



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

February 1st, 2024 at 9:00 am

43414 Business Park Drive, Temecula, CA 92590

23504 Lyons Avenue, Santa Clarita CA 91321

109 Don Carlos Way, Ojai, CA 93023

43495 Palm Royale Dr., La Quinta, CA 92253



Elite Academic Academy - Lucerne February 1st, 2024

Board Of Directors - Elite Academic Academy - Lucerne

Meeting Location

Any public vote will be done by roll call to ensure the public knows who is speaking and voting. Members of the public may easily observe the meeting and offer public comment using the following dial-in numbers and/or internet link:

Join Zoom Meeting [https://eliteacademic.zoom.us/j/97566202696?](https://eliteacademic.zoom.us/j/97566202696?pwd=R2daZzJSNnZPNUV3Nk83K0diZXJtUT09)

pwd=R2daZzJSNnZPNUV3Nk83K0diZXJtUT09

Meeting ID: 975 6620 2696 Passcode: 920373

Time:

1.0 Call To Order

Roll Call:

Susan McDougal, Cody Simms, Nicole Aguirre

2.0 Approve/Adopt the Agenda

It is recommended the Board of Directors adopt as presented the agenda for the Board Meeting of February 1st, 2024.

Motion: Second:
Vote:

3.0 Board Organization

3.1 Election of Board President

It is recommended that the board nominate and elect a Board President for Elite Academic Academy - Lucerne.

Nomination For:

Nomination by:

Nomination Seconded by:

Motion: Second:
Vote:

3.2 Election of Board Vice President

It is recommended that the board nominate and elect a Board Vice President for Elite Academic Academy - Lucerne.

Nomination For:

Nomination by:

Nomination Seconded by:

Motion: Second:
Vote:

3.3 Election of Board Treasurer/Clerk

It is recommended that the board nominate and elect a Board Treasurer/Clerk for Elite Academic Academy - Lucerne. Nomination For:

Nomination by:

Nomination Seconded by:

Motion: Second:
Vote:

4.0 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 9.0 Public Comments at Board Meetings.

5.0 Adjourn to Closed Session

The board will consider and may act on any of the Closed Session matters listed in Agenda Item 14.0.

6.0 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.

6.1 Personnel Matters (With respect to every item of business to be discussed in closed session pursuant to Government Code

Section 54957.6)

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

Time:

7.0 Pledge Of Allegiance

Led By:

8.0 Open Session

9.0 Public Comment

Please submit a request to speak to the Board of Directors. Cards can be asked for by emailing galtamirano@eliteacademic.com. Please complete and return the form for 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 at least 72 hours prior to the meeting.

10.0 General Functions

10.1 Informational Items

A. CEO Authorizer Report

[EAA-LU CEO Report January 2024.pdf](#)

B. Audit Summary 2022-23

[EAA -LU CLA 22.23 Final Signed Financial Statements \(1\).pdf](#)

C. LCAP Annual Update

[LU Interim LCAP Update 23-24.pdf](#)

10.2 Consent Agenda

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

Motion: Second:
Vote:

A. Meeting Minutes from December 7th, 2023

[EAA-LU 12.07.23.pdf](#)

B. Warrant Register

[WarrantRegisterLU_Jan_2324.pdf](#)

C. New Instructional Materials Community Partners

[Elite Academic Instructional Service Community Partner_December_23_January_24 - VCI Community Partners.pdf](#)

D. New Educational Materials Community Partners

[Elite Academic Educational Materials](#)

E. Job Descriptions

[JD - 2024 Temporary Virtual Instructional Assistant \(pending board approval\).pdf](#)

11.0 Personnel Services

11.1 Employee Contract Addendums

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

[EAA-LU Contract Addendum 01.2024.pdf](#)

Motion: Second:
Vote:

11.2 Employee Changes of Relationship

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

[EAA-LU CORs 01.2024.pdf](#)

Motion: Second:
Vote:

11.3 Employee Release and Resignations

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

[23240515](#)

Motion: Second:
Vote:

12.0 Business Services

12.1 A-G Grant Progress Report

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

[LU_2023_A-G_Completion_Improvement_Grant_Plan_Progress_Report_Elite_Academic_Academy_-_Lucerne_20240102.pdf](#)

Motion: Second:
Vote:

12.2 El Dorado Participation Agreement

It is recommended that the board approve the following El Dorado Participation Agreement for Elite Academic Academy - Lucerne.

[El Dorado 2024-25 Participation Agreement.pdf](#)

Motion: Second:
Vote:

12.3 Feb. 2024 Staff Professional Development Budget

It is recommended that the board approve the following Feb. 2024 Staff Professional Development Budget for Elite Academic Academy - Lucerne.

[Feb 2024 PD Budget Westin South Coast.xlsx - Summary.pdf](#)

Motion: Second:
Vote:

12.4 Amazon Business Line of Credit

It is recommended that the board retroactively approve the following Amazon Business Line of Credit for Elite Academic Academy - Lucerne.

[Amazon LOC.pdf](#)

Motion: Second:
Vote:

12.5 Marketing Materials Invoice

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

[Invoice.pdf](#)

Motion: Second:
Vote:

12.6 Peak Performance Testing Center Invoice

It is recommended that the board approve the following Peak Performance Testing Center Invoice for Elite Academic Academy - Lucerne.

[EST-2024 July 8 Elite Academic \(1\) \(1\) \(1\).pdf](#)

Motion: Second:
Vote:

12.7 Independent Contractor Agreement

It is recommended that the board approve the following Independent Contractor Agreement for Elite Academic Academy - Lucerne to support our SOAR program.

Motion: Second:
Vote:

[23.24 IC Agreement](#)

13.0 Educational Services/Policy Development

13.1 SARC report

It is recommended that the board approve the following SARC report for Elite Academic Academy - Lucerne.

Motion: Second:
Vote:

[2023_School_Accountability_Report_Card_Elite_Academic_Academy_-_Lucerne_20240125.pdf](#)

13.2 Employee Handbook 2024

It is recommended that the board approve the following Employee Handbook 2024 for Elite Academic Academy - Lucerne.

Motion: Second:
Vote:

[2024 EAA-Lucerne Employee Handbook \(pending board approval\).pdf](#)

13.3 Updated Fiscal Policies Handbook

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

Motion: Second:
Vote:

[FY23.24_LU_REVISED FISCAL POLICIES_V2.docx.pdf](#)

13.4 2024-25 School Calendars

It is recommended that the board approve the following 2024-25 School Calendars for Elite Academic Academy - Lucerne.

Motion: Second:
Vote:

[2024-2025 Calendar Draft for Board Approval - Year Round .pdf](#)

[2024-2025 Calendar Draft for Board Approval - Traditional.pdf](#)

13.5 Updated Employee Arbitration Agreement

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

Motion: Second:
Vote:

[2024 EAA Arbitration Agreement \(1\).pdf](#)

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 board meeting is March 7th , 2024 at 9:00 am.

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.

Motion: Second:
Vote:

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

Time:

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."



ELITE EAGLES

UNLOCK THE EXTRAORDINARY TITANS

January Celebrations

As we approach the end of our first semester and commence the second, the month of January has been a flurry of activity. Our staff returned from break rejuvenated and eager to execute our plans. Our students have benefited from the myriad of educational opportunities we've offered, including Mega Zoom sessions in Virtual, Pod sessions in Flex, and one-on-one tutoring in Homeschool - each providing an opportunity to focus and finish strong.

We're also gearing up for our in-person professional development in February, featuring shared leadership sessions with our expert educators presenting on topics they are passionate about. Our School Choice week was a resounding success, thanks to our social media department, who worked tirelessly to produce high-quality content showcasing why our school is the ideal choice for students and families.

As we continue with the MOY I Ready assessment, our leadership team is excited to dive into the data to personalize each student's learning journey and ensure their success as we progress towards the end of the year.



Staff Highlight:

Amberlee, our dedicated TOR, has truly worn many hats this month, showcasing her remarkable versatility and commitment to fostering a thriving educational environment. **Her impact has been felt across various departments, demonstrating a unique blend of expertise and collaboration.**

She has taken on the crucial role of supporting both new and veteran teachers through compliance training, displaying her commitment to maintaining high educational standards. **Her hands-on approach to guiding teachers through compliance requirements has been invaluable, fostering a culture of adherence and excellence within the academic community.** Her dedication to student well-being is evident in her willingness to wear **multiple hats**, showcasing her unwavering commitment to the overall success of our students and staff.

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

SPRING TERM CANVAS STATS:
133 COURSES
1056 STUDENTS
51 TEACHERS

FEB PD IS PLANNED:
16 STAFF-LED SESSIONS
1 NATIONALLY-RECOGNIZED KEYNOTE

CAASPP WEBSITE



We're thrilled to introduce our new CAASPP **testing support** website, a valuable resource for students, families, and staff during state testing. This user-friendly site provides a wide array of resources, including installation guides, troubleshooting tips, videos, FAQs, and more, all aimed at helping students excel in various subjects. It's designed to be accessible and easy to navigate, catering to students of all ages and abilities.

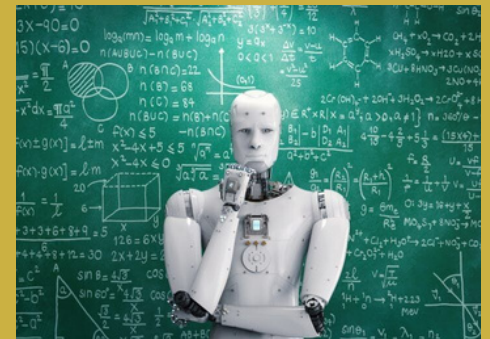
NEW ELA COURSES



We are introducing **three new courses** to our Virtual ELA curriculum:

- **Evolving Journalism:** Explore the ever-changing world of journalism in the digital age.
- **Beyond the Page:** Delve into the fascinating realm of text adaptations.
- **Structured Independent Author Study:** Discover the art of studying authors independently.

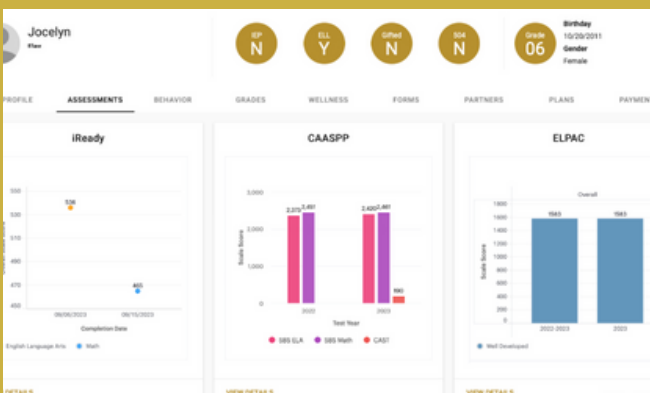
AI STAFF TRAINING



We are in month 4 of our in-house **AI training**. In previous sessions, we have covered basic **AI literacy, best practices,** and prompting. Now, we will move towards **framing a policy** and how students can use AI as a thought partner.

The goal is for all teachers to have access to the EliteX team to use AI and develop solutions to apply to their teaching practice.

ABRE IS BRINGING DATA TO LIFE FOR ELITE STAFF



Our brand-new Abre system is designed to revolutionize **data management**. It enables us to **centralize** and **synthesize** crucial data onto a single platform, providing us with **real-time insights** that empower us to make confident and informed decisions about our students.

This is the result of the Bird's Eye View group initiative. It promises to be a game-changer in how we **harness and utilize data** for the benefit of our students and our school community.

