to the standard safety protocols, we have also implemented a mental health program to support students who need assistance. This program has proved incredibly beneficial for our students throughout the year. Our Care-Solace program has helped families, as well as adding an additional counselor that can also provide meaningful mental health support for the students.

We have also made meaningful progress in engaging the community. We have brought in a Marketing Coordinator position to support and increase community communication and interaction. We have seen over 1,096 social media followers increase, and we have received numerous positive reviews and feedback from community members. This has helped us to enhance our communication and build even stronger relationships with our parents, students, and stakeholders.

Finally, we have made significant progress in school-based activities. We have identified ways to increase collaboration between staff and students to provide an exceptional learning experience. This has included immersive school activities, clubs, and relevant guest speakers. It has encouraged our students to develop skills beyond the classroom and see the relevancy in their education.

These developments have been paramount to achieving our goals of family support, engaging the community, creating a safe and collaborative learning environment, and meaningful and transparent communication.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

The goals, metrics, desired outcomes, and actions remain the same except for the addition of Action item 2.6 to take into account the personnel and departments who order and deliver essential instructional items and materials to students.

**A report of the Total Estimated Actual Expenditures for last year's actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year's actions may be found in the Contributing Actions Annual Update Table.**

# Goals and Actions

## Goal

Goal #	Description
3	Support students with academic supports and interventions, as well as appropriate social-emotional supports, to meet their needs in a supportive environment through the implementation of the Multi-Tiered Systems of Support (MTSS) framework.

An explanation of why the LEA has developed this goal.

We recognize that students need support in not only academics but also social-emotional support. Using a MTSS that supports students in the independent studies model is needed to help and support students.

## Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Summative ELPAC Results - Level 4	20-21 33%	21-22 36%	not available		38%
EL Reclassification	10%	8%	36%		38%%
Students Receiving MTSS Services that Meet Reading Typical Growth Goal as reported by iReady	MOY 21-22 45%	N/A - First Year of Data	MOY 22-23 44%		46%
Students Receiving MTSS Services that Meet Reading Typical Growth Goal as reported by iReady	MOY 21-22 32%	N/A - First Year of Data	MOY 22-23 39%		40%

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
English Learners that Meet Reading Typical Growth Goal as reported by iReady	MOY 21-22 36%	N/A - First Year of Data	MOY 22-23 40%		42%
English Learners that Improve Placement Classification	32%	N/A - First Year of Data	54.5%		55%

## Actions

Action #	Title	Description	Total Funds	Contributing
3.1	MTSS System Monitoring	<p>Use tri-annual benchmark assessment data, plus CAASPP results, to make data-informed decisions so that all students have the opportunity to experience academic success.</p> <p>Establish clear and measurable goals focused on improving overall student achievement.</p> <p>Monitor and provide targeted intervention through MTSS and/or Special Education services, for low-income pupils, Foster Youth, English Learners, and Students With Disabilities so that they may achieve grade-level proficiency.</p> <p>Through the student referral system, student data, and family requests, provide appropriate interventions, and progress monitoring as defined by the MTSS Tiered Systems of Support.</p> <p>Hire and train MTSS Instructional Coaches and Instructional Aides to provide targeted instruction in ELA and Math to students scoring two or grade levels below proficiency.</p> <p>Host SST meetings and monitor progress towards goals for students needing academic and/or reengagement support.</p>	\$877,097.26	No Yes



Action #	Title	Description	Total Funds	Contributing
		Train all staff on MTSS Tiered Systems of Support		
<b>3.2</b>	EL Proficiency Monitoring (EL)	ELPAC results will be analyzed, reviewed, and shared with parents. Curriculum and EL minutes verified. Also, re-designation completed for students who qualify.	\$120,486.98	No Yes
<b>3.3</b>	REMOVED	Removed as it was merged with 3.1		
<b>3.4</b>	Establish Social-Emotional and Physical Health Services for students and staff.	School Counselors to offer small group sessions, 1:1 support, and teacher professional development on trauma-informed practices. Offer CareSolace community partnership to families in need. Provide access to physical health and well-being services to support Social Emotional wellbeing.	\$31,529.29	No
<b>3.5</b>	Provide MTSS Professional Development for all Staff	Professional Development (PD) for all staff on the Multi-Tiered System of Support (MTSS) framework, tiers and strategies will be implemented and all staff will receive training over the next three years in an articulated implementation plan	\$15,000.00	No Yes
<b>3.6</b>	Access to technology to effectively implement	Increase Chromebook deployment and academic software to provide equitable access to technology resources for students in need (EL, FY, SpED).	\$666,530.47	No Yes

Action #	Title	Description	Total Funds	Contributing
	and support academic learning for students and staff	Provide a comprehensive suite of tech software and hardware for teachers and support staff to best meet the needs of the identified student population.		
3.7	Offer Year Round Track for credit recovery, advancement, and enrichment	Provide a Year-round track of 200 days to increase the academic days and reduce the summer slide for low-income, EL, Foster Youth students that allow for credit recovery, CTE pathway discovery, reviewing of essential skills, and the opportunity for students to get ahead.	\$1,438,809.13	No Yes

## Goal Analysis [2022-23]

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

Our MTSS process continued to be a main focus this year. With the additional MTSS Grant funds, we were able to provide professional development to staff strategically focused on understanding MTSS and learning how to best respond to students with needs. We continue to have students enroll in our school with gaps in learning, learning loss, and a high need for mental/social health services. We continue to refine our MTSS process so that it meets the needs of a non-classroom based student body through Tiered Interventions, a referral request, and our MTSS Instructional coach platform that provides targeted instruction on ELA and Math students who perform below proficiency. Unfortunately, our Social Worker resigned after one year. In lieu of hiring another Social Worker, we added a second School Counselor. Services provided for goal 3.4 remain the same, even with the altered position.

Providing an extended school year for students with our Credit Recovery/Acceleration Year Round track was also a goal that was carried out with fidelity this year and allowed some of our at-risk youth an opportunity to recover credits toward high school completion.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

Upon looking at the action items in Goal 3, we realized that action items 3.1 and 3.3 were accomplishing the same objective. Therefore those two items were merged. This has resulted in a material difference in the budget versus actuals because the action items are different. Likewise, we realized that action item 3.6 did not fully encompass all the technology provided to students and staff. When including all technological resources provided, there is a substantial difference between projected and actual expenses. As our Year Round track continues to grow, more staffing allocations have been added to this goal which also resulted in a shift in budget versus actuals.

An explanation of how effective the specific actions were in making progress toward the goal.

The action items that support our LCAP goal 3 were instrumental to making progress toward the goal. A continued focus on the mental health support, intervention support, EL support with our in-house EL designated support, access to technology and professional development ensure our Multi-Tiered System of Support (MTSS) program continues to meet the needs of the whole child.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

The goals, metrics, and desired outcomes, remain the same. Action item 3.3 was removed as we realized the same services were being met in action item 3.1.

**A report of the Total Estimated Actual Expenditures for last year's actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year's actions may be found in the Contributing Actions Annual Update Table.**

# Goals and Actions

## Goal

Goal #	Description
4	We will prepare secondary students to graduate from school school with opportunities and preparation for college and career.

An explanation of why the LEA has developed this goal.

It is our goal to ensure that when students graduate from Elite Academic Academy they are prepared for their 21st century future.

## Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
CTE Course Enrollment	131	569	804		900
A-G Completion	N/A	92.78%	98%		98% completion
FAFSA completion	5%	32%	52%		55%

## Actions

Action #	Title	Description	Total Funds	Contributing
4.1	Career Technical Education Program Pathways	Develop a comprehensive Career Technical Education Program for middle and high school students that help align student strengths and interests to post-secondary goals and interests, and aligns with Regional Workforce plans. Purchase of Industry Certification opportunities, instructional supplies, hiring of highly-qualified CTE teachers, and Directors to support CTE students and program.	\$622,906.26	No

Action #	Title	Description	Total Funds	Contributing
4.2	Assessment & Articulation for post-secondary preparation	Ensure all students have the opportunity for ACT, PSAT, & SAT exam preparation through programs, instructions and materials. Afford students fee waivers and fee support with the registration of ACT, PSAT, SAT & Industry Certification exams, if applicable.	\$10,000.00	No
4.3	College and Career Counseling	Students will complete courses that satisfy UC or CSU entrance requirements or programs that align with the State Board-approved CTE and A-G standards and framework. Support internship and job shadowing experiences for student career path interests; Increase relationships with community college concurrently, dual enrollment or CTE courses. Support a comprehensive college application, college counseling for students, FAFSA support, Financial Aid support, Scholarship support, NCAA support.	\$100,653.72	No
4.4	Professional Development for College and Career	Provide teachers and staff with continued opportunities for Professional Development to support students for post-secondary options, Advanced placement certifications, CTE Credentialing, A-G course writing, and professional development opportunities.	\$25,000.00	No
4.5	Advanced Academic Resources (SOAR)	Continue providing AP courses through accredited Curriculum providers and provide students with AP course textbook/materials,		No

Action #	Title	Description	Total Funds	Contributing
		Dual Enrollment opportunities, and building of advanced curriculum and A-G courses for student acceleration and learning.		
4.8				

## Goal Analysis [2022-23]

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

We are excited to share the latest updates on the implementation of our Career Technical Education (CTE) pathway program. Our goal has been to build pathways in the high school and middle school grades to support students with bridging through the K-14 grade span and prepare them for careers, explore various industries, and prepare for colleges. We are proud to report that we have made significant strides towards achieving this goal.

One of the key actions we have taken is hiring CTE highly qualified teachers in the VAPA and Marketing Pathway. Their expertise in these CTE pathways has brought an innovative approach to teaching, empowering students to acquire skills and knowledge in their disciplines, making them job-ready for the next steps. Additionally, we have expanded pathways by introducing new pathways within our CTE program and one is the Esports pathway, which has had tremendous interest, attracting and engaging students and parents in our school community. Additionally, we have expanded our CTE pathway courses to include completer courses in the Recreation and Marketing pathways. These courses prepare students for a CA Boating Licence opportunity, CPR Certification, and various Social Media certifications such as Canva Design school.

Another initiative that we are proud of is the writing of CTE and Core courses that are aligned to state standards and A-G approved for UC/CSU. These courses ensure that students are adequately equipped with the essential knowledge and skills to support them in their future careers. Students can earn credits that are transferable to different institutions and organizations within California and the US. We had 17 students pilot the dual enrollment with Outlier college to earn college credit with Golden State University. We have partnerships with Outlier College and Community colleges for dual enrollment, thereby increasing student articulation to college and also AP courses through UC Scout, which offers additional options for students to earn AP credits.

We are also delighted to report that student completion of FAFSA has greatly increased by 20% due to the school counselor's effort and implementation of the Financial Aid parent/student workshops. Also, integrating a module on college aid and financial aid application into the economics course has allowed students to learn about and apply for financial aid asynchronously, making it more accessible to them.

We are proud of the progress we have made in building our CTE pathway program, high-quality Core courses and partnering with community partners to offer AP and dual credits for students. These initiatives have empowered students, increasing their access to career opportunities and higher education, giving them a competitive advantage in today's competitive job market.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

The budgeted expenditures and estimated actual expenditures for LCAP goal 4 was an increase of funds used to support Career Technical Education courses for the extra services for A-G course development in each respective CTE pathway. The increase of planned cost also contributed to hiring of highly-qualified CTE teachers to create more pathway opportunities for students to prepare them for college and/or career.

An explanation of how effective the specific actions were in making progress toward the goal.

The specific actions named under LCAP Goal 4 were very effective in making progress toward the goal. Our administration set up professional development within the school each Friday to allow teacher support, but also to ensure that communication and transparency is given to all teachers and support staff to reinforce strides to make progress toward LCAP Goal in order to support our students with preparation for post-secondary options. Hiring High Quality industry professionals for our CTE program has helped to bring our CTE programs to fruition and keep the programs as current industry standards change. Having a dedicated academic school counselor to work with student to create 4-year plans and monitor their progress, work with all educational partners to ensure students meet CSU/UC, CTE, NCAA or high school graduation requirements.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

The goals, metrics, desired outcomes, and actions remain the same with the exception of the addition of action item 4.5 so that we can establish and continue providing AP courses through accredited Curriculum providers and provide students with AP course textbook/materials, Dual Enrollment opportunities, and building of advanced curriculum for student acceleration and learning.

**A report of the Total Estimated Actual Expenditures for last year's actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year's actions may be found in the Contributing Actions Annual Update Table.**

# Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students [2023-24]

Projected LCFF Supplemental and/or Concentration Grants	Projected Additional LCFF Concentration Grant (15 percent)
1,163,331	0%

## Required Percentage to Increase or Improve Services for the LCAP Year

Projected Percentage to Increase or Improve Services for the Coming School Year	LCFF Carryover — Percentage	LCFF Carryover — Dollar	Total Percentage to Increase or Improve Services for the Coming School Year
10.50%	0.00%	\$0.00	10.50%

The Budgeted Expenditures for Actions identified as Contributing may be found in the Contributing Actions Table.

## Required Descriptions

For each action being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the goals for these students.

Data shows that the majority of our students who score 1 or 2 on the ELPAC do not demonstrate the same ELA growth over time as other students. To improve services for English Learners, an English Learner Master Plan was created to ensure that instructional services are provided to pupils with limited English proficiency, in conformity with federal requirements that are designed to ensure that all pupils have reasonable access to educational opportunities necessary for the pupils to achieve at high levels in English and in other core curriculum areas of instruction (SB1109). Since 2.5%(EI) and 50.9%(SED) of students are EL and Socio-economically disadvantaged (LI), EAA is committed to providing essential resources to remove opportunity gaps that exist for these pupils and ensure supports are in place to improve their academic outcomes and learning environment, through actions such as:

- Teacher, staff, and parent training/professional development, on the EL Master Plan, ELD instruction, SDAIE strategies, ELD progress, and reclassification will be provided. (EL)
- Notices, reports, statements, or records sent to a parent or guardian will be translated as needed. (EL)

Overall low-income students are four and a half times more likely to drop out of high school; and, even those who are academically proficient, are far less likely to complete college. Our low-income students showed less academic growth according to our internal assessments, are more likely to come to us credit deficit, show lower engagement in career readiness programs, and are less likely to participate in extracurricular activities. Programs must be implemented in a way that considers flexible scheduling, increasing engagement, and successful



completion (The Science of Learning, 2016).

Therefore our actions include:

- Provide high-quality instruction and curriculum that promotes college and career readiness with academic interventions. (All Students include EL, FY, LI)
- Develop a comprehensive college and career readiness program for middle and high school students that helps align student strengths and interests to post-secondary goals; Increase Career Technical Education (CTE) opportunities (CDE) to prepare students for the 21st-century workforce and global competencies (All Students include EL, FY, LI)
- Ensure all students have the opportunity for intensive CAASPP preparation; specifically, low-income, EL, Foster Youth students, and students with disabilities. (LI, FY, EL, SWD)
- Provide a Year-Round Track to increase the academic days for services for low-income, EL, and Foster Youth students that allow for credit recovery, reviewing of essential skills, and the opportunity for students to get ahead. (LI, FY, EL)
- Provide students with Community Partnerships and Athletic opportunities (ALL)

Because MTSS includes frequent progress monitoring and data-based decisions, teachers can provide more individualized instruction to each student. This can help all students improve their academic performance, especially those struggling or falling behind. Therefore, we have implemented the below action steps:

- SST processes to support students academically with proper systems of support and scaffolding (EL, FY, SWD, LI)
- Provide counseling services and community resources to students and parents (ALL)
- Multi-Tiered Systems of Support (ALL)
- Directing services to foster youth to support enrollment assistance, academic support, and social-emotional counseling necessary to meet college and career (FY)

A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.

Closing the achievement gap and improving student outcomes are central to Elite Academic Academy's mission. We are dedicated to ensuring that all students, including English learners (EL), foster youth (FY), and low-income (LI) students, graduate high school ready for college and career. To achieve this, Elite Academic Academy has implemented strategic investments, curriculum enhancements, and instructional support tailored to meet the needs of these student subgroups.

We have been focused on establishing connections and partnerships with families, community partners, and all stakeholders to increase engagement, and involvement, and ensure safety and satisfaction to support student learning and achievement. (All Students include EL, FY, LI) Elite Academic Academy has budgeted a commensurate increase in funding to reach these subgroups that are principally directed and

effective in meeting school-wide goals; specifically, the school provided:

- Adaptive online/traditional content from a variety of curriculum options - Hiring a curriculum specialist to review courses to identify patterns where students are struggling and revise courses as needed. This is a multi-year project which focused on English courses for year 1.
- College & Career Readiness courses/curriculum from A-G Curriculum providers or Elite's own adopted A-G course catalog
- Increased access to technology equipment to support unduplicated pupils
- Added additional courses to engage students with various interests so that they stay committed to their academic experience.
- Implemented two benchmark assessment programs; one that can be administered online and one offline. This gives teachers the flexibility to assess students in a format that works best for the student. We also provided professional development on the use of programs and data interpretations from these two systems.
- Created project-based learning opportunities for additional hands-on learning. It is critical that connections be made between what a student is learning and what they experience. These experiences make learning more relevant.
- Implemented a comprehensive curriculum for EL learners, including two support courses for our EL students
- Increased Learning Lab tutoring and intensive intervention support for unduplicated pupils who are struggling, in an effort to close the achievement gap. Our Learning Lab/tutoring sessions give students another opportunity to build relationships and connect with a supportive adult. Not only do the Learning Lab coaches teach specific skills, but they also monitor progress, collaborate with parents and hold students accountable for their learning. In 2021-2022 3.5 coaches provided 3500 hours of support. In 2022-2023 we added 2 more part-time coaches and provided 3577 hours of support.
- Teacher MTSS Lead Positions, an MTSS Instructional Aide, and a newly-created Coordinator of Schoolwide Systems and Support position are focused on helping unduplicated pupils close the achievement gap
- Added more CTE pathways to support students and give hands-on real-world experiences for learning.