STUDENT DEVELOPMENT

Elite Clubs

14 out of our 19 clubs met this month! Our Rad Readers chose their new book and in-person experience for this semester. The Junior Kindness Club is completing the Great Kindness Challenge and getting all of our students involved by helping them complete acts of kindness! Our Podcast Team did a live recording at the Downey Innovation Center. Other club activities included 'beginners' yoga, scrapbooking about K Pop and Dramas, learning about Pablo Picasso, and so much more.

DECA Student Organization

Peak Performance Athletics



Our Career Technical Education (CTE) Marketing pathway has taken a significant step in enhancing the educational experience for our students by establishing a CTSO (Career and Technical Student Organization) in the form of a **DECA** (Distributive Education Clubs of America) Chapter. This strategic initiative aims to provide students with a platform to apply their marketing knowledge and skills in real-world scenarios, fostering a practical understanding of the subject matter. **Through participation in DECA, students gain valuable experience in areas such as entrepreneurship, marketing, hospitality, and management. This not only complements their academic learning but also cultivates essential leadership and teamwork skills.** The CTE Marketing pathway's commitment to creating opportunities for students to engage with industry professionals, participate in competitions, and develop a strong network within the field is exemplified through the establishment of the DECA Chapter. It serves as a testament to our dedication to preparing students for success in the dynamic world of marketing and business. **This club is led by Mr. Justin Diaz! Way to go!**

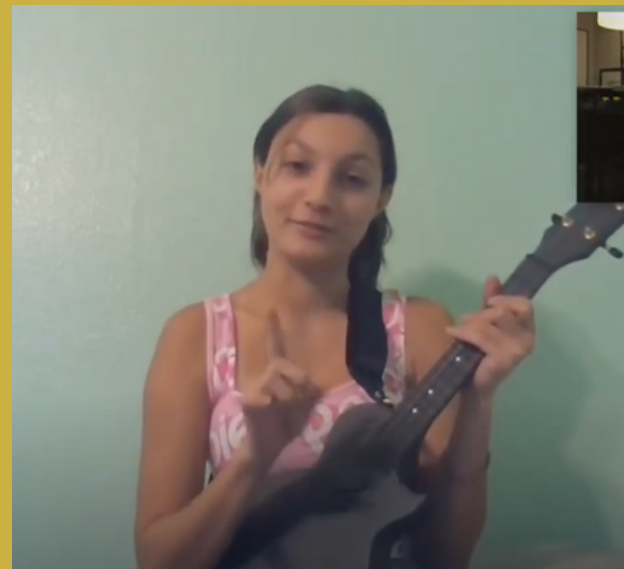
We are excited to highlight the outstanding achievements of one of our exceptional students, **Wheeler H**, in our latest edition of the **Athlete Spotlight**. Wheeler, a dedicated **Virtual Academy student**, has been making waves in the world of surfing, recently securing a remarkable **9th place finish in the ISA World Junior Surfing Championship**.



His passion, skill, and commitment to excellence are truly inspiring, reflecting the values we aim to instill in all our students. Wheeler's success is a testament to the effectiveness of our **Peak Performance program**, which continues to foster a culture of achievement and accomplishment among our student body. We invite you to explore more about our programs and celebrate the success of students like Wheeler at eliteacademic.com/athletics. Thank you for your continued support in nurturing a community of motivated and successful individuals.

CAREER TECHNICAL EDUCATION FALL SEMESTER HIGHLIGHT

Career Technical Education (CTE) provides students with valuable skills and knowledge for their future careers, and **Mr. Nelson's Songwriting and Ukulele course is a shining example of this.** Throughout the semester, students in the class showcased remarkable pride in their learning journey, particularly evident in their semester culminating project. **The highlight of this project was the creation and performance of a group song titled "JFZ: Judgement Free Zone," which serves as Mr. Nelson's first and foremost class rule.** The students not only embraced this principle but also translated it into a musical masterpiece. The pride emanated as they confidently performed their own original composition, combining heartfelt lyrics with a skillfully played ukulele track. For those interested in witnessing the creativity and talent fostered in Mr. Nelson's class, the students' songs, including "JFZ: Judgement Free Zone," can be found on our Elite Youtube page. **We're so proud all of our CTE Courses and the 600 student enrollments for the Fall 2023 Semester!**



OPERATIONS

WE ARE EXCITED TO ANNOUNCE THAT WE HAVE THE FAMILIES OF OVER 22 STUDENTS JOINING ELITE FOR THE SECOND SEMESTER!

ADMISSIONS



COMPLIANCE



STATE REPORTING



As we have reached the end of semester 1, the Admissions team has been working to fill any enrollment spots. **We are excited to announce that we have the families of over 22 students joining Elite for the second semester!** We want to thank team member Priscilla Gutierrez for reaching out to these families to ensure they had a great introduction to our school. Welcome to Elite!

The Operations team's ongoing support to our teachers ensures they have all their independent study documentation met all requirements. Learning Periods 2 and 4 have been completed and the team is working to recheck any corrections that have come through since the first round. Compliance is not the favorite part of our teachers' job, but such an important one for the fiscal health of our schools. We sure appreciate the team's eagle eyes!

P1 Attendance Reporting was submitted prior to the Winter Break. Next up on the list is our Civil Rights Report and Calpads Fall 2 Reporting. Thank you to both Rachel Gonzalez and Vincent Heredia for not only their work on these reports but also supporting the Elite staff with data used for internal reporting. These two are masters at running reports from our student information system and we couldn't do it without them!



COMMUNITY RELATIONS

CURRENT ELITE COMMUNITY PARTNERS: 238 VCI/ 162 EMR
PROCESSED PRE-APPROVED SERVICES: 840+
INVENTORY/CURRICULUM ITEMS SHIPPED: 960+

COMMUNITY PARTNERS



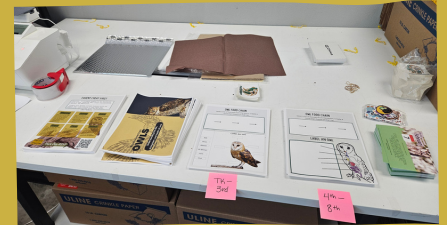
The Community Relations Department has **received and processed renewal paperwork for 153 returning community partners and 134 new applications [VCIs and EMRs]**. The CR department continues to receive many inquiries from new prospective vendors. Thank you to all of the families and staff who are working together to bring new community partners to Elite!

PERSONALIZING EDUCATION



The Community Relations Department encourages families to submit pre-approvals for their students' spring enrichment activities and educational materials. It is the CR team's goal to ensure that families are completing the correct paperwork in a timely manner. **The CR team would also like to encourage families to reach out to their current enrichment and material vendors to become a community partner with Elite.**

SHIPPING



The Community Relations Department has packed and shipped **over 960 envelopes/boxes for Spring Curriculum & Course Supplies, Flexperience Kits, National Honors Society Certificates, and more!** Thank you to our inventory team for working on multiple projects at the same time!

Barcoding Project

The Community Relations Department has been diligently working on getting their new warehouse ready for all of Elite's inventory. The next step in the process is to get all of the returned curriculum, reading novels, and miscellaneous items **organized and barcoded**. The CR team is looking forward to sharing a library with Elite's families and staff next school year!





HOMESCHOOL

ENROLLMENT: 867 STUDENTS
MOUNTAIN EMPIRE: 536 | LUCERNE: 331

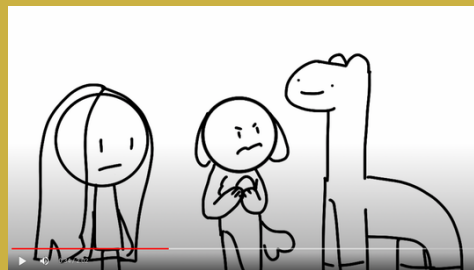
THE HOMESCHOOL MOMENTS

One of the beautiful aspects of Homeschooling is your ability to have your student demonstrate mastery and learning through **creative outlets that spark passion and interest for the student.**

This month, we are proud to highlight a wonderfully creative, humorous, and historically accurate project about Benjamin Franklin by 5th grade Homeschool Student, Astrid!

Typical learning products may include a worksheet, a summary, or a comprehension assessment. But why not create your very own **animation video** to combine skills and learned material?!

Thank you Astrid, for your creativity and for inspiring students to #BeElite!



LP3 & END OF SEMESTER & OUR "WHY"

The end of the Semester is the **busy season** for Teachers and for Homeschooling Parents. In addition to the weeks of Personalized Learning Period Meetings with Students and Parents, January is our **Time of Reflection.**

We spend additional time each meeting with parents to reflect on student progress, goals, and parent teaching. We translate these experiences into future goals, Report Cards, and partner closer together with the family.

These are the experiences with families that remind us of the power of close partnership in **homeschooling with Elite.**



Pictured is the Lovasz Family of 8 completing science together as a family, getting ready to meet their teacher!

INTRODUCING: THE AERIE!

The Aerie:
THE WRITING EDITION



We are proud to introduce the very first issue of **THE AERIE**. An aerie is an eagle's nest often constructed in high trees. These nests become larger over time, just like the knowledge of our community!

The Aerie is a short Newsletter curated by Elite's own **Erin Burhans** that focuses on one academic area for each edition. The Aerie provides tips and tricks for **Homeschool parents** to help teach at home, project Ideas, free extension links, student submissions, and more.

The 1st Issue of **The Aerie** focuses on the often confusing skill of **WRITING!**



Click Here

to view the 1st Edition



EAGLE EXPLORER HIGHLIGHT: "THE 7 CONTINENTS" (IN-PERSON!)



Homeschool Eagle Explorer Classes are on their way! All Classes are **FULL**, and students are engaged, learning, and having fun.

Based on Parent Feedback, we are beginning to offer Eagle Explorer Class Opportunities **IN PERSON**. Our first class we are offering is an 8-week class taught by Homeschool Elite Educator, **Mr. Jeff Neu** at Hermosa Park in Rancho Cucamonga each week, and it has been a blast!

In this class, students will *embark on an exciting educational adventure exploring the seven continents for a fun and interactive learning experience. Students will dive into engaging hands-on activities and participate in insightful discussions, enhancing their understanding of geography and world cultures.*

Building minds. Building community.





FLEX

CONNECTION HIGHLIGHTS

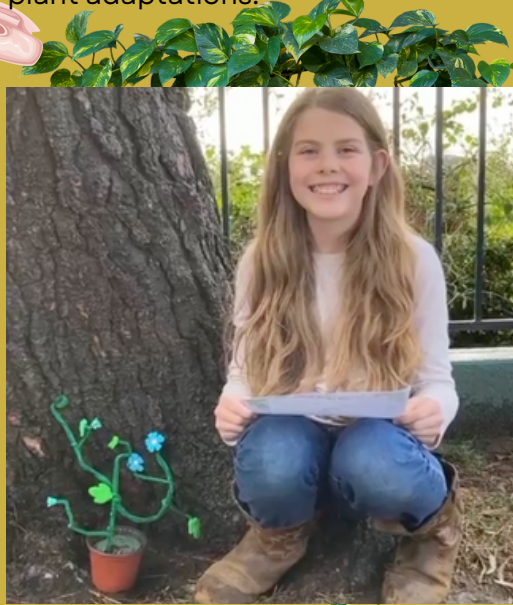


STUDENT SPOTLIGHT

Leilah is a competitive dancer who has been **competing for four years**. Her team has consistently placed first throughout the season, and her **solos are ranked in the top 10**. She **won first place** at the Legacy competition last season. Additionally, Leilah is a level 3 gymnast and will begin competing in gymnastics this season. Way to be Elite, Leilah!