A description of the plan for how the additional concentration grant add-on funding identified above will be used to increase the number of staff providing direct services to students at schools that have a high concentration (above 55 percent) of foster youth, English learners, and low-income students, as applicable.

N/A

<b>Staff-to-student ratios by type of school and concentration of unduplicated students</b>	Schools with a student concentration of 55 percent or less	Schools with a student concentration of greater than 55 percent
Staff-to-student ratio of classified staff providing direct services to students	40-1	N/A
Staff-to-student ratio of certificated staff providing direct services to students	25-1	N/A

## 2023-24 Total Expenditures Table

Totals	LCFF Funds	Other State Funds	Local Funds	Federal Funds	Total Funds	Total Personnel	Total Non-personnel
Totals	\$12,032,443.86	\$2,064,866.42		\$241,785.46	\$14,339,095.74	\$9,226,825.44	\$5,112,270.30

Goal	Action #	Action Title	Student Group(s)	LCFF Funds	Other State Funds	Local Funds	Federal Funds	Total Funds
1	1.1	Academic Achievement through highly qualified staff, research-based instructional practices, and performance monitoring.	All	\$3,999,999.94				\$3,999,999.94
1	1.2	Special Education Academic Achievement	All	\$197,898.60	\$727,228.42		\$106,836.71	\$1,031,963.73
1	1.3	Equitable access to Common Core aligned viable curriculum and materials	All	\$885,632.50	\$359,465.50		\$0.00	\$1,245,098.00
1	1.4	Professional Development to support in effective teaching	All	\$72,643.75	\$110,000.00		\$20,776.25	\$203,420.00
1	1.5	Management of Fiscal, operational and technological resources to support students, staff, and community.	All	\$2,287,698.77				\$2,287,698.77
2	2.1	School-Based Enrichment Activities	All	\$822,634.30	\$199,984.00			\$1,022,618.30

Goal	Action #	Action Title	Student Group(s)	LCFF Funds	Other State Funds	Local Funds	Federal Funds	Total Funds
2	2.2	Meaningful and Transparent Communication (All Students)	All	\$182,334.58				\$182,334.58
2	2.3	Safe Learning Environment (All Students)	All	\$2,168.75				\$2,168.75
2	2.4	English Language Family Support (EL)	English Learners	\$50,000.00			\$0.00	\$50,000.00
2	2.5	Engaging the Community	All	\$189,957.50				\$189,957.50
2	2.6	Providing Access to Resources	All	\$215,823.06				\$215,823.06
3	3.1	MTSS System Monitoring	All English Learners Foster Youth Low Income	\$762,924.76			\$114,172.50	\$877,097.26
3	3.2	EL Proficiency Monitoring (EL)	Students with Disabilities English Learners	\$120,486.98				\$120,486.98
3	3.3	REMOVED						
3	3.4	Establish Social-Emotional and Physical Health Services for students and staff.	All	\$31,529.29				\$31,529.29
3	3.5	Provide MTSS Professional Development for all Staff	All Students with Disabilities English Learners Foster Youth Low Income	\$15,000.00				\$15,000.00
3	3.6	Access to technology to effectively implement	All Students with Disabilities	\$666,530.47				\$666,530.47

Goal	Action #	Action Title	Student Group(s)	LCFF Funds	Other State Funds	Local Funds	Federal Funds	Total Funds
		and support academic learning for students and staff	English Learners Foster Youth Low Income					
3	3.7	Offer Year Round Track for credit recovery, advancement, and enrichment	All English Learners Foster Youth Low Income	\$1,020,620.63	\$418,188.50			\$1,438,809.13
4	4.1	Career Technical Education Program Pathways	All	\$372,906.26	\$250,000.00			\$622,906.26
4	4.2	Assessment & Articulation for post-secondary preparation	All	\$10,000.00				\$10,000.00
4	4.3	College and Career Counseling	All	\$100,653.72				\$100,653.72
4	4.4	Professional Development for College and Career	All	\$25,000.00				\$25,000.00
4	4.5	Advanced Academic Resources (SOAR)	All					

**2023-24 Contributing Actions Table**

1. Projected LCFF Base Grant	2. Projected LCFF Supplemental and/or Concentration Grants	3. Projected Percentage to Increase or Improve Services for the Coming School Year (2 divided by 1)	LCFF Carryover — Percentage (Percentage from Prior Year)	Total Percentage to Increase or Improve Services for the Coming School Year (3 + Carryover %)	4. Total Planned Contributing Expenditures (LCFF Funds)	5. Total Planned Percentage of Improved Services (%)	Planned Percentage to Increase or Improve Services for the Coming School Year (4 divided by 1, plus 5)	Totals by Type	Total LCFF Funds
11,078,234	1,163,331	10.50%	0.00%	10.50%	\$2,635,562.84	16.70%	40.49 %	<b>Total:</b>	\$2,635,562.84
								<b>LEA-wide Total:</b>	\$0.00
								<b>Limited Total:</b>	\$2,635,562.84
								<b>Schoolwide Total:</b>	\$0.00

Goal	Action #	Action Title	Contributing to Increased or Improved Services?	Scope	Unduplicated Student Group(s)	Location	Planned Expenditures for Contributing Actions (LCFF Funds)	Planned Percentage of Improved Services (%)
2	2.4	English Language Family Support (EL)	Yes	Limited to Unduplicated Student Group(s)	English Learners	All Schools	\$50,000.00	0.45
3	3.1	MTSS System Monitoring	Yes	Limited to Unduplicated Student Group(s)	English Learners Foster Youth Low Income	All Schools	\$762,924.76	6.89
3	3.2	EL Proficiency Monitoring (EL)	Yes	Limited to Unduplicated Student Group(s)	English Learners	All Schools	\$120,486.98	1.09
3	3.5	Provide MTSS Professional Development for all Staff	Yes	Limited to Unduplicated Student Group(s)	English Learners Foster Youth Low Income	All Schools	\$15,000.00	0.14
3	3.6	Access to technology to effectively implement and support academic learning for students and staff	Yes	Limited to Unduplicated Student Group(s)	English Learners Foster Youth Low Income	All Schools	\$666,530.47	6.02

Goal	Action #	Action Title	Contributing to Increased or Improved Services?	Scope	Unduplicated Student Group(s)	Location	Planned Expenditures for Contributing Actions (LCFF Funds)	Planned Percentage of Improved Services (%)
3	3.7	Offer Year Round Track for credit recovery, advancement, and enrichment	Yes	Limited to Unduplicated Student Group(s)	English Learners Foster Youth Low Income	All Schools	\$1,020,620.63	2.11



## 2022-23 Annual Update Table

Totals	Last Year's Total Planned Expenditures (Total Funds)	Total Estimated Expenditures (Total Funds)
<b>Totals</b>	\$9,475,550.00	\$10,337,588.00

Last Year's Goal #	Last Year's Action #	Prior Action/Service Title	Contributed to Increased or Improved Services?	Last Year's Planned Expenditures (Total Funds)	Estimated Actual Expenditures (Input Total Funds)
1	1.1	Academic Achievement through aggregate instructional practices.	No	\$440,000.00	3,057,930
1	1.2	Student Academic Performance Monitoring and establishing clear and measurable goals.	No	\$2,097,347.00	788,129
1	1.3	Students have equitable access to Common Core aligned viable curriculum and materials.	No	\$680,270.00	745,356
1	1.4	Professional Development to support in effective teaching	No	\$17,889.00	145,634
1	1.5	Management of Fiscal, operational and technological resources to support students, staff, and community.	No	\$1,952,243.00	1990268
2	2.1	School-Based Enrichment Activities	No	\$495,210.00	446,921
2	2.2	Meaningful and Transparent Communication (All Students)	No	\$216,591.00	102,634
2	2.3	Safe Learning Environment (All Students)	No	\$150,000.00	1,735

Last Year's Goal #	Last Year's Action #	Prior Action/Service Title	Contributed to Increased or Improved Services?	Last Year's Planned Expenditures (Total Funds)	Estimated Actual Expenditures (Input Total Funds)
2	2.4	English Language Family Support (EL)		\$30,000.00	0
2	2.5	Engaging the Community	No	\$10,000.00	151,966
3	3.1	MTSS System Monitoring	Yes	\$305,000.00	432,454
3	3.2	EL Proficiency Monitoring (EL)	No Yes	\$50,000.00	62,094
3	3.3	Provide Academic and Re-Engagement Support to Struggling Students - GOAL DELETED and Combined with another goal.		\$312,500.00	0
3	3.4	Establish Social-Emotional and Physical Health Services for students and staff.		\$325,000.00	0
3	3.5	Provide MTSS Professional Development for all Staff GOAL DELETED and Combined with another goal.		\$160,000.00	0
3	3.6	Access to Technology (SpEd, EL, FY, etc)	No Yes	\$351,000.00	521,704
3	3.7	Offer Year Round Track for credit recovery, advancement, and enrichment	No Yes	\$1,500,000.00	1,494,027
4	4.1	Career Technical Education Program Pathways	No	\$257,500.00	306,524

Last Year's Goal #	Last Year's Action #	Prior Action/Service Title	Contributed to Increased or Improved Services?	Last Year's Planned Expenditures (Total Funds)	Estimated Actual Expenditures (Input Total Funds)
4	4.2	Assessment & Articulation for post-secondary preparation - GOAL DELETED		\$15,000.00	0
4	4.3	College and Career Counseling	No Yes	\$100,000.00	80,212
4	4.4	Professional Development for College and Career		\$10,000.00	10,000

**2022-23 Contributing Actions Annual Update Table**

6. Estimated LCFF Supplemental and/or Concentration Grants (Input Dollar Amount)	4. Total Planned Contributing Expenditures (LCFF Funds)	7. Total Estimated Expenditures for Contributing Actions (LCFF Funds)	Difference Between Planned and Estimated Expenditures for Contributing Actions (Subtract 7 from 4)	5. Total Planned Percentage of Improved Services (%)	8. Total Estimated Percentage of Improved Services (%)	Difference Between Planned and Estimated Percentage of Improved Services (Subtract 5 from 8)
859,892	\$2,206,000.00	\$2,590,491.00	(\$384,491.00)	0.00%	0.00%	0.00%

Last Year's Goal #	Last Year's Action #	Prior Action/Service Title	Contributing to Increased or Improved Services?	Last Year's Planned Expenditures for Contributing Actions (LCFF Funds)	Estimated Actual Expenditures for Contributing Actions (Input LCFF Funds)	Planned Percentage of Improved Services	Estimated Actual Percentage of Improved Services (Input Percentage)
3	3.1	MTSS System Monitoring	Yes	\$305,000.00	432,454		
3	3.2	EL Proficiency Monitoring (EL)	Yes	\$50,000.00	62,094		
3	3.6	Access to Technology (SpEd, EL, FY, etc)	Yes	\$351,000.00	521,704		
3	3.7	Offer Year Round Track for credit recovery, advancement, and enrichment	Yes	\$1,500,000.00	1,494,027		
4	4.3	College and Career Counseling	Yes	0	80,212		

**2022-23 LCFF Carryover Table**

9. Estimated Actual LCFF Base Grant (Input Dollar Amount)	6. Estimated Actual LCFF Supplemental and/or Concentration Grants	LCFF Carryover — Percentage (Percentage from Prior Year)	10. Total Percentage to Increase or Improve Services for the Current School Year (6 divided by 9 + Carryover %)	7. Total Estimated Actual Expenditures for Contributing Actions (LCFF Funds)	8. Total Estimated Actual Percentage of Improved Services (%)	11. Estimated Actual Percentage of Increased or Improved Services (7 divided by 9, plus 8)	12. LCFF Carryover — Dollar Amount (Subtract 11 from 10 and multiply by 9)	13. LCFF Carryover — Percentage (12 divided by 9)
\$6063262	859,892	8.16%	22.34%	\$2,590,491.00	0.00%	42.72%	\$0.00	0.00%

# Instructions

[Plan Summary](#)

[Engaging Educational Partners](#)

[Goals and Actions](#)

[Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students](#)

*For additional questions or technical assistance related to the completion of the Local Control and Accountability Plan (LCAP) template, please contact the local county office of education (COE), or the California Department of Education's (CDE's) Local Agency Systems Support Office, by phone at 916-319-0809 or by email at [lcff@cde.ca.gov](mailto:lcff@cde.ca.gov).*

## Introduction and Instructions

The Local Control Funding Formula (LCFF) requires local educational agencies (LEAs) to engage their local educational partners in an annual planning process to evaluate their progress within eight state priority areas encompassing all statutory metrics (COEs have 10 state priorities). LEAs document the results of this planning process in the LCAP using the template adopted by the State Board of Education.

The LCAP development process serves three distinct, but related functions:

- **Comprehensive Strategic Planning:** The process of developing and annually updating the LCAP supports comprehensive strategic planning (California *Education Code* [EC] Section 52064[e][1]). Strategic planning that is comprehensive connects budgetary decisions to teaching and learning performance data. LEAs should continually evaluate the hard choices they make about the use of limited resources to meet student and community needs to ensure opportunities and outcomes are improved for all students.
- **Meaningful Engagement of Educational Partners:** The LCAP development process should result in an LCAP that reflects decisions made through meaningful engagement (EC Section 52064[e][1]). Local educational partners possess valuable perspectives and insights about an LEA's programs and services. Effective strategic planning will incorporate these perspectives and insights in order to identify potential goals and actions to be included in the LCAP.
- **Accountability and Compliance:** The LCAP serves an important accountability function because aspects of the LCAP template require LEAs to show that they have complied with various requirements specified in the LCFF statutes and regulations, most notably:
  - Demonstrating that LEAs are increasing or improving services for foster youth, English learners, and low-income students in proportion to the amount of additional funding those students generate under LCFF (EC Section 52064[b][4-6]).
  - Establishing goals, supported by actions and related expenditures, that address the statutory priority areas and statutory metrics (EC sections 52064[b][1] and [2]).
  - Annually reviewing and updating the LCAP to reflect progress toward the goals (EC Section 52064[b][7]).

The LCAP template, like each LEA’s final adopted LCAP, is a document, not a process. LEAs must use the template to memorialize the outcome of their LCAP development process, which should: (a) reflect comprehensive strategic planning (b) through meaningful engagement with educational partners that (c) meets legal requirements, as reflected in the final adopted LCAP. The sections included within the LCAP template do not and cannot reflect the full development process, just as the LCAP template itself is not intended as a tool for engaging educational partners.

If a county superintendent of schools has jurisdiction over a single school district, the county board of education and the governing board of the school district may adopt and file for review and approval a single LCAP consistent with the requirements in *EC* sections 52060, 52062, 52066, 52068, and 52070. The LCAP must clearly articulate to which entity’s budget (school district or county superintendent of schools) all budgeted and actual expenditures are aligned.

The revised LCAP template for the 2021–22, 2022–23, and 2023–24 school years reflects statutory changes made through Assembly Bill 1840 (Committee on Budget), Chapter 243, Statutes of 2018. These statutory changes enhance transparency regarding expenditures on actions included in the LCAP, including actions that contribute to meeting the requirement to increase or improve services for foster youth, English learners, and low-income students, and to streamline the information presented within the LCAP to make adopted LCAPs more accessible for educational partners and the public.

At its most basic, the adopted LCAP should attempt to distill not just what the LEA is doing for students in transitional kindergarten through grade twelve (TK–12), but also allow educational partners to understand why, and whether those strategies are leading to improved opportunities and outcomes for students. LEAs are strongly encouraged to use language and a level of detail in their adopted LCAPs intended to be meaningful and accessible for the LEA’s diverse educational partners and the broader public.

In developing and finalizing the LCAP for adoption, LEAs are encouraged to keep the following overarching frame at the forefront of the strategic planning and educational partner engagement functions:

Given present performance across the state priorities and on indicators in the California School Dashboard (Dashboard), how is the LEA using its budgetary resources to respond to TK–12 student and community needs, and address any performance gaps, including by meeting its obligation to increase or improve services for foster youth, English learners, and low-income students?

LEAs are encouraged to focus on a set of metrics and actions that the LEA believes, based on input gathered from educational partners, research, and experience, will have the biggest impact on behalf of its TK–12 students.

These instructions address the requirements for each section of the LCAP, but may include information about effective practices when developing the LCAP and completing the LCAP itself. Additionally, information is included at the beginning of each section emphasizing the purpose that each section serves.

## **Plan Summary**

### **Purpose**

A well-developed Plan Summary section provides a meaningful context for the LCAP. This section provides information about an LEA's community as well as relevant information about student needs and performance. In order to provide a meaningful context for the rest of the LCAP, the content of this section should be clearly and meaningfully related to the content included in the subsequent sections of the LCAP.

## Requirements and Instructions

**General Information** – Briefly describe the LEA, its schools, and its students in grades TK–12, as applicable to the LEA. For example, information about an LEA in terms of geography, enrollment, or employment, the number and size of specific schools, recent community challenges, and other such information as an LEA wishes to include can enable a reader to more fully understand an LEA's LCAP.

**Reflections: Successes** – Based on a review of performance on the state indicators and local performance indicators included in the Dashboard, progress toward LCAP goals, local self-assessment tools, input from educational partners, and any other information, what progress is the LEA most proud of and how does the LEA plan to maintain or build upon that success? This may include identifying specific examples of how past increases or improvements in services for foster youth, English learners, and low-income students have led to improved performance for these students.