FLEXPERIENCE: PLANT ADAPTATIONS

Students learned about **plant adaptations** and how different characteristics enable plants to thrive in various environments. Students then **applied their creativity skills to design their own plant!** Over 80 families submitted videos on Flipgrid showcasing cool plant adaptations.



TK-3 SEL ASSEMBLY

Flex Academy holds the **K-3 SEL Assembly every second Wednesday** of the month. These assemblies are designed to **help students understand their emotions and learn effective ways to deal with them**. **Over 50 students attended our last SEL assembly**. We are grateful to our **amazing counselors** for providing this valuable resource to our students.



TEACHER SPOTLIGHT



Teresa Fleming is an **exceptional teacher and a priceless team player**. Her commitment to helping our students in **grades 3-5 with literacy intervention** is truly commendable. Teresa's contributions to our Flex team are of immense value, and we eagerly anticipate more of her brilliant ideas and continued support for students. **She is a dedicated teacher** who strives for the success of her students, making her **an asset to our educational community**. Thank you, Teresa, for your outstanding contributions and the positive impact you make every day!



AT CAPACITY FOR SPRING ENROLLMENT WITH CURRENT WAITLIST OF +40 FAMILIES!

ELITE-DOWNEY

WELCOME:

STUDENT SPOTLIGHT

HOLIDAY HAPPENINGS MS. ELISABETH THOMPSON

ANIA GARCIA



The day before Winter Break, our Downey Students took part in learning ASL, wrote and produced a song with Mr. Derik Nelson, and continued building on their strong sense of community with one another. The New Year has brought about some changes in personnel that we will feature in next month's update. Looking forward to the new and exciting changes this semester.

We are pleased to formally introduce you to our newest TOR, Ms. Elisabeth Thompson!! Elisabeth comes to us from our wonderful Assessment Team as an internal transfer! Elisabeth has caught on quickly and is wonderful with students. She loves to engage with students and families based on her prior role with our Learning Labs Team. We are so fortunate that Elisabeth chose to join our team, and we are looking forward to a very bright future with her as our latest team member in our growing academy! Thank you, Elisabeth!!! #BeElite

Ania came to Elite mid-way through her 11th grade year for spring semester. Prior to coming to Elite, Ania was earning B's and C's, and even a few D's. She had an overall GPA of 2.417 and was not finding the success in her educational pathway that she wanted. When asked why she made the choice to change schools, she expressed that her previous online academy did not have as many opportunities to find success as she does now. Elite is able to provide her with more consistent support and a better learning environment for her and she is finding more success than in any other school she has attended! Since coming to Elite, Ania has maintained a 4.0 gpa for all semesters She is currently dual enrolled at Southwestern Community College and she will graduate 1 semester early this year due to her dedication and diligence! Ania is planning on attending Southwestern and attending UC Berkeley for her final two years. She wants to study Psychology and Criminal Justice!



VIRTUAL ACADEMY TEACHER FEATURE

Please join me in celebrating our January Teacher Feature: **Mr. Melvin Thomas!**



Melvin joined the Elite Virtual team a few years ago, and has been nothing short of amazing in his "handle-it" approach to support our Elite students. He has taken on additional students OVER his roster limits to help out our entire team this ENTIRE year!

A colleague was quoted as saying, **"Melvin is a dedicated and hardworking individual who consistently goes above and beyond. Melvin's willingness to help others is truly commendable. His positive attitude and commitment to excellence create a work environment that is both productive and supportive. His NXTLVL Gaming skills are the best! Everyone wants Melvin on their team!"** Another colleague commented, **Melvin Thomas is an outstanding colleague and teacher of record. His dedication to excellence in education is evident in the way he passionately engages with students and collaborates with fellow educators. Melvin's positive and supportive presence enriches the teaching environment, making him a valued asset to our academic community.**



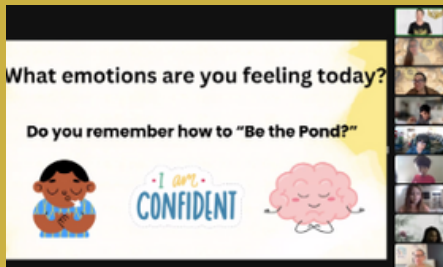
Mr. Thomas, your colleagues could not be more spot-on. Thank you for being Elite!



STUDENT SUPPORT

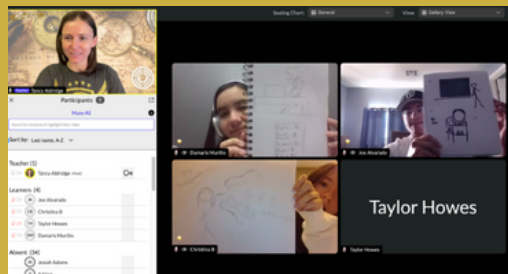
A PARTNERSHIP BETWEEN MTSS AND ELITEX ACCELERATOR IS PROVIDING WEEKLY COACHING FOCUSED ON BUILDING CONFIDENCE, COURAGE, AND GROWTH MINDSETS TO STUDENTS RECEIVING TIER 2 MTSS SUPPORT.

SEL IN ACTION



The counseling department continued our **SEL series** for Flex students in 1st-3rd grade. We had over 60 students join as we learned how to name and **process our feelings!**

LEARNING LAB MINDSET



We celebrated student growth by reviewing our effectiveness through a team data dive. Coaches then conducted **Student Lead Data Dives**, where we celebrated individual growth by considering each student's Mid-Year (MOY) iReady scores. Our iReady **typical growth exceeded the 50% target**, with ELA at 57% and Math at 60%. Coach Singas: Many of my students were disappointed when I told them we are taking a short 2 week break between sessions. They asked why that was necessary. It was rewarding knowing they were going to miss our lab sessions.

KINDNESS CLUB



Junior Kindness Ambassadors launched the Great Kindness Challenge. We are having lots of fun collaborating with the Academies, Marketing and Songwriting Club to get our message out to students, staff, and families..

WELCOME BACK!

Sarah Shannon (Thompson), former Homeschool TOR, has joined the Learning Lab to help our student achieve math success!



Our **Special Education Department** has been diligently providing top-notch services to our students while fostering strong communication with parents/guardians. We're thrilled to announce that this year, **11 students have successfully graduated from special education services!**

In a recent mid-year survey, one Special Education Parent/Guardian expressed their confidence in our IEP team, stating, "I feel very confident in the IEP team that they all want what is best for my daughter. There's never a question of whether we would get the help she needs or not. They **offer services without any hesitation** and are **consistent with their communication**. I can't ask for a better IEP team. I always feel heard and my daughter taken care of!"

These accomplishments highlight our commitment to **excellence in special education services** and strong partnerships with parents/guardians.



Lucerne	
Tk -5	428
6-8	289
9-12	289
Total	1006

NEXT MONTH

Professional Development



Excitement builds for our upcoming Elite Mini Conference in Costa Mesa! We're thrilled to bring our team together for an in-person professional development opportunity. Special thanks to Dr. Laura Spencer and Ms. Mia Blackwell for their hard work in putting together this comprehensive conference.

Tactical Planning



Providing an update on our team's progress towards tactical plan goals will be a large focus next month. With the completion of the Middle of the Year testing nearing, our team will soon shift its focus towards meeting our goals and objectives. We're excited to share our progress at the upcoming in-person leadership meeting on February 14, 2024.

VAPA Lion King



We're thrilled to celebrate all things VAPA with an upcoming field trip to see the beautiful Broadway rendition of the classic tale, the Lion King. We think the students are in for an unforgettable experience.

ELITE ACADEMIC ACADEMY - LUCERNE

CHARTER SCHOOL NUMBER: #1923

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

YEAR ENDED JUNE 30, 2023



CPAs | CONSULTANTS | WEALTH ADVISORS

CLAcconnect.com

**ELITE ACADEMIC ACADEMY - LUCERNE
TABLE OF CONTENTS
YEAR ENDED JUNE 30, 2023**

INDEPENDENT AUDITORS' REPORT	1
BASIC FINANCIAL STATEMENTS	
STATEMENT OF FINANCIAL POSITION	4
STATEMENT OF ACTIVITIES	5
STATEMENT OF CASH FLOWS	6
STATEMENT OF FUNCTIONAL EXPENSES	7
NOTES TO FINANCIAL STATEMENTS	8
SUPPLEMENTARY INFORMATION	
LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE	15
SCHEDULE OF INSTRUCTIONAL TIME	16
SCHEDULE OF AVERAGE DAILY ATTENDANCE	17
RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH AUDITED FINANCIAL STATEMENTS	18
NOTES TO SUPPLEMENTARY INFORMATION	19
INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i>	20
INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE AND REPORT ON INTERNAL CONTROL OVER STATE COMPLIANCE	22
SCHEDULE OF FINDINGS AND QUESTIONED COSTS	26
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS	27



INDEPENDENT AUDITORS' REPORT

Board of Directors
Elite Academic Academy - Lucerne
Temecula, California

Report on the Financial Statements

Opinion

We have audited the accompanying financial statements of Elite Academic Academy - Lucerne (the Academy), a California nonprofit public benefit corporation, which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Academy as of June 30, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Elite Academic Academy - Lucerne and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Change in Accounting Principle

As discussed in Note 1 to the financial statements, in 2023 the Academy adopted new accounting guidance for leases. The guidance requires lessees to recognize a right-of-use asset and corresponding liability for all operating and finance leases with lease terms greater than one year. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditors' Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Academy's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Academy's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Other Matters

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the Academy’s financial statements as a whole. The accompanying supplementary schedules, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and, except for the portion marked “unaudited”, was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole. The Local Education Agency Organization Structure, which is marked “unaudited”, has not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated December 9, 2023 on our consideration of the Academy’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Academy’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Academy’s internal control over financial reporting and compliance.



CliftonLarsonAllen LLP

Glendora, California
December 9, 2023

ELITE ACADEMIC ACADEMY - LUCERNE
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2023

ASSETS

CURRENT ASSETS

Cash and Cash Equivalents	\$ 778,450
Accounts Receivable - Federal and State	1,632,675
Due From Related Parties	328,256
Prepaid Expenses and Other Assets	564,887
Total Current Assets	3,304,268

LONG-TERM ASSETS

Operating Right-of-Use Asset	374,755
Total Long-Term Assets	374,755

Total Assets	\$ 3,679,023
--------------	--------------

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts Payable and Accrued Liabilities	\$ 710,489
Deferred Revenue	1,111,637
Current Lease Liability - Operating	44,830
Total Current Liabilities	1,866,956

LONG-TERM LIABILITIES

Long-Term Lease Liability - Financing	335,675
Total Long-Term Liabilities	335,675

NET ASSETS

Without Donor Restriction	1,476,392
Total Net Assets	1,476,392

Total Liabilities and Net Assets	\$ 3,679,023
----------------------------------	--------------

See accompanying Notes to Financial Statements.

**ELITE ACADEMIC ACADEMY - LUCERNE
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2023**

REVENUES, WITHOUT DONOR RESTRICTION

State Revenue:	
State Aid	\$ 10,158,631
Other State Revenue	582,096
Federal Revenue:	
Grants and Entitlements	426,179
Local Revenue:	
In-Lieu Property Tax Revenue	260,167
Other Revenue	<u>23,802</u>
Total Revenues	<u>11,450,875</u>

EXPENSES

Program Services	7,990,079
Management and General	<u>3,370,424</u>
Total Expenses	<u>11,360,503</u>

CHANGE IN NET ASSETS WITHOUT DONOR RESTRICTION

90,372

Net Assets Without Donor Restriction, Beginning of Year

1,386,020

NET ASSETS WITHOUT DONOR RESTRICTION, END OF YEAR

\$ 1,476,392

See accompanying Notes to Financial Statements.