**Reflections: Identified Need** – Referring to the Dashboard, identify: (a) any state indicator for which overall performance was in the “Red” or “Orange” performance category or any local indicator where the LEA received a “Not Met” or “Not Met for Two or More Years” rating AND (b) any state indicator for which performance for any student group was two or more performance levels below the “all student” performance. What steps is the LEA planning to take to address these areas of low performance and performance gaps? An LEA that is required to include a goal to address one or more consistently low-performing student groups or low-performing schools must identify that it is required to include this goal and must also identify the applicable student group(s) and/or school(s). Other needs may be identified using locally collected data including data collected to inform the self-reflection tools and reporting local indicators on the Dashboard.

**LCAP Highlights** – Identify and briefly summarize the key features of this year's LCAP.

**Comprehensive Support and Improvement** – An LEA with a school or schools identified for comprehensive support and improvement (CSI) under the Every Student Succeeds Act must respond to the following prompts:

- **Schools Identified:** Identify the schools within the LEA that have been identified for CSI.
- **Support for Identified Schools:** Describe how the LEA has or will support the identified schools in developing CSI plans that included a school-level needs assessment, evidence-based interventions, and the identification of any resource inequities to be addressed through the implementation of the CSI plan.
- **Monitoring and Evaluating Effectiveness:** Describe how the LEA will monitor and evaluate the implementation and effectiveness of the CSI plan to support student and school improvement.

## Engaging Educational Partners



## Purpose

Significant and purposeful engagement of parents, students, educators, and other educational partners, including those representing the student groups identified by LCFF, is critical to the development of the LCAP and the budget process. Consistent with statute, such engagement should support comprehensive strategic planning, accountability, and improvement across the state priorities and locally identified priorities (*EC* Section 52064[e][1]). Engagement of educational partners is an ongoing, annual process.

This section is designed to reflect how the engagement of educational partners influenced the decisions reflected in the adopted LCAP. The goal is to allow educational partners that participated in the LCAP development process and the broader public understand how the LEA engaged educational partners and the impact of that engagement. LEAs are encouraged to keep this goal in the forefront when completing this section.

Statute and regulations specify the educational partners that school districts and COEs must consult when developing the LCAP: teachers, principals, administrators, other school personnel, local bargaining units of the LEA, parents, and students. Before adopting the LCAP, school districts and COEs must share it with the Parent Advisory Committee and, if applicable, to its English Learner Parent Advisory Committee. The superintendent is required by statute to respond in writing to the comments received from these committees. School districts and COEs must also consult with the special education local plan area administrator(s) when developing the LCAP.

Statute requires charter schools to consult with teachers, principals, administrators, other school personnel, parents, and students in developing the LCAP. The LCAP should also be shared with, and LEAs should request input from, schoolsite-level advisory groups, as applicable (e.g., schoolsite councils, English Learner Advisory Councils, student advisory groups, etc.), to facilitate alignment between schoolsite and district-level goals and actions.

Information and resources that support effective engagement, define student consultation, and provide the requirements for advisory group composition, can be found under Resources on the following web page of the CDE's website: <https://www.cde.ca.gov/re/lc/>.

## Requirements and Instructions

Below is an excerpt from the 2018–19 *Guide for Annual Audits of K–12 Local Education Agencies and State Compliance Reporting*, which is provided to highlight the legal requirements for engagement of educational partners in the LCAP development process:

### **Local Control and Accountability Plan:**

For county offices of education and school districts only, verify the LEA:

- a) Presented the local control and accountability plan to the parent advisory committee in accordance with Education Code section 52062(a)(1) or 52068(a)(1), as appropriate.
- b) If applicable, presented the local control and accountability plan to the English learner parent advisory committee, in accordance with Education Code section 52062(a)(2) or 52068(a)(2), as appropriate.

- c) Notified members of the public of the opportunity to submit comments regarding specific actions and expenditures proposed to be included in the local control and accountability plan in accordance with Education Code section 52062(a)(3) or 52068(a)(3), as appropriate.
- d) Held at least one public hearing in accordance with Education Code section 52062(b)(1) or 52068(b)(1), as appropriate.
- e) Adopted the local control and accountability plan in a public meeting in accordance with Education Code section 52062(b)(2) or 52068(b)(2), as appropriate.

**Prompt 1:** “A summary of the process used to engage educational partners and how this engagement was considered before finalizing the LCAP.”

Describe the engagement process used by the LEA to involve educational partners in the development of the LCAP, including, at a minimum, describing how the LEA met its obligation to consult with all statutorily required educational partners as applicable to the type of LEA. A sufficient response to this prompt must include general information about the timeline of the process and meetings or other engagement strategies with educational partners. A response may also include information about an LEA’s philosophical approach to engaging its educational partners.

**Prompt 2:** “A summary of the feedback provided by specific educational partners.”

Describe and summarize the feedback provided by specific educational partners. A sufficient response to this prompt will indicate ideas, trends, or inputs that emerged from an analysis of the feedback received from educational partners.

**Prompt 3:** “A description of the aspects of the LCAP that were influenced by specific input from educational partners.”

A sufficient response to this prompt will provide educational partners and the public with clear, specific information about how the engagement process influenced the development of the LCAP. The response must describe aspects of the LCAP that were influenced by or developed in response to the educational partner feedback described in response to Prompt 2. This may include a description of how the LEA prioritized requests of educational partners within the context of the budgetary resources available or otherwise prioritized areas of focus within the LCAP. For the purposes of this prompt, “aspects” of an LCAP that may have been influenced by educational partner input can include, but are not necessarily limited to:

- Inclusion of a goal or decision to pursue a Focus Goal (as described below)
- Inclusion of metrics other than the statutorily required metrics
- Determination of the desired outcome on one or more metrics
- Inclusion of performance by one or more student groups in the Measuring and Reporting Results subsection
- Inclusion of action(s) or a group of actions
- Elimination of action(s) or group of actions
- Changes to the level of proposed expenditures for one or more actions

- Inclusion of action(s) as contributing to increased or improved services for unduplicated services
- Determination of effectiveness of the specific actions to achieve the goal
- Determination of material differences in expenditures
- Determination of changes made to a goal for the ensuing LCAP year based on the annual update process
- Determination of challenges or successes in the implementation of actions

## Goals and Actions

### Purpose

Well-developed goals will clearly communicate to educational partners what the LEA plans to accomplish, what the LEA plans to do in order to accomplish the goal, and how the LEA will know when it has accomplished the goal. A goal statement, associated metrics and expected outcomes, and the actions included in the goal should be in alignment. The explanation for why the LEA included a goal is an opportunity for LEAs to clearly communicate to educational partners and the public why, among the various strengths and areas for improvement highlighted by performance data and strategies and actions that could be pursued, the LEA decided to pursue this goal, and the related metrics, expected outcomes, actions, and expenditures.

A well-developed goal can be focused on the performance relative to a metric or metrics for all students, a specific student group(s), narrowing performance gaps, or implementing programs or strategies expected to impact outcomes. LEAs should assess the performance of their student groups when developing goals and the related actions to achieve such goals.

### Requirements and Instructions

LEAs should prioritize the goals, specific actions, and related expenditures included within the LCAP within one or more state priorities. LEAs should consider performance on the state and local indicators, including their locally collected and reported data for the local indicators that are included in the Dashboard in determining whether and how to prioritize its goals within the LCAP.

In order to support prioritization of goals, the LCAP template provides LEAs with the option of developing three different kinds of goals:

- **Focus Goal:** A Focus Goal is relatively more concentrated in scope and may focus on a fewer number of metrics to measure improvement. A Focus Goal statement will be time bound and make clear how the goal is to be measured.
- **Broad Goal:** A Broad Goal is relatively less concentrated in its scope and may focus on improving performance across a wide range of metrics.
- **Maintenance of Progress Goal:** A Maintenance of Progress Goal includes actions that may be ongoing without significant changes and allows an LEA to track performance on any metrics not addressed in the other goals of the LCAP.

At a minimum, the LCAP must address all LCFF priorities and associated metrics.

## **Focus Goal(s)**

**Goal Description:** The description provided for a Focus Goal must be specific, measurable, and time bound. An LEA develops a Focus Goal to address areas of need that may require or benefit from a more specific and data intensive approach. The Focus Goal can explicitly reference the metric(s) by which achievement of the goal will be measured and the time frame according to which the LEA expects to achieve the goal.

**Explanation of why the LEA has developed this goal:** Explain why the LEA has chosen to prioritize this goal. An explanation must be based on Dashboard data or other locally collected data. LEAs must describe how the LEA identified this goal for focused attention, including relevant consultation with educational partners. LEAs are encouraged to promote transparency and understanding around the decision to pursue a focus goal.

## **Broad Goal**

**Goal Description:** Describe what the LEA plans to achieve through the actions included in the goal. The description of a broad goal will be clearly aligned with the expected measurable outcomes included for the goal. The goal description organizes the actions and expected outcomes in a cohesive and consistent manner. A goal description is specific enough to be measurable in either quantitative or qualitative terms. A broad goal is not as specific as a focus goal. While it is specific enough to be measurable, there are many different metrics for measuring progress toward the goal.

**Explanation of why the LEA has developed this goal:** Explain why the LEA developed this goal and how the actions and metrics grouped together will help achieve the goal.

## **Maintenance of Progress Goal**

**Goal Description:** Describe how the LEA intends to maintain the progress made in the LCFF State Priorities not addressed by the other goals in the LCAP. Use this type of goal to address the state priorities and applicable metrics not addressed within the other goals in the LCAP. The state priorities and metrics to be addressed in this section are those for which the LEA, in consultation with educational partners, has determined to maintain actions and monitor progress while focusing implementation efforts on the actions covered by other goals in the LCAP.

**Explanation of why the LEA has developed this goal:** Explain how the actions will sustain the progress exemplified by the related metrics.

## **Required Goals**

In general, LEAs have flexibility in determining what goals to include in the LCAP and what those goals will address; however, beginning with the development of the 2022–23 LCAP, LEAs that meet certain criteria are required to include a specific goal in their LCAP.

**Consistently low-performing student group(s) criteria:** An LEA is eligible for Differentiated Assistance for three or more consecutive years based on the performance of the same student group or groups in the Dashboard. A list of the LEAs required to include a goal in the LCAP based on student group performance, and the student group(s) that lead to identification, may be found on the CDE’s Local Control Funding Formula web page at <https://www.cde.ca.gov/fg/aa/lc/>.

- **Consistently low-performing student group(s) goal requirement:** An LEA meeting the consistently low-performing student group(s) criteria must include a goal in its LCAP focused on improving the performance of the student group or groups that led to the LEA’s eligibility for Differentiated

Assistance. This goal must include metrics, outcomes, actions, and expenditures specific to addressing the needs of, and improving outcomes for, this student group or groups. An LEA required to address multiple student groups is not required to have a goal to address each student group; however, each student group must be specifically addressed in the goal. This requirement may not be met by combining this required goal with another goal.

- **Goal Description:** Describe the outcomes the LEA plans to achieve to address the needs of, and improve outcomes for, the student group or groups that led to the LEA's eligibility for Differentiated Assistance.
- **Explanation of why the LEA has developed this goal:** Explain why the LEA is required to develop this goal, including identifying the student group(s) that lead to the LEA being required to develop this goal, how the actions and associated metrics included in this goal differ from previous efforts to improve outcomes for the student group(s), and why the LEA believes the actions, metrics, and expenditures included in this goal will help achieve the outcomes identified in the goal description.

**Low-performing school(s) criteria:** The following criteria only applies to a school district or COE with two or more schools; it does not apply to a single-school district. A school district or COE has one or more schools that, for two consecutive years, received the two lowest performance levels on all but one of the state indicators for which the school(s) receive performance levels in the Dashboard and the performance of the "All Students" student group for the LEA is at least one performance level higher in all of those indicators. A list of the LEAs required to include a goal in the LCAP based on school performance, and the school(s) that lead to identification, may be found on the CDE's Local Control Funding Formula web page at <https://www.cde.ca.gov/fg/aa/lc/>.

- **Low-performing school(s) goal requirement:** A school district or COE meeting the low-performing school(s) criteria must include a goal in its LCAP focusing on addressing the disparities in performance between the school(s) and the LEA as a whole. This goal must include metrics, outcomes, actions, and expenditures specific to addressing the needs of, and improving outcomes for, the students enrolled at the low-performing school or schools. An LEA required to address multiple schools is not required to have a goal to address each school; however, each school must be specifically addressed in the goal. This requirement may not be met by combining this goal with another goal.
- **Goal Description:** Describe what outcomes the LEA plans to achieve to address the disparities in performance between the students enrolled at the low-performing school(s) and the students enrolled at the LEA as a whole.
- **Explanation of why the LEA has developed this goal:** Explain why the LEA is required to develop this goal, including identifying the schools(s) that lead to the LEA being required to develop this goal; how the actions and associated metrics included in this goal differ from previous efforts to improve outcomes for the school(s); and why the LEA believes the actions, metrics, and expenditures included in this goal will help achieve the outcomes for students enrolled at the low-performing school or schools identified in the goal description.

### **Measuring and Reporting Results:**

For each LCAP year, identify the metric(s) that the LEA will use to track progress toward the expected outcomes. LEAs are encouraged to identify metrics for specific student groups, as appropriate, including expected outcomes that would reflect narrowing of any existing performance gaps.

Include in the baseline column the most recent data associated with this metric available at the time of adoption of the LCAP for the first year of the three-year plan. LEAs may use data as reported on the 2019 Dashboard for the baseline of a metric only if that data represents the most recent available (e.g., high school graduation rate).

Using the most recent data available may involve reviewing data the LEA is preparing for submission to the California Longitudinal Pupil Achievement Data System (CALPADS) or data that the LEA has recently submitted to CALPADS. Because final 2020–21 outcomes on some metrics may not be computable at the time the 2021–24 LCAP is adopted (e.g., graduation rate, suspension rate), the most recent data available may include a point in time calculation taken each year on the same date for comparability purposes.

The baseline data shall remain unchanged throughout the three-year LCAP.

Complete the table as follows:

- **Metric:** Indicate how progress is being measured using a metric.
- **Baseline:** Enter the baseline when completing the LCAP for 2021–22. As described above, the baseline is the most recent data associated with a metric. Indicate the school year to which the data applies, consistent with the instructions above.
- **Year 1 Outcome:** When completing the LCAP for 2022–23, enter the most recent data available. Indicate the school year to which the data applies, consistent with the instructions above.
- **Year 2 Outcome:** When completing the LCAP for 2023–24, enter the most recent data available. Indicate the school year to which the data applies, consistent with the instructions above.
- **Year 3 Outcome:** When completing the LCAP for 2024–25, enter the most recent data available. Indicate the school year to which the data applies, consistent with the instructions above. The 2024–25 LCAP will be the first year in the next three-year cycle. Completing this column will be part of the Annual Update for that year.
- **Desired Outcome for 2023–24:** When completing the first year of the LCAP, enter the desired outcome for the relevant metric the LEA expects to achieve by the end of the 2023–24 LCAP year.

Timeline for completing the “**Measuring and Reporting Results**” part of the Goal.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for Year 3 (2023–24)
Enter information in this box when completing the LCAP for <b>2021–22</b> .	Enter information in this box when completing the LCAP for <b>2021–22</b> .	Enter information in this box when completing the LCAP for <b>2022–23</b> . Leave blank until then.	Enter information in this box when completing the LCAP for <b>2023–24</b> . Leave blank until then.	Enter information in this box when completing the LCAP for <b>2024–25</b> . Leave blank until then.	Enter information in this box when completing the LCAP for <b>2021–22</b> or when adding a new metric.

The metrics may be quantitative or qualitative; but at minimum, an LEA’s LCAP must include goals that are measured using all of the applicable metrics for the related state priorities, in each LCAP year as applicable to the type of LEA. To the extent a state priority does not specify one or more metrics (e.g., implementation of state academic content and performance standards), the LEA must identify a metric to use within the LCAP. For these state priorities, LEAs are encouraged to use metrics based on or reported through the relevant self-reflection tool for local indicators within the Dashboard.

**Actions:** Enter the action number. Provide a short title for the action. This title will also appear in the action tables. Provide a description of the action. Enter the total amount of expenditures associated with this action. Budgeted expenditures from specific fund sources will be provided in the summary tables. Indicate whether the action contributes to meeting the increase or improved services requirement as described in the Increased or Improved Services section using a “Y” for Yes or an “N” for No. (**Note:** for each such action offered on an LEA-wide or schoolwide basis, the LEA will need to provide additional information in the Increased or Improved Summary Section to address the requirements in *California Code of Regulations*, Title 5 [5 CCR] Section 15496(b) in the Increased or Improved Services Section of the LCAP).

**Actions for English Learners:** School districts, COEs, and charter schools that have a numerically significant English learner student subgroup must include specific actions in the LCAP related to, at a minimum, the language acquisition programs, as defined in *EC* Section 306, provided to students and professional development activities specific to English learners.

**Actions for Foster Youth:** School districts, COEs, and charter schools that have a numerically significant Foster Youth student subgroup are encouraged to include specific actions in the LCAP designed to meet needs specific to Foster Youth students.

**Goal Analysis:**

Enter the LCAP Year.

Using actual annual measurable outcome data, including data from the Dashboard, analyze whether the planned actions were effective in achieving the goal. Respond to the prompts as instructed.

- Describe the overall implementation of the actions to achieve the articulated goal. Include a discussion of relevant challenges and successes experienced with the implementation process. This must include any instance where the LEA did not implement a planned action or implemented a planned action in a manner that differs substantively from how it was described in the adopted LCAP.
- Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures and between the Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services, as applicable. Minor variances in expenditures or percentages do not need to be addressed, and a dollar-for-dollar accounting is not required.
- Describe the effectiveness of the specific actions to achieve the articulated goal as measured by the LEA. In some cases, not all actions in a goal will be intended to improve performance on all of the metrics associated with the goal. When responding to this prompt, LEAs may assess the effectiveness of a single action or group of actions within the goal in the context of performance on a single metric or group of specific metrics within the goal that are applicable to the action(s). Grouping actions with metrics will allow for more robust analysis of whether the strategy the LEA is using to impact a specified set of metrics is working and increase transparency for educational partners. LEAs are encouraged to use such an approach when goals include multiple actions and metrics that are not closely associated.
- Describe any changes made to this goal, expected outcomes, metrics, or actions to achieve this goal as a result of this analysis and analysis of the data provided in the Dashboard or other local data, as applicable.

## Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

### Purpose

A well-written Increased or Improved Services section provides educational partners with a comprehensive description, within a single dedicated section, of how an LEA plans to increase or improve services for its unduplicated students in grades TK–12 as compared to all students in grades TK–12, as applicable, and how LEA-wide or schoolwide actions identified for this purpose meet regulatory requirements. Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of educational partners to facilitate their ability to provide input. An LEA’s description in this section must align with the actions included in the Goals and Actions section as contributing.

### Requirements and Instructions

***Projected LCFF Supplemental and/or Concentration Grants:*** Specify the amount of LCFF supplemental and concentration grant funds the LEA estimates it will receive in the coming year based on the number and concentration of low income, foster youth, and English learner students.



**Projected Additional LCFF Concentration Grant (15 percent):** Specify the amount of additional LCFF concentration grant add-on funding, as described in EC Section 42238.02, that the LEA estimates it will receive in the coming year.

**Projected Percentage to Increase or Improve Services for the Coming School Year:** Specify the estimated percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the LCAP year as calculated pursuant to 5 CCR Section 15496(a)(7).

**LCFF Carryover — Percentage:** Specify the LCFF Carryover — Percentage identified in the LCFF Carryover Table. If a carryover percentage is not identified in the LCFF Carryover Table, specify a percentage of zero (0.00%).

**LCFF Carryover — Dollar:** Specify the LCFF Carryover — Dollar amount identified in the LCFF Carryover Table. If a carryover amount is not identified in the LCFF Carryover Table, specify an amount of zero (\$0).

**Total Percentage to Increase or Improve Services for the Coming School Year:** Add the Projected Percentage to Increase or Improve Services for the Coming School Year and the Proportional LCFF Required Carryover Percentage and specify the percentage. This is the LEAs percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the LCAP year, as calculated pursuant to 5 CCR Section 15496(a)(7).

#### **Required Descriptions:**

**For each action being provided to an entire school, or across the entire school district or COE, an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the goals for these students.**

For each action included in the Goals and Actions section as contributing to the increased or improved services requirement for unduplicated pupils and provided on an LEA-wide or schoolwide basis, the LEA must include an explanation consistent with 5 CCR Section 15496(b). For any such actions continued into the 2021–24 LCAP from the 2017–2020 LCAP, the LEA must determine whether or not the action was effective as expected, and this determination must reflect evidence of outcome data or actual implementation to date.

**Principally Directed and Effective:** An LEA demonstrates how an action is principally directed towards and effective in meeting the LEA’s goals for unduplicated students when the LEA explains how:

- It considers the needs, conditions, or circumstances of its unduplicated pupils;
- The action, or aspect(s) of the action (including, for example, its design, content, methods, or location), is based on these considerations; and
- The action is intended to help achieve an expected measurable outcome of the associated goal.

As such, the response provided in this section may rely on a needs assessment of unduplicated students.

Conclusory statements that a service will help achieve an expected outcome for the goal, without an explicit connection or further explanation as to how, are not sufficient. Further, simply stating that an LEA has a high enrollment percentage of a specific student group or groups does not meet the increase or improve services standard because enrolling students is not the same as serving students.

For example, if an LEA determines that low-income students have a significantly lower attendance rate than the attendance rate for all students, it might justify LEA-wide or schoolwide actions to address this area of need in the following way:

After assessing the needs, conditions, and circumstances of our low-income students, we learned that the attendance rate of our low-income students is 7 percent lower than the attendance rate for all students. (Needs, Conditions, Circumstances [Principally Directed])

In order to address this condition of our low-income students, we will develop and implement a new attendance program that is designed to address some of the major causes of absenteeism, including lack of reliable transportation and food, as well as a school climate that does not emphasize the importance of attendance. Goal N, Actions X, Y, and Z provide additional transportation and nutritional resources as well as a districtwide educational campaign on the benefits of high attendance rates. (Contributing Action[s])

These actions are being provided on an LEA-wide basis and we expect/hope that all students with less than a 100 percent attendance rate will benefit. However, because of the significantly lower attendance rate of low-income students, and because the actions meet needs most associated with the chronic stresses and experiences of a socio-economically disadvantaged status, we expect that the attendance rate for our low-income students will increase significantly more than the average attendance rate of all other students. (Measurable Outcomes [Effective In])

**COEs and Charter Schools:** Describe how actions included as contributing to meeting the increased or improved services requirement on an LEA-wide basis are principally directed to and effective in meeting its goals for unduplicated pupils in the state and any local priorities as described above. In the case of COEs and charter schools, schoolwide and LEA-wide are considered to be synonymous.

## **For School Districts Only:**

### **Actions Provided on an LEA-Wide Basis:**

***Unduplicated Percentage > 55 percent:*** For school districts with an unduplicated pupil percentage of 55 percent or more, describe how these actions are principally directed to and effective in meeting its goals for unduplicated pupils in the state and any local priorities as described above.

***Unduplicated Percentage < 55 percent:*** For school districts with an unduplicated pupil percentage of less than 55 percent, describe how these actions are principally directed to and effective in meeting its goals for unduplicated pupils in the state and any local priorities. Also describe how the actions **are the most effective use of the funds** to meet these goals for its unduplicated pupils. Provide the basis for this determination, including any alternatives considered, supporting research, experience, or educational theory.

### **Actions Provided on a Schoolwide Basis:**

School Districts must identify in the description those actions being funded and provided on a schoolwide basis, and include the required description supporting the use of the funds on a schoolwide basis.

**For schools with 40 percent or more enrollment of unduplicated pupils:** Describe how these actions are principally directed to and effective in meeting its goals for its unduplicated pupils in the state and any local priorities.

**For school districts expending funds on a schoolwide basis at a school with less than 40 percent enrollment of unduplicated pupils:** Describe how these actions are principally directed to and how the actions are the most effective use of the funds to meet its goals for foster youth, English learners, and low-income students in the state and any local priorities.

**A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.**

Consistent with the requirements of 5 CCR Section 15496, describe how services provided for unduplicated pupils are increased or improved by at least the percentage calculated as compared to the services provided for all students in the LCAP year. To improve services means to grow services in quality and to increase services means to grow services in quantity. Services are increased or improved by those actions in the LCAP that are included in the Goals and Actions section as contributing to the increased or improved services requirement, whether they are provided on an LEA-wide or schoolwide basis or provided on a limited basis to unduplicated students. A limited action is an action that only serves foster youth, English learners, and/or low-income students. This description must address how these action(s) are expected to result in the required proportional increase or improvement in services for unduplicated pupils as compared to the services the LEA provides to all students for the relevant LCAP year.

For any action contributing to meeting the increased or improved services requirement that is associated with a Planned Percentage of Improved Services in the Contributing Summary Table rather than an expenditure of LCFF funds, describe the methodology that was used to determine the contribution of the action towards the proportional percentage. See the instructions for determining the Planned Percentage of Improved Services for information on calculating the Percentage of Improved Services.

**A description of the plan for how the additional concentration grant add-on funding identified above will be used to increase the number of staff providing direct services to students at schools that have a high concentration (above 55 percent) of foster youth, English learners, and low-income students, as applicable.**

An LEA that receives the additional concentration grant add-on described in EC Section 42238.02 is required to demonstrate how it is using these funds to increase the number of staff who provide direct services to students at schools with an enrollment of unduplicated students that is greater than 55 percent as compared to the number of staff who provide direct services to students at schools with an enrollment of unduplicated students that is equal to or less than 55 percent. The staff who provide direct services to students must be certificated staff and/or classified staff employed by the LEA; classified staff includes custodial staff.

Provide the following descriptions, as applicable to the LEA:

An LEA that does not receive a concentration grant or the concentration grant add-on must indicate that a response to this prompt is not applicable.

Identify the goal and action numbers of the actions in the LCAP that the LEA is implementing to meet the requirement to increase the number of staff who provide direct services to students at schools with an enrollment of unduplicated students that is greater than 55 percent.

An LEA that does not have comparison schools from which to describe how it is using the concentration grant add-on funds, such as an LEA that only has schools with an enrollment of unduplicated students that is greater than 55 percent, must describe how it is using the funds to increase the number of credentialed staff, classified staff, or both, including custodial staff, who provide direct services to students at selected schools and the criteria used to determine which schools require additional staffing support.

In the event that an additional concentration grant add-on is not sufficient to increase staff providing direct services to students at a school with an enrollment of unduplicated students that is greater than 55 percent, the LEA must describe how it is using the funds to retain staff providing direct services to students at a school with an enrollment of unduplicated students that is greater than 55 percent.

Complete the table as follows:

- Provide the staff-to-student ratio of classified staff providing direct services to students with a concentration of unduplicated students that is 55 percent or less and the staff-to-student ratio of classified staff providing direct services to students at schools with a concentration of unduplicated students that is greater than 55 percent, as applicable to the LEA. The LEA may group its schools by grade span (Elementary, Middle/Junior High, and High Schools), as applicable to the LEA. The staff-to-student ratio must be based on the number of full time equivalent (FTE) staff and the number of enrolled students as counted on the first Wednesday in October of each year.
- Provide the staff-to-student ratio of certificated staff providing direct services to students at schools with a concentration of unduplicated students that is 55 percent or less and the staff-to-student ratio of certificated staff providing direct services to students at schools with a concentration of unduplicated students that is greater than 55 percent, as applicable to the LEA. The LEA may group its schools by grade span (Elementary, Middle/Junior High, and High Schools), as applicable to the LEA. The staff-to-student ratio must be based on the number of FTE staff and the number of enrolled students as counted on the first Wednesday in October of each year.

## Action Tables

Complete the Data Entry Table for each action in the LCAP. The information entered into this table will automatically populate the other Action Tables. Information is only entered into the Data Entry Table, the Annual Update Table, the Contributing Actions Annual Update Table, and the LCFF Carryover Table. With the exception of the Data Entry Table, the word “input” has been added to column headers to aid in identifying the column(s) where information will be entered. Information is not entered on the remaining Action tables.

The following tables are required to be included as part of the LCAP adopted by the local governing board or governing body:

- Table 1: Total Planned Expenditures Table (for the coming LCAP Year)

- Table 2: Contributing Actions Table (for the coming LCAP Year)
- Table 3: Annual Update Table (for the current LCAP Year)
- Table 4: Contributing Actions Annual Update Table (for the current LCAP Year)
- Table 5: LCFF Carryover Table (for the current LCAP Year)

Note: The coming LCAP Year is the year that is being planned for, while the current LCAP year is the current year of implementation. For example, when developing the 2022–23 LCAP, 2022–23 will be the coming LCAP Year and 2021–22 will be the current LCAP Year.

## Data Entry Table

The Data Entry Table may be included in the LCAP as adopted by the local governing board or governing body, but is not required to be included. In the Data Entry Table, input the following information for each action in the LCAP for that applicable LCAP year:

- **LCAP Year:** Identify the applicable LCAP Year.
- **1. Projected LCFF Base Grant:** Provide the total amount of LCFF funding the LEA estimates it will receive for the coming school year, excluding the supplemental and concentration grants and the add-ons for the Targeted Instructional Improvement Grant Program and the Home to School Transportation Program, pursuant to 5 CCR Section 15496(a)(8).

See *EC* sections 2574 (for COEs) and 42238.02 (for school districts and charter schools), as applicable, for LCFF apportionment calculations.

- **2. Projected LCFF Supplemental and/or Concentration Grants:** Provide the total amount of LCFF supplemental and concentration grants the LEA estimates it will receive on the basis of the number and concentration of unduplicated students for the coming school year.
- **3. Projected Percentage to Increase or Improve Services for the Coming School Year:** This percentage will not be entered; it is calculated based on the Projected LCFF Base Grant and the Projected LCFF Supplemental and/or Concentration Grants, pursuant to 5 CCR Section 15496(a)(8). This is the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the coming LCAP year.
- **LCFF Carryover — Percentage:** Specify the LCFF Carryover — Percentage identified in the LCFF Carryover Table from the prior LCAP year. If a carryover percentage is not identified in the LCFF Carryover Table, specify a percentage of zero (0.00%).
- **Total Percentage to Increase or Improve Services for the Coming School Year:** This percentage will not be entered; it is calculated based on the Projected Percentage to Increase or Improve Services for the Coming School Year and the LCFF Carryover —

Percentage. This is the percentage by which the LEA must increase or improve services for unduplicated pupils as compared to the services provided to all students in the coming LCAP year.

- **Goal #:** Enter the LCAP Goal number for the action.
- **Action #:** Enter the action's number as indicated in the LCAP Goal.
- **Action Title:** Provide a title of the action.
- **Student Group(s):** Indicate the student group or groups who will be the primary beneficiary of the action by entering "All," or by entering a specific student group or groups.
- **Contributing to Increased or Improved Services?:** Type "Yes" if the action **is** included as contributing to meeting the increased or improved services; OR, type "No" if the action is **not** included as contributing to meeting the increased or improved services.
- If "Yes" is entered into the Contributing column, then complete the following columns:
  - **Scope:** The scope of an action may be LEA-wide (i.e., districtwide, countywide, or charterwide), schoolwide, or limited. An action that is LEA-wide in scope upgrades the entire educational program of the LEA. An action that is schoolwide in scope upgrades the entire educational program of a single school. An action that is limited in its scope is an action that serves only one or more unduplicated student groups.
  - **Unduplicated Student Group(s):** Regardless of scope, contributing actions serve one or more unduplicated student groups. Indicate one or more unduplicated student groups for whom services are being increased or improved as compared to what all students receive.
  - **Location:** Identify the location where the action will be provided. If the action is provided to all schools within the LEA, the LEA must indicate "All Schools." If the action is provided to specific schools within the LEA or specific grade spans only, the LEA must enter "Specific Schools" or "Specific Grade Spans." Identify the individual school or a subset of schools or grade spans (e.g., all high schools or grades transitional kindergarten through grade five), as appropriate.
- **Time Span:** Enter "ongoing" if the action will be implemented for an indeterminate period of time. Otherwise, indicate the span of time for which the action will be implemented. For example, an LEA might enter "1 Year," or "2 Years," or "6 Months."
- **Total Personnel:** Enter the total amount of personnel expenditures utilized to implement this action.
- **Total Non-Personnel:** This amount will be automatically calculated based on information provided in the Total Personnel column and the Total Funds column.

- **LCFF Funds:** Enter the total amount of LCFF funds utilized to implement this action, if any. LCFF funds include all funds that make up an LEA’s total LCFF target (i.e., base grant, grade span adjustment, supplemental grant, concentration grant, Targeted Instructional Improvement Block Grant, and Home-To-School Transportation).
  - **Note:** For an action to contribute towards meeting the increased or improved services requirement it must include some measure of LCFF funding. The action may also include funding from other sources, however the extent to which an action contributes to meeting the increased or improved services requirement is based on the LCFF funding being used to implement the action.
- **Other State Funds:** Enter the total amount of Other State Funds utilized to implement this action, if any.
- **Local Funds:** Enter the total amount of Local Funds utilized to implement this action, if any.
- **Federal Funds:** Enter the total amount of Federal Funds utilized to implement this action, if any.
- **Total Funds:** This amount is automatically calculated based on amounts entered in the previous four columns.
- **Planned Percentage of Improved Services:** For any action identified as contributing, being provided on a Limited basis to unduplicated students, and that does not have funding associated with the action, enter the planned quality improvement anticipated for the action as a percentage rounded to the nearest hundredth (0.00%). A limited action is an action that only serves foster youth, English learners, and/or low-income students.
  - As noted in the instructions for the Increased or Improved Services section, when identifying a Planned Percentage of Improved Services, the LEA must describe the methodology that it used to determine the contribution of the action towards the proportional percentage. The percentage of improved services for an action corresponds to the amount of LCFF funding that the LEA estimates it would expend to implement the action if it were funded.

For example, an LEA determines that there is a need to analyze data to ensure that instructional aides and expanded learning providers know what targeted supports to provide to students who are foster youth. The LEA could implement this action by hiring additional staff to collect and analyze data and to coordinate supports for students, which the LEA estimates would cost \$165,000. Instead, the LEA chooses to utilize a portion of existing staff time to analyze data relating to students who are foster youth. This analysis will then be shared with site principals who will use the data to coordinate services provided by instructional assistants and expanded learning providers to target support to students. In this example, the LEA would divide the estimated cost of \$165,000 by the amount of LCFF Funding identified in the Data Entry Table and then convert the quotient to a percentage. This percentage is the Planned Percentage of Improved Service for the action.

## Contributing Actions Table

As noted above, information will not be entered in the Contributing Actions Table; however, the ‘Contributing to Increased or Improved Services?’ column will need to be checked to ensure that only actions with a “Yes” are displaying. If actions with a “No” are displayed or if actions that are contributing are not displaying in the column, use the drop-down menu in the column header to filter only the “Yes” responses.