**ELITE ACADEMIC ACADEMY - LUCERNE
STATEMENT OF CASH FLOWS
YEAR ENDED JUNE 30, 2023**

CASH FLOWS FROM OPERATING ACTIVITIES

Change in Net Assets	\$ 90,372
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities:	
Change in Operating Assets:	
Accounts Receivable - Federal and State	(381,143)
Accounts Receivable - Other	(176,619)
Prepaid Expenses and Other Assets	(61,220)
Right to Use Assets, Net	(374,755)
Change in Operating Liabilities:	
Accounts Payable and Accrued Liabilities	279,546
Deferred Revenue	932,750
Lease Liabilities	380,505
Net Cash Provided by Operating Activities	689,436

CASH FLOWS FROM FINANCING ACTIVITIES

Net Change in Factored Receivables	(256,000)
Repayments of Debt	(62,494)
Net Cash Used by Financing Activities	(318,494)

NET CHANGE IN CASH AND CASH EQUIVALENTS

370,942

Cash and Cash Equivalents, Beginning of Year

407,508

CASH AND CASH EQUIVALENTS, END OF YEAR

\$ 778,450

SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION

Cash Paid for Interest	\$ 98,738
------------------------	-----------

See accompanying Notes to Financial Statements.

**ELITE ACADEMIC ACADEMY - LUCERNE
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2023**

	<u>Program Services</u>	<u>Management and General</u>	<u>Total Expenses</u>
Salaries and Wages	\$ 4,008,322	\$ 900,395	\$ 4,908,717
Pension Expense	622,631	146,144	768,775
Other Employee Benefits	270,847	94,384	365,231
Payroll Taxes	129,128	56,778	185,906
Management Fees	-	257,968	257,968
Accounting Fees	-	34,104	34,104
Legal Fees	-	92,955	92,955
Other Fees for Services	1,029,521	1,143,906	2,173,427
Advertising and Promotion Expenses	-	182,051	182,051
Office Expenses	8,697	165,330	174,027
Information Technology	408,718	63,949	472,667
Occupancy Expenses	-	103,198	103,198
Travel Expenses	17,543	-	17,543
Conference and Meeting Expenses	125,158	-	125,158
Interest Expense and Financing Fees	-	98,738	98,738
Payments to Affiliates	-	9,000	9,000
Instructional Materials	1,369,514	-	1,369,514
Other Expenses	-	21,524	21,524
	<u> </u>	<u> </u>	<u> </u>
Total	<u>\$ 7,990,079</u>	<u>\$ 3,370,424</u>	<u>\$ 11,360,503</u>

See accompanying Notes to Financial Statements.

ELITE ACADEMIC ACADEMY - LUCERNE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Elite Academic Academy - Lucerne (the Academy) is a California nonprofit public benefit corporation and is organized to manage and operate a public charter school.

The Academy is funded principally through the state of California public education monies received through the California Department of Education and the Lucerne Valley Unified School District (the District).

The District has granted the charter through June 30, 2025. The charter may be revoked by the District for material violations of the charter, failure to meet pupil outcomes identified in the charter, failure to meet generally accepted standards of fiscal management, or violation of any provision of the law.

Basis of Accounting

The financial statements have been prepared on the accrual method of accounting and accordingly reflect all significant receivables and liabilities.

Basis of Presentation

The accompanying financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America as prescribed by the Financial Accounting Standards Board.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, and disclosures. Accordingly, actual results could differ from those estimates.

Functional Allocation of Expenses

Costs of providing the Academy's programs and other activities have been presented in the statement of functional expenses. During the year, such costs are accumulated into separate groupings as either direct or indirect. Indirect or shared costs are allocated among program and support services by a method that best measures the relative degree of benefit. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include salaries and wages, pension expense, other employee benefits, payroll taxes, other fees for services, office expenses, information technology, and other expenses, which are allocated on the basis of estimates of time and effort.

Cash and Cash Equivalents

The Academy defines its cash and cash equivalents to include only cash on hand, demand deposits, and liquid investments with original maturities of three months or less.

ELITE ACADEMIC ACADEMY - LUCERNE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Net Asset Classes

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net Assets With Donor Restrictions – Net assets subject to donor- (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Accounts Receivable

Accounts receivable primarily represent amounts due from federal and state governments as of June 30, 2023. Management believes that all receivables are fully collectible, therefore no provisions for uncollectible accounts were recorded.

Leases

The Academy determines if an arrangement is a lease at inception. Operating leases are included in right-of-use (ROU) assets – operating and lease liability – operating, and finance leases are included in right-of-use (ROU) assets – financing and lease liability – financing in the statement of financial position.

ROU assets represent the Academy's right to use an underlying asset for the lease term and lease liabilities represent the Academy's obligation to make lease payments arising from the lease. ROU assets and liabilities are recognized at commencement date based on the present value of lease payments over the lease term. Lease terms may include options to extend or terminate the lease when it is reasonably certain that the Academy will exercise that option. Lease expense for operating lease payments is recognized on a straight-line basis over the lease term. The Academy has elected to recognize payments for short-term leases with a lease term of 12 months or less as expense as incurred and these leases are not included as lease liabilities or right of use assets on the balance sheet.

The individual lease contracts do not provide information about the discount rate implicit in the lease. Therefore, the Academy has elected to use a risk-free discount rate determined using a period comparable with that of the lease term for computing the present value of all lease liabilities.

The Academy has elected not to separate nonlease components from lease components and instead accounts for each separate lease component and the nonlease component as a single lease component.

ELITE ACADEMIC ACADEMY - LUCERNE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Revenue Recognition

Amounts received from the California Department of Education are conditional and recognized as revenue by the Academy based on the average daily attendance (ADA) of students. Revenue that is restricted is recorded as an increase in net assets without donor restriction, if the restriction expires in the reporting period in which the revenue is recognized. All other restricted revenues are reported as increases in net assets with donor restriction.

Contributions

All contributions are considered to be available for use unless specifically restricted by the donor. Amounts received that are restricted to specific use or future periods are reported as contributions with donor restrictions. Restricted contributions that are received and released in the same period are reported as contributions without donor restrictions. Unconditional promises to give expected to be received in one year or less are recorded at net realizable value. Unconditional promises to give expected to be received in more than one year are recorded at fair value at the date of the promise. Conditional promises to give (those with a measurable performance or other barrier and a right of return) are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met.

Conditional Grants

Grants and contracts that are conditioned upon the performance of certain requirements or the incurrence of allowable qualifying expenses (barriers) are recognized as revenues in the period in which the conditions are met. Amounts received are recognized as revenue when the Academy has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as deferred revenues in the statement of financial position. As of June 30, 2023, the Academy has conditional grants of \$1,479,136 of which \$1,111,637 is recognized as deferred revenue in the statement of financial position.

Other Revenue

Other revenue consist primarily of other services. The performance obligation for providing these services is simultaneously received and consumed by the students; therefore, the revenue is recognized ratably over the course of the academic year.

Property Taxes

Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on September 1 and are payable in two installments on or before November 1 and February 1. Unsecured property taxes are not a lien against real property and are payable in one installment on or before August 31. The County bills and collects property taxes for all taxing agencies within the County and distributes these collections to the various agencies. The sponsor agency of the Academy is required by law to provide in-lieu property tax payments on a monthly basis, from August through July. The amount paid per month is based upon an allocation per student, with a specific percentage to be paid each month.

ELITE ACADEMIC ACADEMY - LUCERNE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Income Taxes

The Academy is a nonprofit entity exempt from the payment of income taxes under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701d. Accordingly, no provision has been made for income taxes. The Academy is subject to income tax on net income that is derived from business activities that are unrelated to the exempt purposes. The Academy is subject to income tax on net income that is derived from business activities that are unrelated to the exempt purposes. The Academy files an exempt Academy return and applicable unrelated business income tax return in the U.S. federal jurisdiction and with the California Franchise Tax Board.

Adoption of New Accounting Standard - Leases

In February 2016, FASB issued Accounting Standards Update (ASU) 2016-02, *Leases* (Topic 842). This new standard increases transparency and comparability among organizations by requiring the recognition of right-of-use (ROU) assets and lease liabilities on the statement of financial position. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases. Under the standard, disclosures are required to meet the objective of enabling users of financial statements to assess the amount, timing, and uncertainty of cash flows arising from leases.

The Academy adopted the requirements of the guidance effective July 1, 2022, and has elected to apply the provisions of this standard to the beginning of the earliest comparative period presented.

The Academy has elected to adopt the package of practical expedients available in the year of adoption.

Evaluation of Subsequent Events

The Academy has evaluated subsequent events through December 9, 2023, the date these financial statements were available to be issued.

NOTE 2 LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure are those without donor or other restrictions limiting their use within one year of the statement of financial position date. Financial assets available for general expenditures comprise cash and cash equivalents and accounts receivable for the total amount of \$2,739,381.

As part of its liquidity management plan, the Academy monitors liquidity required and cash flows to meet operating needs on a monthly basis. The Academy structures its financial assets to be available as general expenditures, liabilities and other obligations come due.

ELITE ACADEMIC ACADEMY - LUCERNE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

NOTE 3 CONCENTRATION OF CREDIT RISK

The Academy maintains its cash in bank deposit accounts at various institutions. Accounts at these institutions are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At times, cash in these accounts exceeds the insured amounts. The Academy has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on its cash and cash equivalents.

NOTE 4 LEASES

Facility Lease

The Academy leases a facility under a lease that expires December 2029.

The following tables provide quantitative information concerning the Academy's leases for the year ended June 30, 2023:

Operating Lease Costs	\$ 90,992
Operating Cash Flows from Operating Leases	85,242
Right-Of-Use Assets Obtained in Exchange for New Operating	440,641
Weighted-Average Remaining Lease Term - Operating Leases	6.5 Years
Weighted-Average Discount Rate - Operating	6.20%

A maturity analysis of annual undiscounted cash flows for lease liabilities as of June 30, 2023, is as follows:

<u>Year Ending June 30,</u>	<u>Operating Leases</u>
2024	\$ 66,828
2025	68,382
2026	69,984
2027	71,634
2028	73,332
Thereafter	113,070
Total Lease Payments	<u>463,230</u>
Less: Interest	<u>(82,725)</u>
Present Value of Lease Liabilities	<u><u>\$ 380,505</u></u>

**ELITE ACADEMIC ACADEMY - LUCERNE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023**

NOTE 5 EMPLOYEE RETIREMENT

State Teachers' Retirement System (STRS)

Plan Description

The Academy contributes to the State Teachers' Retirement System (STRS), a cost-sharing multi-employer public employee retirement system defined benefit pension plan administered by STRS. The plan provides retirement, disability and survivor benefits to beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law. According to the most recently available Comprehensive Annual Financial Report and Actuarial Valuation Report for the year ended June 30, 2022, total STRS plan net assets are \$300 billion, the total actuarial present value of accumulated plan benefits is \$434 billion, contributions from all employers totaled \$6.513 billion, and the plan is 74.4% funded. The School did not contribute more than 5% of the total contributions to the plan.

Copies of the STRS annual financial reports may be obtained from STRS, 7667 Folsom Boulevard, Sacramento, CA 95826, and www.calstrs.com.

Funding Policy

Active plan members hired before January 1, 2013 are required to contribute 10.25% of their salary and those hired after are required to contribute 10.21% of their salary. The Academy is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the STRS Teachers' Retirement Board. The required employer contribution rate for year ended June 30, 2023 was 19.10% of annual payroll. The contribution requirements of the plan members are established and may be amended by state statute.