## Annual Update Table

In the Annual Update Table, provide the following information for each action in the LCAP for the relevant LCAP year:

- **Estimated Actual Expenditures:** Enter the total estimated actual expenditures to implement this action, if any.

## Contributing Actions Annual Update Table

In the Contributing Actions Annual Update Table, check the ‘Contributing to Increased or Improved Services?’ column to ensure that only actions with a “Yes” are displaying. If actions with a “No” are displayed or if actions that are contributing are not displaying in the column, use the drop-down menu in the column header to filter only the “Yes” responses. Provide the following information for each contributing action in the LCAP for the relevant LCAP year:

- **6. Estimated Actual LCFF Supplemental and/or Concentration Grants:** Provide the total amount of LCFF supplemental and concentration grants the LEA estimates it will actually receive based on of the number and concentration of unduplicated students in the current school year.
- **Estimated Actual Expenditures for Contributing Actions:** Enter the total estimated actual expenditure of LCFF funds used to implement this action, if any.
- **Estimated Actual Percentage of Improved Services:** For any action identified as contributing, being provided on a Limited basis only to unduplicated students, and that does not have funding associated with the action, enter the total estimated actual quality improvement anticipated for the action as a percentage rounded to the nearest hundredth (0.00%).
  - Building on the example provided above for calculating the Planned Percentage of Improved Services, the LEA in the example implements the action. As part of the annual update process, the LEA reviews implementation and student outcome data and determines that the action was implemented with fidelity and that outcomes for foster youth students improved. The LEA reviews the original estimated cost for the action and determines that had it hired additional staff to collect and analyze data and to coordinate supports for students that estimated actual cost would have been \$169,500 due to a cost of living adjustment. The LEA would divide the estimated actual cost of \$169,500 by the amount of LCFF Funding identified in the Data Entry Table and then convert the quotient to a percentage. This percentage is the Estimated Actual Percentage of Improved Services for the action.

## LCFF Carryover Table

- **9. Estimated Actual LCFF Base Grant:** Provide the total amount of LCFF funding the LEA estimates it will receive for the current school year, excluding the supplemental and concentration grants and the add-ons for the Targeted Instructional Improvement Grant Program and the Home to School Transportation Program, pursuant to 5 CCR Section 15496(a)(8).



- **10. Total Percentage to Increase or Improve Services for the Current School Year:** This percentage will not be entered. The percentage is calculated based on the amounts of the Estimated Actual LCFF Base Grant (9) and the Estimated Actual LCFF Supplemental and/or Concentration Grants (6), pursuant to 5 CCR Section 15496(a)(8), plus the LCFF Carryover – Percentage from the prior year. This is the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the current LCAP year.

## Calculations in the Action Tables

To reduce the duplication of effort of LEAs, the Action Tables include functionality such as pre-population of fields and cells based on the information provided in the Data Entry Table, the Annual Update Summary Table, and the Contributing Actions Table. For transparency, the functionality and calculations used are provided below.

### Contributing Actions Table

- 4. Total Planned Contributing Expenditures (LCFF Funds)
  - This amount is the total of the Planned Expenditures for Contributing Actions (LCFF Funds) column
- 5. Total Planned Percentage of Improved Services
  - This percentage is the total of the Planned Percentage of Improved Services column
- Planned Percentage to Increase or Improve Services for the coming school year (4 divided by 1, plus 5)
  - This percentage is calculated by dividing the Total Planned Contributing Expenditures (4) by the Projected LCFF Base Grant (1), converting the quotient to a percentage, and adding it to the Total Planned Percentage of Improved Services (5).

### Contributing Actions Annual Update Table

Pursuant to *EC* Section 42238.07(c)(2), if the Total Planned Contributing Expenditures (4) is less than the Estimated Actual LCFF Supplemental and Concentration Grants (6), the LEA is required to calculate the difference between the Total Planned Percentage of Improved Services (5) and the Total Estimated Actual Percentage of Improved Services (7). If the Total Planned Contributing Expenditures (4) is equal to or greater than the Estimated Actual LCFF Supplemental and Concentration Grants (6), the Difference Between Planned and Estimated Actual Percentage of Improved Services will display “Not Required.”

- 6. Estimated Actual LCFF Supplemental and Concentration Grants
  - This is the total amount of LCFF supplemental and concentration grants the LEA estimates it will actually receive based on of the number and concentration of unduplicated students in the current school year.
- 4. Total Planned Contributing Expenditures (LCFF Funds)
  - This amount is the total of the Last Year's Planned Expenditures for Contributing Actions (LCFF Funds)

- 7. Total Estimated Actual Expenditures for Contributing Actions
  - This amount is the total of the Estimated Actual Expenditures for Contributing Actions (LCFF Funds)
- Difference Between Planned and Estimated Actual Expenditures for Contributing Actions (Subtract 7 from 4)
  - This amount is the Total Estimated Actual Expenditures for Contributing Actions (7) subtracted from the Total Planned Contributing Expenditures (4)
- 5. Total Planned Percentage of Improved Services (%)
  - This amount is the total of the Planned Percentage of Improved Services column
- 8. Total Estimated Actual Percentage of Improved Services (%)
  - This amount is the total of the Estimated Actual Percentage of Improved Services column
- Difference Between Planned and Estimated Actual Percentage of Improved Services (Subtract 5 from 8)
  - This amount is the Total Planned Percentage of Improved Services (5) subtracted from the Total Estimated Actual Percentage of Improved Services (8)

**LCFF Carryover Table**

- 10. Total Percentage to Increase or Improve Services for the Current School Year (6 divided by 9 + Carryover %)
  - This percentage is the Estimated Actual LCFF Supplemental and/or Concentration Grants (6) divided by the Estimated Actual LCFF Base Grant (9) plus the LCFF Carryover – Percentage from the prior year.
- 11. Estimated Actual Percentage of Increased or Improved Services (7 divided by 9, plus 8)
  - This percentage is the Total Estimated Actual Expenditures for Contributing Actions (7) divided by the LCFF Funding (9), then converting the quotient to a percentage and adding the Total Estimated Actual Percentage of Improved Services (8).
- 12. LCFF Carryover — Dollar Amount LCFF Carryover (Subtract 11 from 10 and multiply by 9)
  - If the Estimated Actual Percentage of Increased or Improved Services (11) is less than the Estimated Actual Percentage to Increase or Improve Services (10), the LEA is required to carry over LCFF funds.

The amount of LCFF funds is calculated by subtracting the Estimated Actual Percentage to Increase or Improve Services (11) from the Estimated Actual Percentage of Increased or Improved Services (10) and then multiplying by the Estimated Actual LCFF Base Grant (9). This amount is the amount of LCFF funds that is required to be carried over to the coming year.

- 13. LCFF Carryover — Percentage (12 divided by 9)
  - This percentage is the unmet portion of the Percentage to Increase or Improve Services that the LEA must carry over into the coming LCAP year. The percentage is calculated by dividing the LCFF Carryover (12) by the LCFF Funding (9).

California Department of Education  
January 2022



Vari Sales Corporation  
 450 Freepoint Pkwy  
 Coppell, TX 75019  
 United States  
 (800) 207-2587



**Invoice**  
 May 16, 2023  
 90939987  
 0000072966

**Account Number:**  
**PO#**

**Billing Address**

Elite Academic Academy  
 43414 Business Park Drive  
 TEMECULA CA 92590  
 8663548302  
 USA

**Shipping Address**

Elite Academic Academy  
 41775 Elm Street Suite #203  
 MURRIETA CA 92562  
 8663548302  
 USA

Terms	Due Date	Email	Customer PO#	Sales Rep	Shipping Method
NT30	Jun 15, 2023	mfreeman@eliteacademic.com		Tirzah Budiman	Install

#	Quantity	Item	Description	Unit Price	Discount	Net Amount
10	2	401015	Arm Chair (Shadow Grey)	\$795.00	\$-159.00	\$1431.00
20	1	401388	Contemporary Three-Seat Sofa (SlvrGr	\$2495.00	\$-249.50	\$2245.50
30	1	401744	Laptop Side Table	\$350.00	\$-35.00	\$315.00
40	2	400602	Round Side Table	\$450.00	\$-90.00	\$810.00
50	2	401030	Small Ottoman (Sand Grey)	\$450.00	\$-90.00	\$810.00
60	2	400008	Beam 60 Extension Kit	\$400.00	\$-80.00	\$720.00
70	1	400005	Beam Kit 48	\$400.00	\$-40.00	\$360.00
80	9	401081	Elec. Standing Desk 60x30 + Tray (DW	\$900.00	\$-810.00	\$7290.00
82	9	400777	30" Elec. Standing Desk Legs (SLT) - G	\$0.00	\$0.00	\$0.00
83	9	400807	Elec. Standing Desk 60x30 Top (DW) -	\$0.00	\$0.00	\$0.00
84	9	400866	ESD - Rotate Cable Tray (BK) - G2	\$0.00	\$0.00	\$0.00
90	3	401634	Exec. Bookshelf (WHT)	\$450.00	\$-135.00	\$1215.00
100	1	401766	Exec. ESD Base (WHT)	\$675.00	\$-67.50	\$607.50
110	1	401778	Exec. ESD Lower Modesty Panel 60" (W	\$195.00	\$-19.50	\$175.50
120	1	401663	Exec. ESD Modesty Panel 60" (WHT)	\$225.00	\$-22.50	\$202.50
130	4	401632	Exec. File Cabinet (WHT)	\$495.00	\$-198.00	\$1782.00
140	4	401625	Exec. Lateral File Cabinet (WHT)	\$850.00	\$-340.00	\$3060.00
150	2	401636	Exec. Overhead Cabinet (WHT)	\$550.00	\$-110.00	\$990.00
160	3	401551	Executive Task Chair	\$550.00	\$-165.00	\$1485.00
170	10	401635	Exec. Wardrobe Cabinet (WHT)	\$695.00	\$-695.00	\$6255.00
180	2	401177	Flip Top Table 59x24 (Black)	\$600.00	\$-120.00	\$1080.00
190	1	401813	Round Table (WH) - GSA	\$625.00	\$-62.50	\$562.50
192	1	401812	Standing Round Table Top (WH) - GSA	\$0.00	\$0.00	\$0.00

#	Quantity	Item	Description	Unit Price	Discount	Net Amount
193	1	401809	Round Table Legs (SLT) - GSA	\$0.00	\$0.00	\$0.00
200	4	43312	Standing Conference Table (WH)	\$1695.00	\$-678.00	\$6102.00
210	2	46293	Table 60x30 (WH)	\$625.00	\$-125.00	\$1125.00
212	2	46269	Table 60x30 Top (WH)	\$0.00	\$0.00	\$0.00
213	2	46283	Table Legs 30 (SLV)	\$0.00	\$0.00	\$0.00
220	2	42002	Acrylic Modesty Panel 60	\$175.00	\$-35.00	\$315.00
230	8	43734	Acrylic Privacy Panel 60	\$175.00	\$-140.00	\$1260.00
240	16	400762	Acrylic Privacy Panel 30	\$125.00	\$-200.00	\$1800.00
250	3	401930	Vari® Active Mat 2	\$95.00	\$-28.50	\$256.50
260	1	400767	Active Seat	\$295.00	\$-29.50	\$265.50
270	3	48003	Dual-Monitor Arm	\$275.00	\$-82.50	\$742.50
280	6	41513	Dual-Monitor Arm 180	\$225.00	\$-135.00	\$1215.00
290	8	401767	Exec. Joining Bracket Set	\$10.00	\$-8.00	\$72.00
300	6	400742	File Cabinet (SLT)	\$375.00	\$-225.00	\$2025.00
310	1	400351	Marker Board 72x48	\$695.00	\$-69.50	\$625.50
320	2	401555	Lateral File Cabinet (SLT) G2	\$795.00	\$-159.00	\$1431.00
330	1	401104	Nesting Chair (Black) S/2 - GSA	\$525.00	\$-52.50	\$472.50
340	9	401797	Vari® Power Hub (Black) - Gen 3 with 5	\$99.00	\$-89.10	\$801.90
350	9	43148	Power Strip 15ft	\$50.00	\$-45.00	\$405.00
360	6	401037	Side Chair (Sand Grey)	\$425.00	\$-255.00	\$2295.00
370	6	401387	Tall Side Chair (Sand Grey)	\$475.00	\$-285.00	\$2565.00
380	6	401493	Task Chair	\$375.00	\$-225.00	\$2025.00

Order Total	\$63551.00
Delivery and/or Installation	\$0.00
Tax	\$0.00
Discount	-\$6355.10
<b>Subtotal</b>	<b>\$57195.90</b>
Amount Paid	\$57195.90
Amount Remaining	\$0.00

Amount paid by EAA-LU \$28,597.95  
Amount paid by EAA-ME \$28,597.95

For Federal payments, please note Vari UEI# X1CDDSUW62C7

Please reference the number below on all Payments.

Invoice# 90939987

ACH/EFT Payments:	CHECK Payments:	DUNS:	Varidesk Tax ID:
Bank Name: Texas Capital Bank Beneficiary Name: VARI Sales Corporation Routing/ABA No: 111017979 Bank Account No: 1511011429	Vari Sales Corporation PO Box 660050 Dallas, TX 75266	10-245644	83-2493517
Please call 1-800-242-9109 to pay with credit card. Hours of Operation: Monday - Friday 8am to 5pm.			



Elite Academic Academy - Lucerne Board Resolution

Date: June 1, 2023

Subject: Salary Increase for Staff for the 23.34 School Year

WHEREAS, Elite Academic Academy - Lucerne is committed to attracting and retaining highly qualified staff members who contribute to the overall success and mission of the organization;

WHEREAS, the Board recognizes the importance of competitive compensation to attract and retain skilled professionals in the education sector;

WHEREAS, Elite Academic Academy - Lucerne acknowledges the need to ensure staff members are fairly compensated for their dedication and commitment;

WHEREAS, it is necessary to establish a salary increase for returning staff members for the 23.34 school year;

WHEREAS, the California state budget for the upcoming fiscal year is expected to be adopted in June, which may impact the financial circumstances of the organization;

WHEREAS, the January update regarding state budget projections will provide valuable information on the feasibility of salary increases for the remainder of the year;

WHEREAS, it is imperative to maintain the organization's fiscal stability and ensure that the additional increase can be accommodated within the financial capacity of the organization;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Elite Academic Academy - Lucerne approves a minimum salary increase of 6% for all returning staff members, effective from the 22.23 school year, to be included in their contracts for the 23.34 school year.

FURTHERMORE, BE IT RESOLVED, that the Board grants the Chief Executive Officer (CEO) the discretion to increase salaries by up to 10% if the following conditions are met:

1. The California state budget for the upcoming fiscal year, adopted in June, allows for such increases.
2. The January update on state budget projections does not predict any deferrals for the remainder of the year.
3. The organization can fiscally handle the additional increase without jeopardizing its financial stability.

The CEO shall exercise due diligence in assessing the aforementioned conditions and consult with the Board before implementing any salary increases beyond the initial 6%.

This resolution shall be effective immediately upon approval and shall remain in effect until further notice from the Board.

Passed and adopted by the Board of Elite Academic Academy - Lucerne on June 1, 2023.



CERTIFICATE OF ADOPTION

I hereby certify that the foregoing resolutions were passed and adopted by the Board of Directors of the Company, at a meeting thereof duly held on June 1, 2023, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

The undersigned certifies further that the foregoing Resolution has not been modified, amended or rescinded and is in full force and effect as of the date hereof.

By:

Name: Dr. Susan McDougal  
Title: President of the Board  
Elite Academic Academy – Lucerne

I, SECRETARY/CLERK, Secretary of the Board of Directors of Elite Academic Academy – Lucerne of the Lucerne Valley Unified School District in San Bernardino County, California, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by said board at the regularly scheduled and conducted meeting held at the time and place stated, which resolution is on file in the office of said board.

Signed: \_\_\_\_\_

Dr. Susan McDougal- President, Elite Academic Academy - Lucerne Board of Directors

Signed: \_\_\_\_\_

Mr. Kent Christensen, Secretary/Clerk, Elite Academic Academy - Lucerne Board of Directors

ADMINISTRATIVE SALARY RANGE

Cabinet/Directors	12 month calendar only		
Cabinet	By Contract		* Split between both charters
Director	\$130,000 - \$160,000	*State Study Average \$144,000	* Split between both charters (232 calendar)
Low	\$130,000		
Medium	\$145,000		
High	\$160,000.00		
Associate Director	\$115,000-\$125,000	*State Study Average \$124,000	* Split between both charters (232 calendar)
Low	\$115,000		
Medium	\$120,000		
High	\$125,000		
Assistant Director	\$100,000-\$115,000	*State Study Average\$105,000	* Split between both charters (232 calendar)
Low	\$100,000		
Medium	\$105,000		
High	\$115,000		
Coordinator	\$90,000 - \$110,000	*State Study Average \$96,000	* Split between both charters (23 calendar)
Low	\$90,000		
Medium	\$100,000		
High	\$110,000		

\* Admin has the right to place an employee on the Low, Medium or High starting salary pay range based on:

Pending Board Approval

- #1a) Years of experience in the field
- #1b) Years of experience working for EAA
- #2) Annual increases given based on starting salary pay rate

CERTIFICATED STAFF SALARY RANGE

Teachers				
Full-Time Special Education - Education Specialist, and MTSS Content Teachers			11 month (189 Day Calendar)	12 month (224 Day Calendar)
Low	\$424/day		\$80,136	\$94,976
Medium	\$462/day		\$87,318	103,488
High	\$504/day		\$95,256.00	112,896
Part-Time Special Education - Education Specialist				
Low	\$53.00/hr			
Medium	\$57.75/hr			
High	\$63/hr			
Full-Time Teachers of Record, CTE Teachers, Content Teachers, TOSA, and Instructional Learning Coaches			11 month (189 Day Calendar)	12 month (224 Day Calendar)
Low	\$335/day		\$63,315	\$75,040
Medium	\$365/day		\$68,985	\$81,760
High	\$400/day		\$75,600	\$89,600
Part-Time Teachers of Record, CTE Teachers, Content Teachers, TOSA, and Instructional Learning Coaches				
Low	\$41.88/hr			
Medium	\$45.63/hr			
High	\$50/hr			
Other				
Counselor			11 month N/A	12 month (224 calendar)
Low	\$372/day			83,328
Medium	\$405/day			\$90,720
High	\$441/day			\$98,784
Social Worker			11 month (189 Day Calendar)	12 month (224 Day Calendar)
Low	\$268/day		\$50,652	\$60,032
Medium	\$292/day		\$55,188	\$65,408
High	\$318/day		\$60,102	\$71,232
School Psychologist			11 month (189 Day Calendar)	12 month (224 Day Calendar)
Low	\$582/day		\$109,998	\$130,368
Medium	\$634/day		\$119,826	\$142,016
High	\$691/day		\$130,599	\$154,784
Speech and Language Pathologist			11 month (189 Day Calendar)	12 month (224 Day Calendar)
Low	\$505/day		\$95,445	\$113,120
Medium	\$550/day		\$103,950	\$123,200
High	\$600/day		\$113,400	\$134,400
Speech Language Pathology Assistant			11 month (189 Day Calendar)	12 month (224 Day Calendar)
Low	\$240/day		\$45,360	\$53,760
Medium	\$320/day		\$60,480	\$71,680
High	\$400/day		\$75,600	\$89,600
Temp Employees				
Year Round Temp Teacher of Record (Full Time)		\$6000 stipend (\$450 mileage stipend)		Temp calendar
Year Round Temp Content Teacher		\$41.88/hour (PT)		Temp calendar

\* Admin has the right to place an employee on the Low, Medium or High starting salary pay range based on:

#1a) Years of experience in the field

#1b) Years of experience working for EAA

#2) Annual increases given based on starting salary pay rate

Pending Board Approval

**CLASSIFIED STAFF SALARY RANGE**

Human Resources		
Administrative Assistant	\$20-\$30 per hour	237 Calendar
Temp Year-Round Administrative Assistant	\$15-\$20 per hour (PT)	Temp calendar
Operations		
Admissions Clerk	\$20-\$25 per hour (PT)	237 Calendar
Temp Year-Round Admissions Clerks	\$20-\$25 per hour (PT)	Temp calendar
Business Department		
IT Technology Support Coordinator	\$55,000-\$65,000	237 Calendar
IT Technology Support	\$18-25 per hour (FT or PT)	237 Calendar
Business Clerks	\$18-\$25 per hour (FT or PT)	237 Calendar
Temp Year-Round Business Clerks	\$18-\$25 per hour (PT)	Temp calendar
Temp Year-Round Community Relations Clerk	\$18-\$25 per hour (PT)	Temp calendar
Community Relations Clerk	\$18-\$25 per hour (FT or PT)	237 Calendar
Community Relations Lead		237 Calendar
	Low - \$222/day	\$52,614
	Medium - \$242/day	\$57,354
	High - \$263/day	\$62,331
Athletic Department		
CTE Liaison		224 Calendar
	Low - \$288/day	\$64,512
	Medium - \$312/day	\$69,888
	High - \$336/day	\$75,264
Academics		
Instructional Aide	\$18-\$22 per hour (PT and/or FT)	237 Calendar
MTSS Instructional Aide	\$28-\$33.25 per hour (PT and/or FT)	237 Calendar
Student Support Services Liaison	\$15-\$20 per hour (PT)	237 Calendar
SPED Liaison	\$20-\$26 per hour (PT and/or FT)	237 Calendar
SPED Administrative Assistant		237 Calendar
	Low - \$285/day	\$67,830
	Medium - \$290/day	\$69,020
	High - \$295/day	\$70,210

Pending Board Approval

\* Admin has the right to place an employee on the Low, Medium or High starting salary pay range based on:

#1a) Years of experience in the field

#1b) Years of experience working for EAA

#2) Annual increases given based on starting salary pay rate

**BENEFITS/STIPENDS**

Health Benefits Allowance	\$900 per eligible month	32+hours/week
Cash In Lieu of Health Benefits	\$200 per eligible month	32+hours/week
Mileage/Travel Stipend		
Full-Time Classified Staff/Certificated Teachers	\$150/month	
Coordinators/Assistant Directors/Associate Directors/Directors	\$250/month	
Full-Time Remote Staff	833.33/month	Note: Base salary reduced by \$10,000
Certificated Teaching Staff Stipends	Annual Amount	Monthly Amount
Lead Teacher	Low - 10,000	833.33
	Mid - 15,000	1250
	High - 20,000	1666.67
Masters Degree	\$1,500	125
Doctorate/PHD	\$2,000	166.67
SPED Program Specialist	\$10,000	833.33
MTSS	Low - 10,000	
	Mid - 15,000	
	High - 25,000	
Director Stipends	Annual Amount	Monthly Amount
Lead	Low - 5,000	
	Mid - 10,000	
	High - 15,000	
Large Academy (600+ students)	\$10,000	833.33
Retirement Benefits		
403B -Classified	7% Match	
STRS- Certificated	19/10% (not yet confirmed)	

Pending Board Approval

COLA Increase

23/24 COLA Increase

6%

--	--	--

NXTLVL Education Ltd  
Sky View, Argosy Road,  
DE74 2SA  
UNITED KINGDOM

Date: 16-May-23

## NXTLVL AGREEMENT

Between:

**NXTLVL EDUCATION LTD**, a company incorporated and registered under the laws of England and Wales, whose registered number is 13982612 and registered office address is c/o Cooper Parry LLP, Sky View, Argosy Road, East Midlands Airport, Derby DE74 2SA (the "Company") ("**NXTLVL**" or "**our**" or "**us**" or "**we**").

and

**ELITE ACADEMIC ACADEMY** a Public Charter School registered in the USA with NCES School ID number 060228814348 and CDS Code 37682130136978 and having its registered office at 43414 Business Park Dr. Temecula, CA 92590-5526, United States of America ("**Customer**" or "**you**" or "**your**")

NXTLVL and Customer may be referred to individually as "Party", or collectively, "Parties".

### Introduction

NXTLVL is a captivating online learning experience where children collaborate to develop future-critical skills through game-based learning. The Customer is a premier K12 tuition-free Charter School that is interested in NXTLVL's learning experience and services for use with its Teachers and Students (the "Users").

This Contract serves to define the parameters for the service and product provided by NXTLVL for the delivery of the NXTLVL Projects outlined in detail in Appendix 1, to you as the Customer.

The Agreement consists of this NXTLVL Agreement, the [Consumer Terms of Service](#) and the [T&Cs](#). All these together set out the entire agreement between the parties.

### 1. **Terms**

- 1.1. NXTLVL will onboard the Customer and the Users on the NXTLVL platform, and will offer ongoing support according to the details in Appendix 1.
- 1.2. Users will participate in the sessions via the NXTLVL platform, and hence they (via their Parents/ Legal Guardians) accept the NXTLVL [Consumer Terms of Service](#), [T&Cs](#) and [Privacy Policy](#).

### 2. **Fees**

- 2.1. The fees for each Project are outlined in Appendix 1 (plus VAT if payable) (the "Invoice").
- 2.2. Unless otherwise specified in Payment Terms in Appendix 1, the Invoice will be issued monthly on the last day of each month. Payment is expected within 15 (fifteen) working days of receipt.

NXTLVL Education Ltd  
Sky View, Argosy Road,  
DE74 2SA  
UNITED KINGDOM

3. **Other Terms**

- 3.1. Duration: until end of August 2023 (duration of each of the projects is outlined in Appendix 1), and may be extended for additional periods (the "Term").
- 3.2. Each Project in Appendix 1 can be executed independently from the others.

4. **IP, Data Protection & Confidentiality**

- 4.1. Both Parties agree to comply with obligations of Regulation (EU) 2016/679. For details refer to the [Privacy Policy](#).
- 4.2. You hereby assign to NXTLVL all existing and future Intellectual Property (IP) Rights in the NXTLVL Property, as defined in Appendix 2.
- 4.3. NXTLVL agrees to the Customer's IP and Confidentiality clauses included in Appendix 3.

5. **Notices**

- 5.1. Customer's address for notices is 43414 Business Park Dr. Temecula, CA 92590-5526, USA
- 5.2. NXTLVL's address for notices is NXTLVL Education Ltd, c/o Cooper Parry LLP, Sky View, Argosy Road, East Midlands Airport, Derby DE74 2SA, UNITED KINGDOM.

**IN WITNESS WHEREOF** this document has been executed on the date first above written.

For and on behalf of  
**NXTLVL EDUCATION LTD,**  
**Konstantinos Papazafeiropoulos, CPO**

For and on behalf of  
**Elite Academic Academy**  
\_\_\_\_\_  
**Meghan Freeman, CEO**  
\_\_\_\_\_

\_\_\_\_\_  
*Konstantinos Papazafeiropoulos*

\_\_\_\_\_  
*MEGHAN FREEMAN*



NXTLVL Education Ltd  
 Sky View, Argosy Road,  
 DE74 2SA  
 UNITED KINGDOM



## Appendix 1

Project	Description	Dates	Budget	Payment Terms	NXTLVL Provides	Customer Provides
<b>#1 - Mega Pilot</b>	NXTLVL + Individual Coaching + Personality Inventory Test for high school students (ages 14+) who are at Customer (Elite Academic Academy school) to receive summer school credit by repeating a course they failed during the school year (credit recovery students).	Mandatory meeting (no game) June 30  <b>Game dates:</b> July 3, 6, 11, 13, 18, 20, 25, 27; Aug 1, 3	\$22,800 (\$76USD/Student - Assumes 300 students)  NXTLVL will cover facilitation costs	25% now (assuming a minimum number of 150 kids)  50% June 18th  25% when pilot is completed	<ul style="list-style-type: none"> <li>• NXTLVL Learning Games for high school students</li> <li>• Facilitators to run the sessions</li> <li>• Facilitators' Training</li> <li>• TA support</li> </ul>	<ul style="list-style-type: none"> <li>• Coaches</li> <li>• Personality Inventory</li> <li>• Student Management &amp; Logistics</li> </ul>
<b>#2 - Teacher Training Plug-in</b>	Customer wants to use the backdrop of NXTLVL games for some of the teacher training they are working on with Customers teachers. It was evident from the teachers' experience of the playtest the power of using games as an educational experience, and things moved from the abstract to exact for them. They want to capitalise on that and use these game sessions to spur reflection.	Once a week:  Wednesdays 7:30-8:15am (PDT)  *beginning April 24 for 6 weeks (7 sessions)  Note: week 1 includes 2 training sessions, weeks 2-6 only one.	\$1,500	50% now  50% when teacher training ends	<ul style="list-style-type: none"> <li>• NXTLVL Learning Games, Game Login</li> <li>• TA support</li> <li>• Advice on which games to use</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitators, Professional Development Program</li> </ul>

NXTLVL Education Ltd  
Sky View, Argosy Road,  
DE74 2SA  
UNITED KINGDOM



## Appendix 2

“**NXTLVL Property**” means the Software (2.1), the Documentation (2.2.), the NXTLVL Confidential Information and Data (2.3), the Intellectual Property Rights (2.5) in all the above and the Background Technology (2.4) embedded therein.

In summary, **NXTLVL Property** includes:

- NXTLVL Software (2.1):
  - NXTLVL Learning Games that will be used as vehicles for the Sessions.
- NXTLVL Documentation (2.2):
  - Facilitation Materials & Guidelines (hard or soft copy) that will be used by the NXTLVL Facilitators, trained by NXTLVL.
  - Teaching Assistance Materials and Guidelines (hard or soft copy) that will be used by the NXTLVL TAs, trained by NXTLVL.
  - Session Structure.
  - Feedback to parents.
- NXTLVL Confidential Information and Data (2.3):
- NXTLVL Background Technology (2.4)
  - NXTLVL Proprietary Platform/ Technology/ APIs.
  - NXTLVL Processes.
  - NXTLVL Designs and Templates.

2.1. “**Software**” means NXTLVL's proprietary software (including the Learning Games), and all modifications made thereto by NXTLVL, or any updates or upgrades that NXTLVL provides to Customer under this Agreement. The Software is licensed, not sold. Titles to the NXTLVL Property are retained by NXTLVL and NXTLVL is the sole owner of NXTLVL Property. All rights in the Software not expressly granted hereunder are reserved. Customer including their personnel, agents, directors, officers and third party contractors or subcontractors, shall not modify, enhance, translate, supplement, create derivative works from, reverse engineer, reverse compile or otherwise reduce the Software to human readable form.

2.2. “**Documentation**” means any written materials related to the use of the Software, whether in hard copy or soft copy form, that are provided by NXTLVL along with the Software, and as may be updated by NXTLVL from time to time.

NXTLVL Education Ltd  
Sky View, Argosy Road,  
DE74 2SA  
UNITED KINGDOM



2.3. **"Confidential Information and Data"** means information in whatever form (including without limitation, in written, oral, visual or electronic form or on any magnetic or optical disk or memory and wherever located) which is not in the public domain relating to the business, customers, clients, suppliers, products, affairs and finances of NXTLVL or any Group Company for the time being confidential to NXTLVL or any Group Company and trade secrets including, without limitation, technical data and know-how relating to the Business of NXTLVL or of any Group Company or any of its or their suppliers, customers, clients, agents, distributors, shareholders, management or business contacts, including in particular (by way of illustration only and without limitation) and including (but not limited to) information that the Contractor creates, develops, receives or obtains in connection with their Engagement, whether or not such information (if in anything other than oral form) is marked confidential.

2.4. **"Background Technology"** means collectively, any and all inventions, processes, data, technology and any and all other works, including Intellectual Property Rights in any of the foregoing, licensed to and/or owned and/or developed by NXTLVL, including but not limited to, NXTLVL's APIs, Parents and Kids Dashboards, mobile website designs and templates.

2.5. **"Intellectual Property Rights"** means copyrights, trade and service marks, including the trade marks, trade names, rights in logos and get-up, inventions, confidential information, trade secrets and know-how, registered designs, design rights, patents, utility models, all rights of whatsoever nature in computer software and data, all rights of privacy and all intangible rights and privileges of a nature similar or allied to any of the foregoing, in every case in any part of the world and whether or not registered; and including all granted registrations and all applications for registration in respect of any of the same;

Customer shall not cause or permit: (a) competitive analysis, benchmarking, or the use, evaluation or viewing of the Software or Documentation for the purpose of designing, modifying, or otherwise creating any software program, or any portion thereof, that performs functions similar to the functions performed by the Software; or (b) any of the following: (i) copying (except as set forth herein), (ii) sub-licensing, or (iii) providing access or other dissemination of the Software, in whole or in part, to any third party.

Customer agrees not to use or permit the use of the Software or include Customer Data: (a) to communicate any message or material that is defamatory, harassing, libelous, threatening, or obscene; (b) in a way that violates or infringes upon the intellectual property rights or the privacy or publicity rights of any person or entity or that may otherwise be unlawful or give rise to civil or criminal liability; (c) in breach of any U.S. or UK denied party-list, embargoed country restriction, applicable national export Law or regulation; or (d) in any way that constitutes or encourages conduct that could constitute a criminal offense.

Any and all Trademarks and Trade names that NXTLVL uses in connection with the rights granted hereunder are and remain the exclusive property of NXTLVL, and Customer agrees not to do anything inconsistent with, contesting or impairing such rights.

NXTLVL Education Ltd  
Sky View, Argosy Road,  
DE74 2SA  
UNITED KINGDOM



NXTLVL expressly reserves the right to (i) remove or add components to the Software, (ii) restrict or otherwise limit specialized services applicable to the Software, (iii) change the scope of Customer's authorization at any time with no less than thirty (30) days prior written notice before the effective date of the change (iv) substitute any Software product name or Trademark at its sole discretion with another product name or Trademark of its choice, based on its then current marketing and commercial policy, with or without notice to the Customer, without however such substitution affecting the scope and substance of the existing license rights granted to the Customer hereunder for such Software.

NXTLVL Education Ltd  
Sky View, Argosy Road,  
DE74 2SA  
UNITED KINGDOM



### Appendix 3

**Confidentiality:** NXTLVL acknowledges that Customer is in a highly competitive industry, and that during the Term of this Agreement, NXTLVL will have access to, receive, learn, and/or develop information that is proprietary, trade secrets and/or confidential to the Customer, including, but not limited to information about customers, prospects, financials, and marketing. Additionally, NXTLVL will have access to and maintain, develop and initiate customer relationships and goodwill that are value to the Customer and which it has a legitimate interest in protecting.

At all times during and after the term of NXTLVL's engagement with Customer, NXTLVL shall not, except with Customer's prior written consent, or except in the proper course of his performance of services for the Customer, directly or indirectly, disclose, communicate, or divulge to any individual or entity, or use for his own benefit or the benefit of any other individual or entity, any confidential or proprietary knowledge or information concerning the conduct or details of Customer's business, including without limitation, names of customers and prospects, details of contracts, technical know-how, methods of operation, marketing methods, other trade secrets, pricing, or other policies, prospects, and financial information. NXTLVL acknowledges that these provisions apply even to information that is developed or conceived by his alone or with others at the Customer's direction, as well as to confidential and/or proprietary information received from any customer or other person or entity who does business with the Customer.