The Academy's contributions to STRS for the past three years are as follows:

<u>Year Ending June 30,</u>	<u>Required Contribution</u>	<u>Percent Contributed</u>
2021	\$ 320,278	100%
2022	517,748	100%
2023	768,775	100%

Defined Contributions Benefit Plan

We sponsor a tax-deferred annuity plan (the Plan) qualified under IRC Section 403(b) covering substantially all full-time employees. The plan provides that employees who have attained the age of 21 and completed one year of service may voluntarily contribute from 3% to 10% of their earnings to the Plan, up to the maximum contribution allowed by the IRS. Employer contributions are discretionary and are determined and authorized by the board of directors each plan year. During the year ended June 30, 2023, the Academy matched contributions amounting to \$18,825.

ELITE ACADEMIC ACADEMY - LUCERNE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

NOTE 5 EMPLOYEE RETIREMENT (CONTINUED)

SchoolsFirst Federal Credit Union 401(a) Plan

In July 2020, the Academy adopted a 401(a) plan administered by SchoolsFirst Plan Administration. The Academy makes discretionary employer non-elective contributions as defined in the 401(a) plan and eligible employees are vested based on years of service as defined in the 401(a) plan. Contributions to the 401(a) plan for the year ended June 30, 2023, was \$21,435.

NOTE 6 RELATED PARTY TRANSACTIONS

The Academy has one sister school, Elite Academic Academy – Mountain Empire, which is a related party. The related party has an independent Board of Directors from Elite Academic Academy - Lucerne, which do not require consolidation under accounting principles generally accepted in the United States of America. At June 30, 2023, the amounts due from Elite Academic Academy – Mountain Empire totaled \$328,256.

NOTE 7 CONTINGENCIES, RISKS, AND UNCERTAINTIES

The Academy has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate disallowances under terms of the grants, it is believed that any required reimbursement would not be material.

NOTE 8 SUBSEQUENT EVENT

On August 22, 2023, the Academy entered into an agreement with Charter Asset Management to factor attendance and grant receivables. The amount of factored receivables was \$1,071,800.

SUPPLEMENTARY INFORMATION

**ELITE ACADEMIC ACADEMY - LUCERNE
LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE – UNAUDITED
YEAR ENDED JUNE 30, 2023
(SEE INDEPENDENT AUDITORS' REPORT)
UNAUDITED**

The Academy began serving students in July 2018 and is sponsored by the Lucerne Valley Unified School District (the District).

Charter school number authorized by the State: 1923

The board of directors and the administrators as of the year ended June 30, 2023 were as follows:

BOARD OF DIRECTORS

<u>Member</u>	<u>Office</u>	<u>Term End (Length)</u>
Susan McDougal	Board President	February 2024 (2 Years)
Cody Simms	Board Vice President	February 2024 (2 Years)
Kent Christensen	Board Treasurer/Secretary	February 2024 (2 Years)

ADMINISTRATORS

Meghan Freeman	Chief Executive Officer
----------------	-------------------------

**ELITE ACADEMIC ACADEMY - LUCERNE
SCHEDULE OF INSTRUCTIONAL TIME
YEAR ENDED JUNE 30, 2023**

N/A – The Academy is a non-classroom school.

**ELITE ACADEMIC ACADEMY - LUCERNE
SCHEDULE OF AVERAGE DAILY ATTENDANCE
YEAR ENDED JUNE 30, 2023**

P-2 Report - Nonclassroom Average Daily Attendance

	Apportionment Days Claimed through P-2	Number of School Calendar Days through P-2	Average Daily Attendance P-2 Report
Track A	23,221	108	215.01
Track B	73,029	119	613.68
ADA Totals			828.69
			Average Daily Attendance
Grades K-3			229.04
Grades 4-6			156.03
Grades 7-8			113.36
Grades 9-12			330.26
ADA Totals			828.69

P-Annual Report - Nonclassroom Average Daily Attendance

	Apportionment Days Claimed through P-Annual	Number of School Calendar Days through P-Annual	Average Daily Attendance P-Annual Report
Track A	27,257	175	155.75
Track B	107,650	175	615.14
ADA Totals			770.89
			Average Daily Attendance
Grades K-3			227.55
Grades 4-6			154.39
Grades 7-8			116.18
Grades 9-12			272.77
ADA Totals			770.89

There is no Average Daily Attendance generated through classroom-based instruction.

**ELITE ACADEMIC ACADEMY - LUCERNE
RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH
AUDITED FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023**

June 30, 2023 Annual Financial Report Fund Balances (Net Assets)	\$ 1,491,714
Adjustments and Reclassifications:	
Increase (Decrease) of Fund Balance (Net Assets):	
Prepaid Expenses and Other Assets	(12,587)
Right to Use Assets, Net	85,648
Accounts Payable and Accrued Liabilities	(73,079)
Deferred Revenue	119,718
Lease Liabilities	(135,022)
Net Adjustments and Reclassifications	<u>(15,322)</u>
June 30, 2023 Audited Financial Statement Fund Balances (Net Assets)	<u>\$ 1,476,392</u>

See accompanying Independent Auditors' Report and the Notes to Supplementary Information.

**ELITE ACADEMIC ACADEMY - LUCERNE
NOTES TO SUPPLEMENTARY INFORMATION
YEAR ENDED JUNE 30, 2023**

PURPOSE OF SCHEDULES

NOTE 1 SCHEDULE OF INSTRUCTIONAL TIME

This schedule presents information on the amount of instructional time offered by Academy and whether Academy complied with the provisions of the Education Code.

NOTE 2 SCHEDULE OF AVERAGE DAILY ATTENDANCE

Average daily attendance is a measurement of the number of pupils attending classes of Academy. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels.

NOTE 3 RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH AUDITED FINANCIAL STATEMENTS

This schedule provides the information necessary to reconcile the net assets of the charter schools as reported on the Annual Financial Report form to the audited financial statements.



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors
Elite Academic Academy - Lucerne
Temecula, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States of America, the financial statements of Elite Academic Academy - Lucerne (the Academy), a nonprofit California public benefit corporation, which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 9, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Academy's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Academy's internal control. Accordingly, we do not express an opinion on the effectiveness of the Academy's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

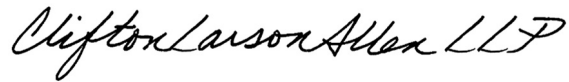
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Academy’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



CliftonLarsonAllen LLP

Glendora, California
December 9, 2023



INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE AND REPORT ON INTERNAL CONTROL OVER STATE COMPLIANCE

Board of Directors
Elite Academic Academy - Lucerne
Temecula, California

Report on Compliance

Opinion on State Compliance

We have audited Elite Academic Academy - Lucerne (the Academy) compliance with the types of compliance requirements applicable to the Academy described in the *2022-2023 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel for the year ended June 30, 2023. The Academy's State applicable compliance requirements are identified in the table below.

In our opinion, the Academy complied, in all material respects, with the compliance requirements referred to above that are applicable to the Academy for the year ended June 30, 2023.

Basis for Opinion

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and *2022-2023 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel. Our responsibilities under those standards and *2022-2023 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Academy and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion. Our audit does not provide a legal determination of the Academy's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above, and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Academy's government programs.

Auditors' Responsibility for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Academy's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and *2022-2023 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Academy's compliance with the requirements of the government program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and *2022-2023 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Academy's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Academy's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with *2022-2023 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel, but not for the purpose of expressing an opinion on the effectiveness of the Academy's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Compliance Requirements Tested

In connection with the audit referred to above, we selected and tested transactions and records to determine the Academy’s compliance with the laws and regulations applicable to the following items:

<u>Description</u>	<u>Procedures Performed</u>
School Districts, County Offices of Education, and Charter Schools:	
California Clean Energy Jobs Act	Not Applicable ¹
After/Before School Education and Safety Program	Not Applicable ²
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study-Course Based	Not Applicable ³
Immunizations	Not Applicable ⁴
Educator Effectiveness	Yes
Expanded Learning Opportunities Grant (ELO-G)	Not Applicable ⁵
Career Technical Education Incentive Grant (CTEIG)	Yes
Transitional Kindergarten	Not Applicable ⁶
Charter Schools:	
Attendance	Yes
Mode of Instruction	Not Applicable ⁷
Nonclassroom-Based Instruction/Independent Study	Yes
Determination of Funding for Nonclassroom-Based Instruction	Yes
Annual Instructional Minutes – Classroom Based	Not Applicable ⁷
Charter School Facility Grant Program	Not Applicable ⁸

Not Applicable¹: The Academy did not have any expenditures for California Clean Energy Jobs Act in the year under audit or a completed project between 12 and 15 months prior to any month in the audit year.

Not Applicable²: The Academy did not operate an after or before school program component of this grant.

Not Applicable³: The Academy did not report ADA pursuant to Education Code section 51749.5.

Not Applicable⁴: The Academy did not have any charter school subject to audit of immunizations as listed in the California Department of Public Health (CDPH) website as listed in the *2022-2023 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*.

Not Applicable⁵: The Academy did not have any expenditures relating to resources 7425/7426 in FY 23.

Not Applicable⁶: The Academy did not report ADA for the audit year for transitional kindergarten.

Not Applicable⁷: The Academy did not report any ADA as generated through classroom-based instruction.

Not Applicable⁸: The Academy did not receive Charter School Facility Grant Program funding for the year audited.

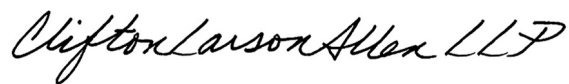
Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that a material noncompliance with a compliance requirement will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention from those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit, we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the *2022-2023 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Accordingly, this report is not suitable for any other purpose.



CliftonLarsonAllen LLP

Glendora, California
December 9, 2023

**ELITE ACADEMIC ACADEMY - LUCERNE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2023**

All audit findings must be identified as one or more of the following categories:

<u>Five Digit Code</u>	<u>Finding Types</u>
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Program
43000	Apprenticeship
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

Our audit did not disclose any matters required to be reported in accordance with *Government Auditing Standards* or the *2022-2023 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*.

**ELITE ACADEMIC ACADEMY - LUCERNE
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
YEAR ENDED JUNE 30, 2023**

There were no findings and questioned costs related to the basic financial statements or state awards for the prior year.



CLA (CliftonLarsonAllen LLP) is a network member of CLA Global. See CLAGlobal.com/disclaimer. Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.

Lucerne Local Control Accountability Plan (LCAP) & Local Indicators





Local Control Funding Formula (LCFF)

California's education funding system

- ❖ Provides more flexibility and local control in decisions regarding student achievement
- ❖ Involves parents, students and teachers in decisions about academic programs and expenditures
- ❖ Includes funding for at-risk / high need students

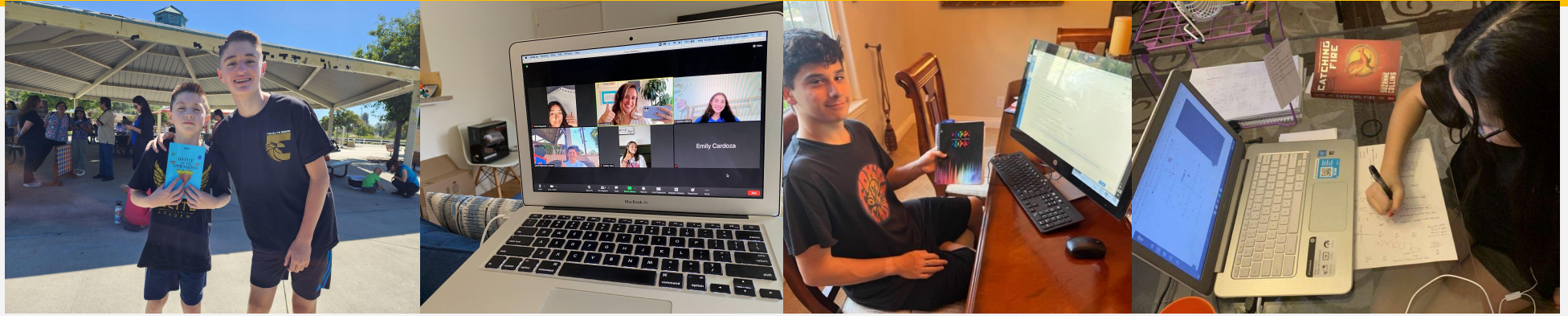




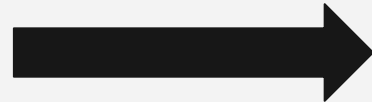
Local Control and Accountability Plan (LCAP)

Local Control Funding Formula (LCFF) requires our school to develop a three-year plan listing our goals, action steps and spending to achieve specific student outcomes.

LCAP is the three-year plan.



8 State Priorities



- Basic Services
- Implementation of State Standards
- Course Access
- Student Achievement
- Other Student Outcomes
- Student Engagement
- Parent Involvement
- School Climate



Student Data Drives LCAP Goals

Progress towards LCAP Goals is measured by different metrics or measures.

- ❑ Attendance Rates
- ❑ Language Proficiency
- ❑ Drop-Out Rates
- ❑ Internal and External Test Scores





Lucerne LCAP





Parent Budget Overview

FY 24 PROJECTED GENERAL FUND REVENUE

Total LCFF Funds	\$14,230,177
LCFF Supplemental & Concentration Grants	\$1,337,216
All Other State Funds	\$2,224,811
All Local Funds	\$13,158
All Federal funds	\$480,326
Total Projected Revenue	\$16,948,472

FY 24 TOTAL BUDGETED EXPENDITURES

Total Budgeted General Fund Expenditures	\$16,830,403
Total Budgeted Expenditures in the LCAP	\$15,994,425
Total Budgeted Expenditures for High Needs Students in the LCAP	\$2,678,909
Expenditures not in the LCAP	\$835,978

FUNDS FOR HIGH NEEDS STUDENTS

2023-24 Difference in Projected Supplemental & Concentration Grant Revenue and Budgeted Expenditures	\$1,341,693
--	-------------

FY 23 EXPENDITURES FOR HIGH NEEDS STUDENTS

Total Budgeted Expenditures for High Needs Students in the LCAP	\$2,206,000
Actual Expenditures for High Needs Students in LCAP	\$2,590,491
Difference in Budgeted and Actual Expenditures	\$384,491



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

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



Goal 1 Actions



1.1 Academic Achievement through aggregate instructional practices.

Amount Budgeted	% of Budget Remaining
\$4,000,000	46%

1.2 Student Academic Performance Monitoring and establishing clear and measurable goals.

Amount Budgeted	% of Budget Remaining
\$1,031,964	59%



Goal 1 Actions



1.3 Students have equitable access to Common Core aligned viable curriculum and materials.

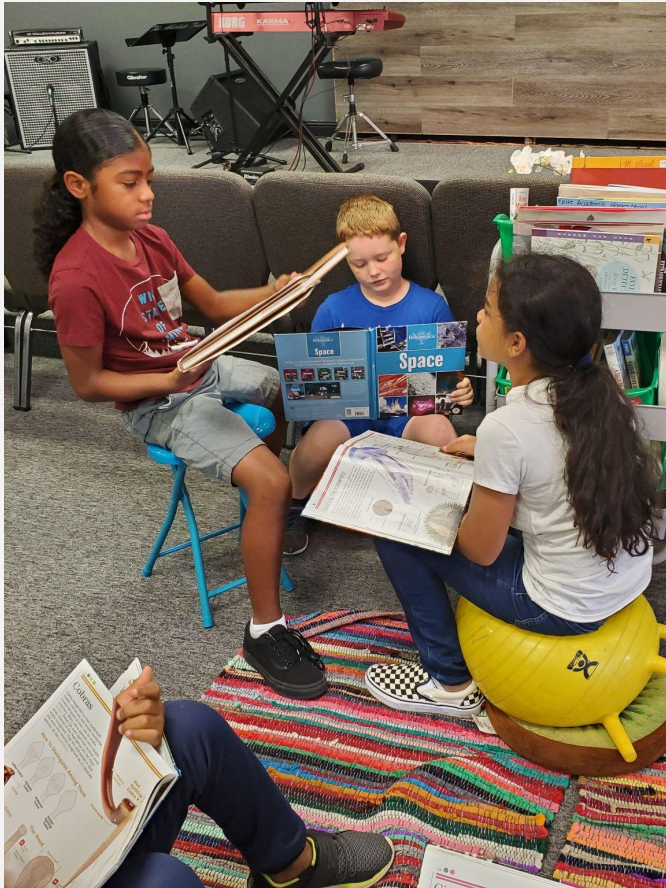
Amount Budgeted	% of Budget Remaining
\$1,245,098	52%

1.4 Professional Development to support in effective teaching

Amount Budgeted	% of Budget Remaining
\$203,402	42%



Goal 1 Actions



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

Amount Budgeted	% of Budget Remaining
\$2,287,699	63%

2023-2024 Action Items



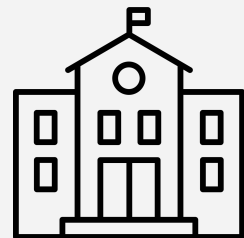
Continue to develop engaging synchronous and live session opportunities for all students through experiences like Eagle Explorers, Flexperience, MegaZoom, and NxtLvl



Provide professional learning, such as in-person PD and EliteX, focused on effective teaching and learning for TORs, Content Teachers, and SAs.



Expand Elite-proprietary course development, ensuring opportunities for personalization, real-world connections, and student agency.



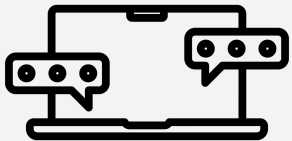
Collaborate with Community Relations to provide each student with a curriculum box each semester that includes all necessary learning materials



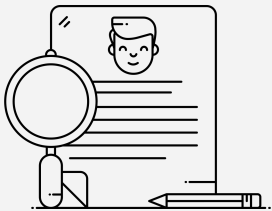
Goal 1 Progress



Developing a streamlined course supply shipping system with Community Relations. Fall shipments totaled over 2000+ personalized boxes.



New online curriculum has been created for ELA in grades 4-12; as well as 7th grade math



Graduating 12 staff from the first EliteX Fellows cohort after 10 months of intensive professional learning focused on increasing student voice and agency in live sessions.



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 Actions

2.1 School-Based Enrichment Activities

Amount Budgeted	% of Budget Remaining
\$1,022,618	51%

2.2 Meaningful and Transparent Communication

Amount Budgeted	% of Budget Remaining
\$182,335	0%





Goal 2 Actions

2.3 Safe Learning Environment

Amount Budgeted	% of Budget Remaining
\$2,169	53%

2.4 English Language Family Support

Amount Budgeted	% of Budget Remaining
\$50,000	81%



Goal 2 Actions

2.5 Engaging the Community

Amount Budgeted	% of Budget Remaining
189,958	64%

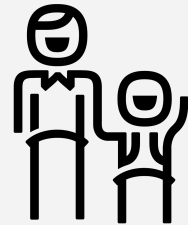
2.6 Providing Access to Resources

Amount Budgeted	% of Budget Remaining
215,823	36%

2023-2024 Action Items



Implementation of moonshot ideas from our CEO Council which have started to provide additional support, communication, and transparency for staff and students.



Increase Parent Empowerment through school activities, learning period meetings, parent surveys, volunteer opportunities, and empowerment workshops.



Expand student opportunities to connect with each other through clubs, student award opportunities, face-to-face events, and online learning opportunities.



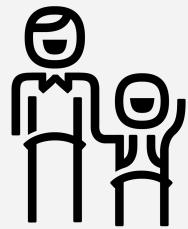
Goal 2 Progress



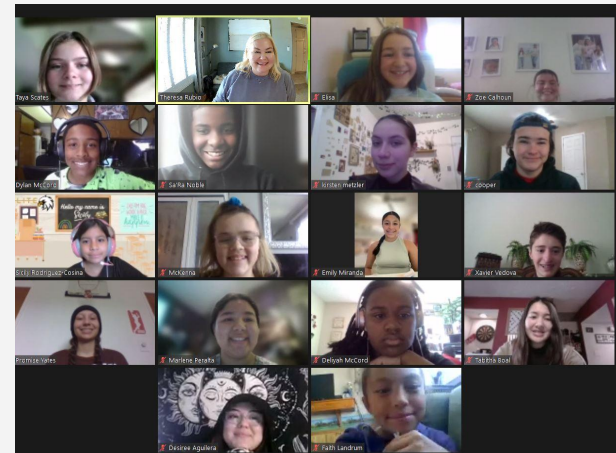
33 in-person in-person and 9 virtual field trips connected students to new experiences and new friendships. 1,453 attendees so far. 19 School Clubs and over 450 student attendees.



Implementation of CEO Council, Moonshot ideas and continued development of programs that support students and staff.



Parent Empowerment workshops and guest speakers provided for parents, with more scheduled for 2nd semester .





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 Actions



3.1 MTSS System Monitoring

Amount Budgeted	% of Budget Remaining
\$877,097	63%

3.2 EL Proficiency Monitoring

Amount Budgeted	% of Budget Remaining
\$120,487	66%



Goal 3 Actions

3.3 Provide Academic and Re-Engagement Support to Struggling Students

Amount Budgeted	% of Budget Remaining
Action item removed as the actions were merged with 3.5	

3.4 Establish Social-Emotional and Physical Health Services for students and staff.

Amount Budgeted	% of Budget Remaining
\$31,529	5%





Goal 3 Actions

3.5 Provide MTSS Professional Development for all Staff

Amount Budgeted	% of Budget Remaining
\$15,000	11%

3.6 Access to Technology

Amount Budgeted	% of Budget Remaining
\$666,530	46%





Goal 3 Actions

3.7 Offer Year Round Track for credit recovery, advancement, and enrichment

Amount Budgeted	% of Budget Remaining
\$1,438,809	11%



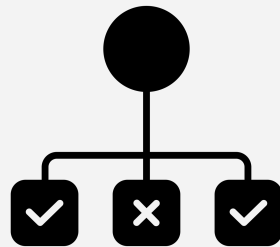
2023-2024 Action Items



Use MTSS grant award to provide professional development to teachers on Tier 1 MTSS strategies that promote student learning and engagement



School counselors to create social-emotional learning opportunities for students to proactively address students in need



Create a comprehensive data management tool so staff can make informed decisions about students in real time.