Upon termination of NXTLVL's engagement with Customer for any reason, NXTLVL shall immediately return to Customer all correspondence, files, customer and prospect lists, notes, technical data, and other materials which contain any such confidential or proprietary knowledge or information, and NXTLVL shall not retain any copies of such materials. A violation of this paragraph shall be considered a material breach of this Agreement.

**Intellectual Property:** The Customer, acknowledges and retains all rights, titles, and interests in any pre-existing intellectual property, inventions, technologies, or works of authorship ("Customer's IP") that are brought to the project or developed independently by the Customer during the term of this agreement. The Customer grants to NXTLVL a non-exclusive, royalty-free, irrevocable license to use the Customer's IP solely to fulfill the obligations under this agreement.

For the avoidance of doubt, the Customer's IP excludes the NXTLVL Property described in Appendix 2, whether developed before, during or after this Agreement.



# INVOICE

INVOICE #SCWP00101  
DATE: 04/11/2023

866.593.8368

**Event:** Elite Academic Academy

**Location:** South Coast Winery Ballroom

**Contacts:** Laura Spencer

**Email:** [lspencer@eliteacademic.com](mailto:lspencer@eliteacademic.com)

**Direct:** [REDACTED]

**Event Dates:**

June 13th 10:00 AM - 5:00PM

June 14th 10:00 AM - 3:00PM

**Time Tentative**

**Gena Altamirano**

**Email:** [galtamirano@eliteacademic.com](mailto:galtamirano@eliteacademic.com)

**Direct:** (866) 354-8302 Ext. 752

**Contact:** Dara Rodriguez

Phone: 951.587.9463 ext 7275 |

[drodriguez@wineresort.com](mailto:drodriguez@wineresort.com)

[wineresort.com](http://wineresort.com)

**COMMENTS OR SPECIAL INSTRUCTIONS:**

Client will provide laptops for Presentation along with Clicker

QUANTITY	JUNE 14TH BALLROOM	UNIT PRICE	TOTAL
2	180" Projection Screen w/Skirt	\$450.00	\$900.00
2	Laser Projector 4500 Lumen /Video Cable Lot	\$500.00	\$1000.00
2	Wireless Microphones For Presenter / Q&A <ul style="list-style-type: none"> <li>• 2 UHF Wireless Mic Receiver</li> <li>• 2 UHF Wireless Transmitter Handheld Mic</li> </ul>	\$230.00	\$460.00
1	Large Sound System <ul style="list-style-type: none"> <li>• 12 Channel Compact Audio Mixer</li> <li>• 1 Large Audio Cable Lot</li> <li>• 1 Passive Direct Box</li> <li>• 4 QSC Powered Speakers</li> <li>• 4 Tripod Speaker Stand With Covers</li> </ul>	\$675.00	\$675.00
1	Black Draping Package Presentation Wall with Poles	\$1500.00	\$1500.00
		<b>TOTAL</b>	<b>\$4535.00</b>

	<b>JUNE 13TH</b>		
1	180" Projection Screen w/Skirt	\$450.00	\$450.00
1	Laser Projector /Video Cable Lot	\$500.00	\$500.00
2	Wireless Microphones For Presenter / Q&A  • 2 UHF Wireless Mic Receiver • 2 UHF Wireless Transmitter Handheld Mic	\$230.00	\$460.00
1	Small Sound System  • 12 Channel Compact Audio Mixer • 1 Large Audio Cable Lot • 1 Passive Direct Box • 2 QSC Powered Speakers • 2 Tripod Speaker Stand With Covers	\$450.00	\$450.00
1	Power to All Tables for attendees	\$150.00	\$150.00
1	Black Draping Package Presentation Wall with Poles	\$500.00	\$500.00
		<b>TOTAL</b>	<b>\$2510.00</b>
1	DELIVERY/PICKUP/STRIKE TEAM SET UP AND TEAR DOWN		\$800.00
1	DEDICATED TECH FOR GENERAL SESSION / FOR AUDIO & VIDEO JUNE 13TH 10-5 / JUNE 14TH 10-3		\$540.00
		<b>TOTAL</b>	<b>\$1340.00</b>

COMBINED TOTAL	\$8385.00
SERVICE FEE 22%	\$1844.70
QUOTE BALANCE	\$10229.70

Make all checks payable to 1024 Productions

If you have any questions concerning this invoice, contact: [Writeus@1024Productions.com](mailto:Writeus@1024Productions.com)

**THANK YOU FOR YOUR BUSINESS!**







**Board of Directors Meetings  
2023/24 School Year  
EAA- Lucerne at 9:00am**

August 3, 2023

September 7, 2023

October 5, 2023

November 2, 2023

December 7, 2023

February 1, 2024

March 7, 2024

April 4, 2024

May 2, 2024

June 6, 2024

June 13, 2024

# Apple Inc. Education Price Quote

<b>Customer:</b>	Laura Spencer ELITE ACADEMIC ACADEMY email: lspencer@eliteacademic.com	<b>Apple Inc:</b>	Matt Hawn 6900 W. Parmer Lane Austin, TX 78729 email: mhawn@apple.com
------------------	--	-------------------	--

**Apple Quote:** 2212029755

**Quote Date:** Wednesday, May 17, 2023

**Quote Valid Until:** Thursday, June 15, 2023

## Quote Comments:

Please reference Apple Quote number on your Purchase Order.

No fee for standard shipping.

Matt's correct phone numbers:

1) Office: 512-810-7796

2) iPhone: 812-989-2270

The AppleCare extended coverage plan is not included on the current proposal. Apple highly recommends AppleCare solutions to its customers in order to provide the highest level of institutional support.

Row #	Details & Comments	Qty	Unit List Price	Extended List Price
1	<p><b>13-inch MacBook Air: Apple M2 chip with 8-core CPU and 8-core GPU, 256GB – Space Gray (Packaged in a 5-pack)</b></p> <p>Part Number: MLY73LL/A</p> <p><b>Configuration:</b></p> <ul style="list-style-type: none"> <li>065-CCJT Apple M2 chip with 8-core CPU, 8-core GPU, 16-core Neural Engine</li> <li>065-CCJW 8GB unified memory</li> <li>065-CCJY 256GB SSD storage</li> <li>065-CD7F 30W USB-C Power Adapter</li> <li>065-CCLY 1080p FaceTime HD camera</li> <li>065-CCM0 Two Thunderbolt / USB 4 ports</li> <li>065-CCM1 MagSafe 3 charging port</li> <li>065-CCM2 13.6-inch Liquid Retina display with True Tone</li> <li>065-CD5W None</li> <li>065-CD09 Backlit Magic Keyboard with Touch ID – US English</li> <li>065-CD0T Accessory Kit</li> </ul>	15	\$1,079.00	\$16,185.00
2	<p><b>16-inch MacBook Pro: Apple M2 Pro chip with 12-core CPU and 19-core GPU, 512GB SSD – Space Gray</b></p> <p>Part Number: MNW83LL/A</p> <p><b>Configuration:</b></p> <ul style="list-style-type: none"> <li>065-CDNX Apple M2 Pro with 12-core CPU,</li> </ul>	3	\$2,299.00	\$6,897.00

- 19-core GPU, 16-core Neural Engine
- 065-CDP1 16GB unified memory
- 065-CDP5 512GB SSD storage
- 065-CDPC 140W USB-C Power Adapter
- 065-CDPF Three Thunderbolt 4 ports, HDMI port, SDXC card slot, MagSafe 3 port
- 065-CDPH 16-inch Liquid Retina XDR display
- 065-CDTT None
- 065-CDTM Backlit Magic Keyboard with Touch ID – US English
- 065-CDTP Accessory Kit

**Invoice Split:****Elite - Lucerne \$12,588.34****Elite - Mountain Empire \$12,588.34**

<b>Edu List Price Total</b>	<b>\$23,082.00</b>
- eWaste Fee / Recycling Fee	\$75.00
- Additional Tax	\$0.00
- Estimated Tax	\$2,019.68
- Total Tax	\$2,019.68
<b>Extended Total Price*</b>	<b>\$25,176.68</b>

\*In most cases Extended Total Price does not include Sales Tax

\*If applicable, eWaste/Recycling Fees are included.  
Standard shipping is complimentary

Complete your order by one of the following:

- This document has been created for you as Apple Quote ID 2212029755. Please contact your institution's Authorized Purchaser to submit the above quote online. For account access or new account registration, go to <https://ecommerce.apple.com>. Simply go to the Quote area of your Apple Education Online Store, click on it and convert to an order.
  - For registration assistance, call 1.800.800.2775
- If you are unable to submit your order online, please send a copy of this Quote with your Purchase Order via email to [institutionorders@apple.com](mailto:institutionorders@apple.com). **Be sure to reference the Apple Quote number on the PO to ensure expedited processing of your order.**
  - For more information, go to provision C below, for details.

THIS IS A QUOTE FOR THE SALE OF PRODUCTS OR SERVICES. YOUR USE OF THIS QUOTE IS SUBJECT TO THE FOLLOWING PROVISIONS WHICH CAN CHANGE ON SUBSEQUENT QUOTES:

- A. ANY ORDER THAT YOU PLACE IN RESPONSE TO THIS QUOTE WILL BE GOVERNED BY (1) ANY CONTRACT IN EFFECT BETWEEN APPLE INC. ("APPLE") AND YOU AT THE TIME YOU PLACE THE ORDER OR (2), IF YOU DO NOT HAVE A CONTRACT IN EFFECT WITH APPLE, CONTACT [contracts@apple.com](mailto:contracts@apple.com).
- B. ALL SALES ARE FINAL. PLEASE REVIEW RETURN POLICY BELOW IF YOU HAVE ANY QUESTIONS. IF YOU USE YOUR INSTITUTION'S PURCHASE ORDER FORM TO PLACE AN ORDER IN RESPONSE TO THIS QUOTE, APPLE REJECTS ANY TERMS SET OUT ON THE PURCHASE ORDER THAT ARE INCONSISTENT WITH OR IN ADDITION TO THE TERMS OF YOUR AGREEMENT WITH APPLE.
- C. YOUR ORDER MUST REFER SPECIFICALLY TO THIS QUOTE AND IS SUBJECT TO APPLE'S ACCEPTANCE. ALL FORMAL PURCHASE ORDERS SUBMITTED BY EMAIL MUST SHOW THE INFORMATION BELOW:
  - APPLE INC. AS THE VENDOR
  - BILL-TO NAME AND ADDRESS FOR YOUR APPLE ACCOUNT
  - PHYSICAL SHIP-TO NAME AND ADDRESS (NO PO BOXES)
  - PURCHASE ORDER NUMBER

- o VALID SIGNATURE OF AN AUTHORIZED PURCHASER
  - o APPLE PART NUMBER AND/OR DESCRIPTION OF PRODUCT AND QUANTITY
  - o TOTAL DOLLAR AMOUNT AUTHORIZED OR UNIT PRICE AND EXTENDED PRICE ON ALL LINE ITEMS
  - o CONTACT INFORMATION: NAME, PHONE NUMBER AND EMAIL
- D. UNLESS THIS QUOTE SPECIFIES OTHERWISE, IT REMAINS IN EFFECT UNTIL Thursday, June 15, 2023 UNLESS APPLE WITHDRAWS IT BEFORE YOU PLACE AN ORDER, BY SENDING NOTICE OF ITS INTENTION TO WITHDRAW THE QUOTE TO YOUR ADDRESS SET OUT IN THE QUOTE.
- o APPLE MAY MODIFY OR CANCEL ANY PROVISION OF THIS QUOTE, OR CANCEL ANY ORDER YOU PLACE PURSUANT TO THIS QUOTE, IF IT CONTAINS A TYPOGRAPHIC OR OTHER ERROR.
- E. THE AMOUNT OF THE VOLUME PURCHASE PROGRAM (VPP) CREDIT SHOWN ON THIS QUOTE WILL ALWAYS BE AT UNIT LIST PRICE VALUE DURING REDEMPTION ON THE VPP STORE.
- F. UNLESS SPECIFIED ABOVE, APPLE'S STANDARD SHIPPING IS INCLUDED IN THE TOTAL PRICE.

Opportunity ID: 18000009492206

<https://ecommerce.apple.com>

Fax:

[Terms & Use](#) | [Privacy Policy](#) | [Return Policy](#)  
Copyright © 2018 Apple Inc. All rights reserved.

Document rev 10.6.1

Date of last revision – June 20th, 2016

---

Sequoia (non-CNET account)

**Quotation (Open)**

Quote # : 844313 1 rev of 1  
 Modified Date: May 23, 2023 06:52 PM EDT  
 Expiration Date: 05/26/2023  
 Description: Elite Academic Academy Opp 10052467  
 Chromebook Lucerne Dist

**Staples Technology Solutions**

P O Box 95230  
 Chicago, Illinois 60694-5230  
 United States  
 (P) 1-888-438-4806

**BILLING**

Elite Academic Academy  
 Schaffer, Teresa  
 43414 Business Park Dr  
 Temecula, CA 92590  
 United States  
 (P) 866-354-8302  
 acctspayable@eliteacademic.com

**SHIPPING**

Elite Academic Academy  
 Waithe, Christopher  
 43414 Business Park Dr  
 Temecula, CA 92590  
 United States  
 cwaithe@eliteacademic.com

**Payment Method**


Terms: Undefined

**Shipping Info**

Delivery Method: UPS Ground  
 Carrier Account #:  
 Special Instructions:

**We appreciate your business!** All orders will be processed on the day of submission. Please allow up to 7 business days for delivery. Please contact us should you have any questions.

**Products**

#	Image	Description	Part #	Tax	Qty	Unit Price	Total
1		HP Chromebook 14 G7 Intel Celeron N4500 / 1.1 GHz - Chrome OS - UHD Graphics - 4 GB RAM - 32 GB eMMC - 14" 1366 x 768 (HD) - Wi-Fi 6 - jet black - kbd: US	3V2U9UT#ABA	Yes	100	\$252.48 (Avail. 69072)	\$25,248.00

**Subtotal: \$25,248.00**  
 Tax (8.7500%): \$2,209.20  
 Shipping: \$0.00  
 Fees: \$0.00  
**Total: \$27,457.20**

**Special Note:** Displayed inventory availability is subject to change. Based upon pandemic driven shortages and frequent pricing changes, prompt placement of your order, will help establish prioritization and provide the highest likelihood of fulfillment for constrained products.

**Terms of Purchase**

If shipping charges or sales tax & fees are shown, they are estimates only. Actual shipping charges and sales taxes and fees will be calculated at the time of shipment and added to the invoice. Pricing quoted is subject to change prior to shipment, manufacturer and distributor pricing changes regularly. This quote is confidential and meant for the client recipient above, any unauthorized review, use, disclosure or distribution is prohibited. Credit cards may be used only at the time of purchase and not for the payment of invoices. Credit Card Fees may apply.

Purchase subject to Terms and Conditions here : [https://sts.staples.com/tech\\_services\\_STS.html](https://sts.staples.com/tech_services_STS.html)

Returns are subject to Return Policy found here: <https://sts.staples.com/returns.html>.

Leasing available on orders over \$1,000 and is subject to credit approval and agreement to terms.

**Company Address**

**Email** akirkland@eliteacademic.com  
**Bill To Name** Ashlea Kirkland  
**Bill To** 43414 Business Park Drive,  
 Temecula, CA, US, 92590

**Created Date** May 25, 2023

**Expiration Date** Jun 1, 2023

**Prepared By** Justin Gombotz

**Email** justin.gombotz@whoop.com

**Quote No.** Q-11155

**Term** 12 Months

Item Name	Quantity	List Price	Discount %	Sales Price	Total Price
License	1,250	\$275.00	13%	\$239.00	\$299,062.50
WHOOP Strap 4.0 Onyx (Black)	1,250	\$120.00	100%	0	0
WHOOP Strap Credit	600	(\$170.00)	-	(\$170.00)	(\$102,000.00)
<b>Total Net Price</b>					<b>\$197,062.50</b>

Cost split between schools:  
 EAA-LU \$ 98,531.25  
 EAA-ME \$ 98,531.25

Pricing Summary	
<b>Total Sales Price</b>	\$197,062.50
<b>Shipping</b>	TBD
<b>Subtotal</b>	\$197,062.50
<b>Tax*</b>	TBD
<b>Grand Total **</b>	\$197,062.50

## Dates

**Contract Start Date** Jul 1, 2023

**Contract End Date** Jun 30, 2024

## Additional Terms

\* Tax calculation remains subject to delivery location and Purchaser's tax status.

\*\* Grand Total remains subject to final Tax and Shipping and Handling. Final Grand Total will be reflected in the associated invoice.

## Quote Acceptance

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

**Signature:** X

**Purchaser:**

**Title:**

**Date:**

## TERMS & CONDITIONS

**1. Agreement to Purchase.** Whoop, Inc. (“Whoop”) agrees to sell and/or license, as applicable, and purchaser (“Purchaser”) agrees to purchase the Whoop products and/or services (“Products”) listed in the sales quote (“Quote”) to which these terms and conditions (“Terms”) are attached, at the prices and quantities specified in the Quote. All Products are subject to these Terms. Notwithstanding anything herein to the contrary, if a written agreement signed by both parties is in existence, or comes into existence, covering the sale and/licensing of the Products, the terms and conditions of such written agreement shall prevail. All sales are final upon acceptance of the Quote and these Terms.