Expand our Year Round Track so students can continue to explore learning paths during the summer months



Goal 3 Progress



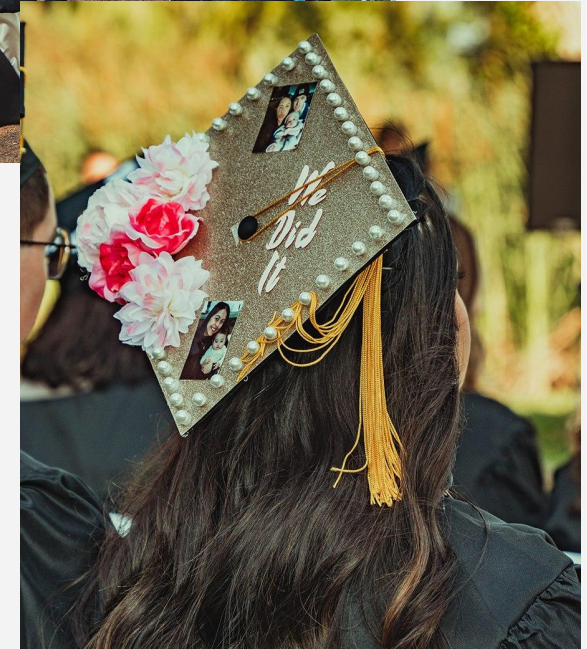
Additional Instructional Coaches and the EliteX Accelerator program are assisting students in the SST process find academic and SEL success.



Integrating iReady BOY and MOY assessments into the master schedules so that it is part of each student's coursework is increasing completion rates, resulting in better data to provide necessary interventions and enrichment



Hired a Credit Recovery/Acceleration Coordinator to plan, organize, implement, and evaluate all of the components of our program, including Credit Recovery/Acceleration, Peak Performance, and Summer Growth



Goal 4

We will prepare secondary students to graduate from school with opportunities and preparation for college and career.



Actions



4.1 Career Technical Education Program Pathways

Amount Budgeted	% of Budget Remaining
622,906	50%

4.2 Assessment & Articulation for post-secondary preparation

Amount Budgeted	% of Budget Remaining
10,000	65%



Actions

4.3 College and Career Counseling

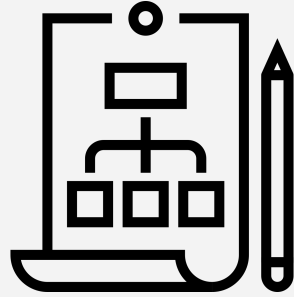
Amount Budgeted	% of Budget Remaining
100,654	38%

4.4 Professional Development for College and Career

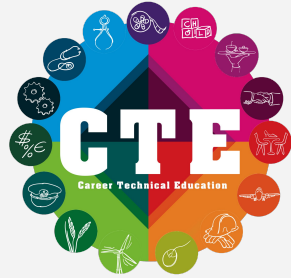
Amount Budgeted	% of Budget Remaining
25,000	21%



2023-2024 Action Items



Continue to refine 4-year plans to meet CSU/UC, CTE, NCSS, NCAA and high school graduation requirements.



Build new CTE Pathway complete courses and support students to complete pathways in which they are enrolled.



Continue to develop articulation plans with local junior colleges to support both college and career pathways.



Goal 4 Progress



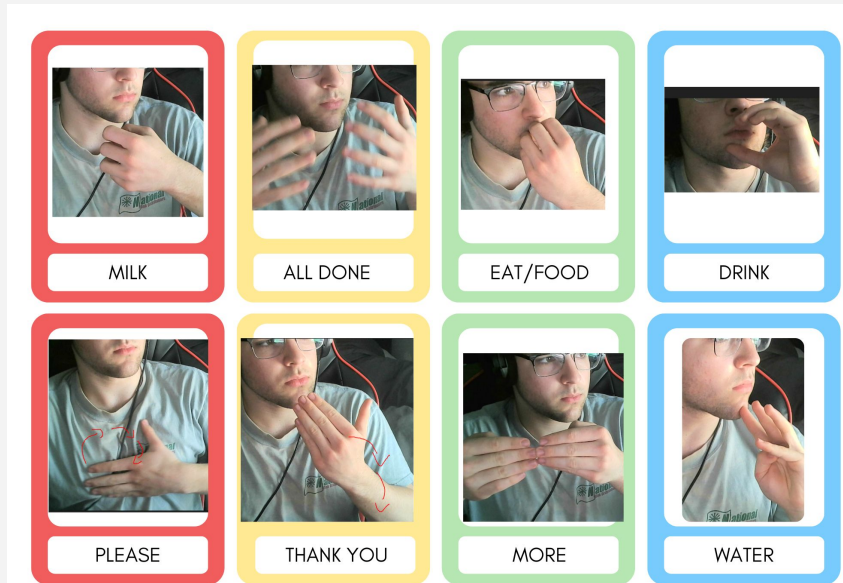
Awarded the CTEIG grant Round 8A (\$375,887) to further expand CTE pathways opportunities. Hired CTE Associate Director and hired 4 new CTE Teachers to expand pathway opportunities.



Wrote and received UC A-G approval for 17 new courses across CTE and Core increasing the availability of classes students can take that meet the UC/CSU entrance requirements



Implementing the Seal of Biliteracy for ASL and Spanish for Students.



Increased percentage of students successfully submitting FAFSA for college student aid

A-G Completion Improvement Grant



**Arts, Music &
Instructional
Materials Block
Grant**



Arts, Media & Music Instructional Block Grant

- Instructional materials for our Songwriting and Ukulele Course & Guitar and Songwriting Course & Performing Arts
- Professional Development for Music and Arts

A-G Completion Improvement Grant Program

- Hiring of Academic Guidance Counselor for college and 4-year planning support
- Credit Recovery Year Round Track
- All 9-11th students in A-G track for graduation
- Hiring of HQT
- Extra Academic Support Hours provided by HQT



Military Families

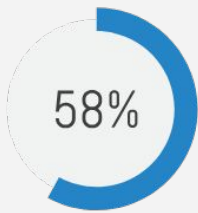




Educating our Military Families

40

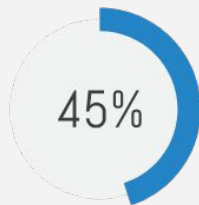
Military-Dependent Students at Elite



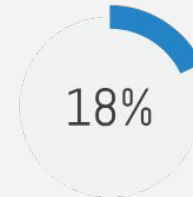
ELA
On/Above grade level



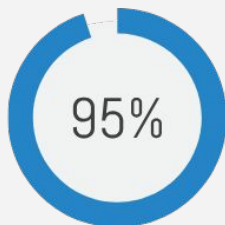
High school students
enrolled in CTE



Math
On/Above grade level



Serviced with an IEP



Passing all courses



Receiving MTSS
Intervention support



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

December 7th, 2023 at 9:00 am

43414 Business Park Drive, Temecula, CA 92590

23504 Lyons Avenue, Santa Clarita CA 91321

109 Don Carlos Way, Ojai, CA 93023

43495 Palm Royale Dr., La Quinta, CA 92253



Elite Academic Academy - Lucerne December 7th, 2023

Board Of Directors - Elite Academic Academy - Lucerne

Meeting Location

Any public vote will be done by roll call to ensure the public knows who is speaking and voting. Members of the public may easily observe the meeting and offer public comment using the following dial-in numbers and/or internet link:

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

Time: 9:00 am

1.0 Call To Order

Roll Call:

Susan McDougal, Cody Simms, Nicole Aguirre

Present Present Present

Cody Nicole

2.0 Approve/Adopt the Agenda

It is recommended the Board of Directors adopt as presented the agenda for the Board Meeting of December 7th, 2023.

Motion: Second:
Vote: Susan; Aye, Cody;
Aye, Nicole; Aye.
Item carries 3-0.

3.0 Public Comment -Closed Session

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

4.0 Adjourn to Closed Session

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

5.0 Closed Session

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

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

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

Time: 9:01 am

6.0 Pledge Of Allegiance

Led By: **Susan McDougal**

7.0 Open Session

8.0 Public Comment

Please submit a request to speak to the Board of Directors. Cards can be asked for by emailing galtamirano@eliteacademic.com. Please complete and return the form for agendized or non-agendized items, prior to the meeting. Not more than three (3) minutes are to be allotted to any one (1) speaker, and no more than twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognitions and reports to the Board and is not intended to be a question and answer period. If you have

questions for the Board, please provide the Board President with a written copy and an administrator will provide answers at a later date. A request for disability-related modifications or accommodations in order to participate in the public meeting, including auxiliary aids or services, may be made to Ms. Meghan Freeman at mfreeman@eliteacademic.com at least 72 hours prior to the meeting.

9.0 General Functions

9.1 Informational Items

A. CEO Authorizer Report

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

Cody Nicole

9.2 Consent Agenda

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

Motion: Second:
Vote: Susan; Aye, Cody; Aye,
Nicole; Aye.
Item carries 3-0.

A. Meeting Minutes from November 2nd , 2023

[EAA-LU 11.02.23.pdf](#)

B. Warrant Register

[WarrantRegisterLU_Nov_2324.pdf](#)

C. New Instructional Materials Community Partners

[Elite Academic Instructional Service Community Partner_November_2023 - VCI Community Partners \(2\).pdf](#)

D. New Educational Materials Community Partners

[Elite Academic Educational Materials Partner_November_2023.xlsx - EM Partners.pdf](#)

10.0 Personnel Services

10.1 Employee Changes of Relationship

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

[EAA-LU COR 12.2023.pdf](#)

Cody Nicole

Motion: Second:
Vote: Susan; Aye, Cody; Aye,
Nicole; Aye.
Item carries 3-0.

10.2 Independent Contractor Agreement and Addendum

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

[EAA LU \[REDACTED\]_IC_Agree\(Original Contract\).pdf](#)

[\[REDACTED\] IC Addendum \(Lucerne\).pdf](#)

Cody Nicole

Motion: Second:
Vote: Susan; Aye, Cody; Aye,
Nicole; Aye.
Item carries 3-0.

11.0 Business Services

11.1 First Interim Report

It is recommended that the board approve the following First Interim Report for Elite Academic Academy - Lucerne.

[FY24_EAA_LU_FirstInterim_BoardReport.pdf](#)

[FY24_EAA_LU_FirstInterim_CashFlow.pdf](#)

[FY24_EAA_LU_FirstInterim_CashGraph.pdf](#)

Cody Nicole

Motion: Second:
Vote: Susan; Aye, Cody; Aye,
Nicole; Aye.
Item carries 3-0.

[FY24_EAA_LU_FirstInterim_ADA.pdf](#)

[FY24_EAA_LU_FirstInterim_Assumptions.pdf](#)

[FY24_EAA_LU_FirstInterim_Debt.pdf](#)

[FY24_EAA_LU_FirstInterim_LCFF-Calculator.pdf](#)

[FY24_EAA_LU_FirstInterim_RestrictedMYP.pdf](#)

[FY24_EAA_LU_FirstInterim_SummaryMYP.pdf](#)

[FY24_EAA_LU_FirstInterim_UnrestrictedMYP.pdf](#)

[Cody](#) [Nicole](#)

11.2 Audit for the 22-23 School Year

It is recommended that the board approve the following Audit for the 22-23 School Year for Elite Academic Academy - Lucerne.

Motion: Second:

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

[EAA Lucerne Audited FS Draft 12.1.23.pdf](#)

[Cody](#) [Nicole](#)

11.3 UPK Expenditure Report

It is recommended that the board approve the following UPK Expenditure Report for Elite Academic Academy - Lucerne.

Motion: Second:

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

[LU UPK Expenditure Report #3.pdf-Reporting Period May1-Oct.21, 2023.pdf](#)

[Cody](#) [Nicole](#)

11.4 Paycom Applicant Tracking Proposals

It is recommended that the board approve the following Paycom Applicant Tracking Proposals for Elite Academic Academy - Lucerne.