**2. Terms of Sale.** Purchaser understands and agrees that the Products are intended solely for use by Purchaser or individual recipients to whom Purchaser makes the Products available, each of whom shall be an end user of the Products (“End User”). Each End User’s access to and use of the Products will be subject to, and each End User will be required to agree to, the WHOOP Terms of Use (<https://www.whoop.com/termsfuse/>) and Privacy Policy (<https://www.whoop.com/privacy/fullprivacy-policy/>) (collectively, the “WHOOP Terms of Use”). Purchaser and/or any End User shall not resell, barter, exchange, or otherwise transfer the Products to any other entity or individual at any charge. Purchaser acknowledges that (i) Whoop has made a substantial investment in developing its products, brand equity and authorized distributor base and (ii) any unauthorized resale or attempts to resell the Products by Purchaser or any End User will cause irreparable harm to Whoop and its authorized distributor network. For the avoidance of doubt, any software incorporated into or provided for use in or with a Product (whether initially, as part of maintenance or support or otherwise) is not sold, but rather is licensed solely for Purchaser or End User’s personal, noncommercial use in or with that Product strictly in accordance with any terms of use, documentation and any other use restrictions provided by Whoop to Purchaser and/or any End User in connection with the use of the Product, including without limitation the WHOOP Terms of Use.

**3. Replacement Products.** For a period of one (1) year from the date Whoop ships the Products to Purchaser, Whoop may replace any damaged Products at no cost to Purchaser with replacement Products (“Replacement Products”) but solely (i) to the extent specified in the Quote and (ii) at Whoop’s discretion. In order to request Replacement Products, Purchaser must submit such request to Whoop at [customersuccess@whoop.com](mailto:customersuccess@whoop.com). Purchaser shall return any damaged Product for which it receives a Replacement Product to Whoop at the address specified by WHOOP in writing. Purchaser agrees to pay any shipping and handling charges associated with all such returns.

**4. Payment Terms.** All invoices shall be issued by Whoop upon acceptance of the Quote at the e-mail address specified by Purchaser in the Quote or such other address provided by Purchaser to Whoop in writing. All payments are due within thirty (30) days from the invoice date. If Purchaser fails to timely or completely pay any amount due to Whoop pursuant this Quote, interest at a rate of 2% per month from the date the amounts were first billed will accrue on all past due amounts until such amounts, including accrued interest, are paid in full. Purchaser will promptly reimburse Whoop for any expense of collection, including costs, disbursements and reasonable legal fees, to the extent necessitated by a failure, neglect or refusal to pay Whoop fees as and when due. In the event any payment to Whoop is past due, Whoop will have the right to pursue all legal and equitable remedies available to it, including suspension of any right to access or use any portion or all of the Products. If Whoop suspends Purchaser’s access right to access or use any portion or all of the Products, Purchaser remains responsible for all fees incurred by Purchaser during the suspension period.



**5. Intentionally Omitted.**

**6. Hardware Product Warranty.** Whoop warrants that the hardware Products shall be free from material defects for a period of one (1) year from the date Whoop ships such hardware Products to Purchaser. Such warranty does not apply to hardware Products that have been damaged, mishandled, mistreated; used or maintained or stored other than in conformity with the applicable technical specifications and Whoop's instructions; or modified, altered or repaired in any manner by any party other than Whoop. Further, such warranty does not apply to any services or software incorporated into or provided for use in or with a hardware Product or any content provided in connection with the Products. TO THE MAXIMUM EXTENT PERMITTED BY LAW, PURCHASER'S SOLE AND EXCLUSIVE REMEDY FOR ANY BREACH OF THE FOREGOING WARRANTY SHALL BE THE REPLACEMENT OF OR (AT WHOOP'S OPTION) A REFUND FOR RETURNED NON-CONFORMING HARDWARE PRODUCT FOR WHICH FULL DOCUMENTATION AND PROOF OF NON-CONFORMITY IS PROVIDED TO WHOOP WITHIN ONE (1) YEAR AFTER THE ORIGINAL NON-CONFORMING HARDWARE PRODUCTS ARE SHIPPED BY WHOOP TO PURCHASER.

**7. DISCLAIMER.** EXCEPT FOR THE FOREGOING WARRANTIES, WHOOP DOES NOT MAKE (AND HAS NOT AUTHORIZED ANYONE TO MAKE) ANY EXPRESS OR IMPLIED WARRANTY, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY, DESIGN, NON-INFRINGEMENT, OR OPERATION OR FITNESS FOR A PARTICULAR PURPOSE. WHOOP DOES NOT WARRANT THAT THE OPERATION OF ANY PRODUCT, INCLUDING ANY SOFTWARE OR SERVICES INCORPORATED INTO OR PROVIDED FOR USE IN OR WITH A HARDWARE PRODUCT, WILL BE UNINTERRUPTED OR ERROR-FREE. NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN, ANY SOFTWARE, SERVICES OR CONTENT PROVIDED IN CONNECTION WITH THE PRODUCTS ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS WITHOUT ANY WARRANTIES OF ANY KIND. WHOOP HEREBY DISCLAIMS ALL EXPRESS OR IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF TITLE, MERCHANTABILITY, DESIGN, NON-INFRINGEMENT, OR OPERATION OR FITNESS FOR PARTICULAR PURPOSE.

**8. NO MEDICAL ADVICE.** THE PRODUCTS AND ANY RESULTS OR CONTENT DISPLAYED VIA THE PRODUCTS, WHETHER PROVIDED BY WHOOP OR THIRD PARTIES, DO NOT PROVIDE MEDICAL ADVICE AND ARE NOT INTENDED TO BE A SUBSTITUTE FOR (I) ADVICE FROM A DOCTOR OR OTHER MEDICAL PROFESSIONAL, OR ANY DIAGNOSIS OR TREATMENT OR (II) A VISIT, CALL OR CONSULTATION WITH A DOCTOR OR OTHER MEDICAL PROFESSIONAL. THE PRODUCTS DO NOT AND ARE NOT INTENDED TO TREAT OR PREVENT ANY MEDICAL CONDITION. ALL CONTENT AVAILABLE THROUGH THE PRODUCTS IS FOR GENERAL INFORMATIONAL PURPOSES ONLY. USE OF THE PRODUCTS, OR COMMUNICATION WITH WHOOP VIA THE INTERNET, E-MAIL, OR OTHER MEANS, DOES NOT CREATE ANY DOCTOR-PATIENT RELATIONSHIP. USERS OF THE PRODUCT SHOULD CALL OR SEE A DOCTOR OR OTHER HEALTHCARE PROVIDER FOR ANY HEALTH-RELATED QUESTIONS AND SHOULD NEVER DISREGARD MEDICAL ADVICE OR DELAY IN SEEKING MEDICAL ADVICE BECAUSE OF ANY CONTENT PRESENTED ON THE PRODUCTS. THE PRODUCTS, INCLUDING ANY CONTENT AVAILABLE THROUGH THE PRODUCTS, SHOULD NOT BE USED FOR DIAGNOSING OR TREATING A HEALTH PROBLEM. USERS OF THE PRODUCTS SHOULD ALWAYS CONSULT A QUALIFIED AND LICENSED MEDICAL PROFESSIONAL PRIOR TO BEGINNING OR MODIFYING ANY DIET OR EXERCISE OR ATHLETIC PROGRAM.

**9. Ownership; Consent.** As between the parties, and except for the express rights granted in these Terms, Whoop shall own all right, title and interest, including any and all intellectual property rights of any sort in any jurisdiction throughout the world, in and to the Products including all content (including any data collected by Whoop or the Products or otherwise related to any End User) and all Whoop software related thereto. To the extent Purchaser requests that Whoop provide it with Personal Data or other data related to any End User, Purchaser represents,

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

**10. Use of Marks.** Purchaser hereby grants a limited, non-exclusive, royalty-free license and right to Whoop to use Purchaser’s Marks in sales and marketing materials promoting the enterprise business of Whoop, including on the Whoop website or as part of promotional efforts. In addition, to the extent use of a party’s trademarks, service marks, trade names, logos and other indicia of origin, domain names, social and mobile media identifiers and URLs of a party, and all goodwill associated therewith (collectively, “Marks”) has been approved in writing by the other party (the “Approving Party”), the Approving Party hereby grants to the other party a limited, revocable, nonexclusive, non-transferable, royalty-free license to use, display and publish such Marks for the purposes for which such use was approved, in the form and format provided to the Approving Party. The Approving Party will retain all right, title and interest in and to its Marks.

**11. LIMITATION OF LIABILITY.** TO THE MAXIMUM EXTENT PERMITTED BY LAW, WHOOP WILL NOT BE LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THESE TERMS UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHER LEGAL OR EQUITABLE THEORY, EVEN IF ADVISED OF THE POSSIBILITY THEREOF, FOR (I) ANY AMOUNTS IN EXCESS IN THE AGGREGATE OF THE AMOUNTS PAID TO WHOOP HEREUNDER DURING THE TWELVE MONTH PERIOD PRIOR TO THE DATE THE CAUSE OF ACTION AROSE, (II) ANY DIRECT, INDIRECT, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OR (III) COST OF PROCUREMENT OF SUBSTITUTE GOODS, TECHNOLOGY OR SERVICES, NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY. WHOOP SHALL HAVE NO LIABILITY FOR ANY FAILURE OR DELAY DUE TO MATTERS BEYOND ITS REASONABLE CONTROL.

**12. Indemnification.** Purchaser shall indemnify, defend and hold harmless Whoop (including its affiliates, successors, officers, directors, employees and agents) from and against all third party claims, suits, losses, expenses and liabilities (including, without limitation, reasonable attorney’s fees) which may arise from or related to Purchaser’s breach of these Terms or use of the Products.

**13. Confidentiality.** All non-public, confidential or proprietary information of Whoop, including, but not limited to, business operations, customer lists, pricing, discounts or rebates, disclosed by Whoop to Purchaser, whether disclosed orally or disclosed or accessed in written, electronic or other form or media, and whether or not marked, designated or otherwise identified as “confidential,” in connection with this Agreement is confidential, solely for the use of performing this Agreement and may not be disclosed or copied unless authorized in advance by Whoop in writing. Whoop shall be entitled to injunctive relief for any violation of this Section. This Section does not apply to information that is: (i) rightfully known to the receiving party without restriction before receipt from disclosing party; (ii) is rightfully disclosed to receiving party without restriction by a third party; (iii) is or becomes generally known to the public without violation of this Quote by receiving party; or (iv) is independently developed by Purchaser or its employees without access to or reliance on such information.

**14. Remedies.** The parties agree that any breach of these Terms by a party would cause irreparable harm to the

non-breaching party and that money damages may be an inadequate remedy to protect such nonbreaching party therefrom and that such non-breaching party will be entitled to seek injunctive relief, specific performance or other forms of equitable relief as a remedy for any such breach.

**15. Export Control.** Purchaser will not export or re-export, directly or indirectly, the Products, or any technical information related thereto, or any direct products thereof, to any destination or person prohibited or restricted by the export control laws and regulations of the United States, without the prior authorization from the appropriate governmental authorities.

**16. Survival.** Purchaser's obligations to Whoop shall survive the termination, cancellation or expiration of these Terms.

**17. Title; Risk; Shipping.** Whoop shall not be liable for errors or omissions contained in Purchaser's shipping information and instructions. All sales shall be made F.O.B. place of shipment with title to and risk of loss for the Products passing to Purchaser upon shipment.

**18. Assignment.** These Terms shall be binding upon and inure to the benefit of the parties and their respective heirs, successors and assigns. Purchaser shall not assign these Terms without the prior written consent of Whoop. Any attempted assignment shall be deemed to be null and invalid and shall be considered a breach of these Terms.

**19. Entire Agreement.** These Terms (together with any mutually agreed Exhibits or Addendums hereto, which are hereby incorporated by reference) constitute the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements and understandings, whether written or oral, express or implied, relating to the subject matter of these Terms. No modification of these Terms shall be valid unless agreed upon in writing and signed by both parties. These Terms prevail over any of Purchaser's general terms and conditions of purchase regardless whether or when Purchaser has submitted its purchase order or such terms. Fulfillment of Purchaser's order does not constitute acceptance of any of Purchaser's terms and conditions and does not serve to modify or amend these Terms.

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

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

**22. Relationship of the Parties.** These Terms and the transactions contemplated hereunder shall not be construed as creating the relationship of employee and employer, principal and agent, joint ventures, co-partners, affiliates or any other similar relationship, the existence of which is expressly denied. Purchaser shall not construe or represent itself as an agent, employee, partner, representative or authorized reseller of Whoop for any purpose. Neither party shall have any right to enter into any contracts or commitments on behalf of the other party.

**23. Governing Law; Venue.** The Terms will be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts and the parties agree to submit to the exclusive jurisdiction of the courts located in Suffolk county in Massachusetts.



DocuSign, Inc.  
221 Main Street, Suite 1000  
San Francisco, CA 94105

**Offer Valid Through:** Jul 31, 2023

**Prepared By:** Whitney Miller  
**Quote Number:** Q-01175467  
**SUBJECT TO APPROVAL**

---

## ORDER FORM

---

### Address Information

**Bill To:**

Elite Academic Academy  
43414 Business Park Drive,  
Temecula, CA, 92590  
United States

**Ship To:**

Elite Academic Academy  
43414 Business Park Drive,  
Temecula, CA, 92590  
United States

**Billing Contact Name:**

Community Relations

**Billing Email Address:**

communityrelations@eliteacademic.com

**Billing Phone:**

18663548302

**Shipping Contact Name:**

Community Relations

**Shipping Email Address:**

communityrelations@eliteacademic.com

**Shipping Phone:**

18663548302

---

### Order Details

**Order Start Date:** Aug 2, 2023

**Order End Date:** Aug 1, 2024

**Billing Frequency:** Annual

**Payment Method:** Check

**Payment Terms:** Net 30

**Currency:** USD

---

### Products

Product Name	Subscription No.	Start Date	End Date	Quantity	Net Price
eSignature Business Pro Edition - Envelope Subs.	SUB-1800837-1	Aug 2, 2023	Aug 1, 2024	15,500	\$45,652.17
Premier Support - eSign	SUB-1800837-1	Aug 2, 2023	Aug 1, 2024	1	\$6,847.83

**Grand Total: \$52,500.00**

---

### Product Details

eSignature Envelope Allowance: 15,500

---

## Overage/Usage Fees

eSignature Business Pro Edition - Envelope Subs. (Per Transaction): \$5.80

---

## Order Special Terms

---

## Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: <https://www.docusign.com/company/terms-and-conditions/msa> and the applicable Service Schedule(s) and Attachments for the DocuSign Services described herein available online at <https://www.docusign.com/legal/terms-and-conditions/msa-service-schedules>.

---

## Billing Information

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final Invoice.

Is the contracting entity exempt from sales tax?

**Please select Yes or No:**

If yes, please send the required tax exemption documents immediately to [taxexempt@docusign.com](mailto:taxexempt@docusign.com).

Invoices for this order will be emailed automatically from [invoicing@erp.docusign.com](mailto:invoicing@erp.docusign.com). Please make sure this email is on an approved setting or safe senders list so notifications do not go to a junk folder or caught in a spam filter.

---

## Purchase Order Information

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?

Please select Yes or No:

If yes, please complete the following:

PO Number:

PO Amount: \$

---

DRAFT



State of California  
 Commission on Teacher Credentialing  
 Certification Division  
 1900 Capitol Avenue  
 Sacramento, CA 95811-4213

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
 Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

---

Original Declaration of Need for year: \_\_\_\_\_

Revised Declaration of Need for year: \_\_\_\_\_

### FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: \_\_\_\_\_ District CDS Code: \_\_\_\_\_

Name of County: \_\_\_\_\_ County CDS Code: \_\_\_\_\_

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on \_\_\_/\_\_\_/\_\_\_ certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, \_\_\_\_\_.

Submitted by (Superintendent, Board Secretary, or Designee):

\_\_\_\_\_ *Name*                      \_\_\_\_\_ *Signature*                      \_\_\_\_\_ *Title*

\_\_\_\_\_ *Fax Number*                      \_\_\_\_\_ *Telephone Number*                      \_\_\_\_\_ *Date*

\_\_\_\_\_ *Mailing Address*

\_\_\_\_\_ *E-Mail Address*

### FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY, CHARTER SCHOOL OR NONPUBLIC SCHOOL AGENCY

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

Name of State Agency \_\_\_\_\_

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_



The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on \_\_\_/\_\_\_/\_\_\_, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, \_\_\_\_\_.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

\_\_\_\_\_

*Name*

*Signature*

*Title*

\_\_\_\_\_

*Fax Number*

*Telephone Number*

*Date*

\_\_\_\_\_

*Mailing Address*

\_\_\_\_\_

*E-Mail Address*

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

**AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS**

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

**Type of Emergency Permit**

**Estimated Number Needed**

CLAD/English Learner Authorization (applicant already holds teaching credential)

\_\_\_\_\_

Bilingual Authorization (applicant already holds teaching credential)

\_\_\_\_\_

List target language(s) for bilingual authorization:

\_\_\_\_\_

Resource Specialist

\_\_\_\_\_

Teacher Librarian Services

\_\_\_\_\_

**LIMITED ASSIGNMENT PERMITS**

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	
TOTAL	

AUTHORIZATION(S) FOR SINGLE SUBJECT LIMITED ASSIGNMENT PERMITS (A separate page may be used if needed)	ESTIMATED NUMBER NEEDED

**EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

**EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL**

Has your agency established a District Intern program? Yes      No

If no, explain. \_\_\_\_\_

Does your agency participate in a Commission-approved college or university internship program? Yes              No

If yes, how many interns do you expect to have this year? \_\_\_\_\_

If yes, list each college or university with which you participate in an internship program.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If no, explain why you do not participate in an internship program.

\_\_\_\_\_  
\_\_\_\_\_