Motion: Second:

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

[General Terms and Conditions.pdf](#)

[Master Service Agreement - 1197135.pdf](#)

[PaycomProposalfor0DS21-ELITEACADEMICACADEMYLUCERNE-1197135-1377562.pdf](#)

[PaycomProposalfor0DS21-ELITEACADEMICACADEMYLUCERNE-1197135-1377563.pdf](#)

[Cody](#) [Nicole](#)

11.5 Whale Tail Grant Application

It is recommended that the board approve the following Whale Tail Grant Application for Elite Academic Academy - Lucerne.

Motion: Second:

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

[WhaleTailGrant_EliteAcademicAcademy.pdf](#)

[Cody](#) [Nicole](#)

11.6 Music 600 Invoice

It is recommended that the board approve the following Music 600 Invoice for Elite Academic Academy - Lucerne.

Motion: Second:

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

[EAA Music 600 Invoice.pdf](#)

12.0 Educational Services/Policy Development

[Cody](#) [Nicole](#)

12.1 Updated Class Rank Policy (Parent Student Handbook 23.24)

It is recommended that the board approve the following Updated Class Rank Policy (Parent Student Handbook 23.24) for Elite Academic Academy - Lucerne.

Motion: Second:

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

[Updated Class Rank Policy Nov 2023.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 board meeting is February 1st, 2024 at 9:00 am.

15.0 Board Comments and Future Planning

Cody Nicole

Time: 9:44 am

16.0 Adjournment

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

Motion: Second:
Vote: Susan; Aye, Cody;
Aye, Nicole; Aye.
Item carries 3-0.

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

Staff Present:
Meghan Freeman
Gena Altamirano
Tracy Hasper
Antonette Sims
Shirley Alvarez
Ashlea Kirkland
Maria Mack
Mia Blackwell
Evan Jorgensen
Jen Edick
Caroline Ruffridge
Kris Mason
Misty Cervantes
Karen Makkai
Elite Offices
Laura Spencer
Adam Woodard
Chelsie Wright
Catherine Heredia
Camille Escobedo
Isiah Sims

Elite Academic Academy - Lucerne

Date	Vendor Name	Account Name	Ref Number	Amount
11/1/2023	CS *TJMAXX	Parent & Staff meeting food & supplies	CC 4328	\$75.00
11/1/2023	WWW.TEACHWORKS.COM	Technology Services & Software - Educat	CC 4328	\$47.99
11/1/2023	FEDEX589850050	Postage & Delivery - Educational	CC 4328	\$25.42
11/1/2023	WWW.TEACHWORKS.COM	Technology Services & Software - Educat	CC 4328	\$86.07
11/2/2023	NEXTIVA*VOIP SERVICE	Phone / Internet / Website Fees	CC 4328	\$3,694.62
11/3/2023	MOLLY MAID OF SADDLEBACK	Janitorial Services	CC 4328	\$203.00
11/3/2023	FEDEX590021378	Postage & Delivery - Educational	CC 4328	\$60.92
11/5/2023	ADOBE *800-833-6687	Technology Services & Software - Busine:	CC 4328	\$857.58
11/5/2023	BENCHCRAFT GOLF COURSE AD	Marketing	CC 4328	\$495.00
11/6/2023	PURCHASE INTEREST CHARGE	Interest	CC 4328	\$1,037.51
11/6/2023	CUBESMART 713	Rent - Facilities Lease	CC 4328	\$324.00
11/8/2023	NASSP Product & Service	Registration Fees - conferences	CC 4328	\$385.00
11/8/2023	FEDEX590491650	Postage & Delivery - Educational	CC 4328	\$44.52
11/8/2023	TARGET.COM *	Parent & Staff meeting food & supplies	CC 4328	\$30.88
11/8/2023	EL TORAZO	Parent & Staff meeting food & supplies	CC 4328	\$586.63
11/8/2023	PSAT - TICKETING-PARKI	Travel, Lodging & Meals	CC 4328	\$688.00
11/8/2023	PSAT - TICKETING-PARKI	Travel, Lodging & Meals	CC 4328	\$76.00
11/9/2023	PSAT - TICKETING-PARKI	Educational Services	CC 4328	\$84.00
11/9/2023	TCKTWEB*DAYOUTWITHTHOM	Educational Services	CC 4328	\$750.60
11/9/2023	ZAPIER.COM/CHARGE	Technology Services & Software - Busine:	CC 4328	\$598.50
11/10/2023	MOLLY MAID OF SADDLEBACK	Janitorial Services	CC 4328	\$203.00
11/12/2023	MARRIOTT ANAHEIM	Travel, Lodging & Meals	CC 4328	\$6.00
11/12/2023	MARRIOTT ANAHEIM	Travel, Lodging & Meals	CC 4328	\$391.18
11/14/2023	AIRTABLE.COM/BILL	Technology Services & Software - Busine:	CC 4328	\$384.35
11/15/2023	FEDEX591106227	Postage & Delivery - Educational	CC 4328	\$80.73
11/15/2023	EB CFFS 7TH ANNUAL CO	Professional Development	CC 4328	\$67.70
11/15/2023	FEDEX590937222	Postage & Delivery - Educational	CC 4328	\$26.34
11/16/2023	Subway 3358	Parent & Staff meeting food & supplies	CC 4328	\$112.40
11/17/2023	MOLLY MAID OF SADDLEBACK	Janitorial Services	CC 4328	\$203.00
11/19/2023	SOUTHWES 5262225213794	Travel, Lodging & Meals	CC 4328	\$285.96
11/19/2023	SOUTHWES 5262225280759	Travel, Lodging & Meals	CC 4328	\$384.96
11/19/2023	MARRIOTT ANAHEIM	Travel, Lodging & Meals	CC 4328	\$187.20
11/19/2023	Mailchimp	Technology Services & Software - Busine:	CC 4328	\$100.00
11/19/2023	JANDRREGISTRATIONS.COM	Registration Fees - conferences	CC 4328	\$1,275.00

Elite Academic Academy - Lucerne

11/19/2023	SOUTHWES 5262225213795	Travel, Lodging & Meals	CC 4328	\$285.96
11/21/2023	JOTFORM INC.	Business Services	CC 4328	\$39.00
11/22/2023	FEDEX591503914	Postage & Delivery - Educational	CC 4328	\$23.96
11/22/2023	FEDEX591665370	Postage & Delivery - Educational	CC 4328	\$65.05
11/22/2023	LINKTREE* LINKTREE	Technology Services & Software - Busine:	CC 4328	\$90.00
11/24/2023	J2 EFAX SERVICES	Technology Services & Software - Busine:	CC 4328	\$18.99
11/26/2023	APPLE.COM/BILL	Technology Equipment - Staff	CC 4328	\$9.99
11/26/2023	APPLE.COM/BILL	Technology Equipment - Staff	CC 4328	\$71.99
11/26/2023	WWW.KAJABI.COM	Technology Services & Software - Busine:	CC 4328	\$199.00
11/26/2023	APPLE.COM/BILL	Technology Equipment - Staff	CC 4328	\$7.99
11/27/2023	FEDEX592007312	Postage & Delivery - Educational	CC 4328	\$47.27
11/28/2023	WPY*Creative Catering	Professional Development	CC 4328	\$5,550.00
11/28/2023	SANDY PATT* (1 OF 1 PA	Educational Services	CC 4328	\$2,100.00
11/29/2023	SAN DIEGO COUNTY SUPERINT	Professional Development	CC 4328	\$50.00
11/29/2023	SAN DIEGO COUNTY SUPERINT	Professional Development	CC 4328	\$50.00
11/29/2023	SAN DIEGO COUNTY SUPERINT	Professional Development	CC 4328	\$50.00
11/30/2023	FEDEX592185515	Postage & Delivery - Educational	CC 4328	\$44.10
12/1/2023	All About Learning Press, Inc.	Approved Core Curriculum, Teacher Man	918757	\$182.30
12/1/2023	All About Learning Press, Inc.	Approved Core Curriculum, Teacher Man	918885	\$204.25
12/1/2023	All About Learning Press, Inc.	Approved Core Curriculum, Teacher Man	918884	\$33.17
12/1/2023	All About Learning Press, Inc.	Approved Core Curriculum, Teacher Man	918883	\$140.40
12/1/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1G33-YVLY-9TN6	\$6.63
12/1/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1C PD-3J DG-MV96	\$260.23
12/1/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	11D4-7D7G-PCHL	\$95.68
12/1/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1NW1-W3XG-DRWG	\$44.44
12/1/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1FP6-L7F6-GVYL	\$41.98
12/1/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1PGW-T696-7HF1	\$45.96
12/1/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1GC3-3TVW-4K6Q	\$13.02
12/1/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1GVL-WXFK-4CWD	\$8.80
12/1/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1473-9YJF-JYMV	\$25.10
12/1/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1RRY-MWXP-3CG3	\$12.98
12/1/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1K7N-9C7L-96WP	\$37.65
12/1/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1YJ4-NHHW-1DXJ	\$26.09
12/1/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1NKX-KF73-317C	\$18.69
12/1/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1R4X-VJTW-LX69	\$6.81

Elite Academic Academy - Lucerne

12/1/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	14F9-XGQF-JTGL	\$9.43
12/1/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1PHM-QDFK-X9RG	\$6.67
12/1/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	13MX-1HGM-1TFN	\$233.64
12/1/2023	AoPS Incorporated	Approved Core Curriculum, Teacher Man	INV2306419	\$96.00
12/1/2023	BYU Independent Study	Approved Core Curriculum, Teacher Man	DCE-00014899	\$269.00
12/1/2023	Beautiful Feet Books, Inc.	Approved Core Curriculum, Teacher Man	21859	\$350.20
12/1/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	BI0031226	\$271.04
12/1/2023	Dash Into Learning	Approved Core Curriculum, Teacher Man	677310341	\$43.49
12/1/2023	Demme Learning LLC	Approved Core Curriculum, Teacher Man	S003254	\$63.49
12/1/2023	Demme Learning LLC	Approved Core Curriculum, Teacher Man	S003326	\$64.61
12/1/2023	Dino Lingo Inc.	Approved Core Curriculum, Teacher Man	ELITE-0002	\$149.00
12/1/2023	Dino Lingo Inc.	Approved Core Curriculum, Teacher Man	ELITE-0001	\$149.00
12/1/2023	Home Science Tools	Approved Core Curriculum, Teacher Man	000544392	\$80.90
12/1/2023	Homeschool Languages	Approved Core Curriculum, Teacher Man	0004891	\$159.00
12/1/2023	Institute for Excellence in Writing	Approved Core Curriculum, Teacher Man	1076942	\$198.20
12/1/2023	Ivy Kids LLC	Approved Core Curriculum, Teacher Man	5082	\$287.40
12/1/2023	JackKris Publishing, LLC	Approved Core Curriculum, Teacher Man	18808	\$63.23
12/1/2023	Logic of English	Approved Core Curriculum, Teacher Man	SI-194646	\$153.93
12/1/2023	Mimeo.com, Inc	Approved Core Curriculum, Teacher Man	1951796	\$57.42
12/1/2023	Outschool, Inc.	Approved Core Curriculum, Teacher Man	12345721600	\$70.00
12/1/2023	Pandia Press	Approved Core Curriculum, Teacher Man	41177	\$93.99
12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4232384	\$45.16
12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4238530	\$41.44
12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4238515	\$41.44
12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4225922	\$183.43
12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4240191	\$26.86
12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4240214	\$81.35
12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4228170	\$179.79
12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4241976	\$30.07
12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4242723	\$38.71
12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4242655	\$141.25
12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4233336	\$80.37
12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4236304	\$127.01
12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4246271	\$115.16
12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4247143	\$41.21

Elite Academic Academy - Lucerne

12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4247149	\$24.20
12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4247148	\$429.39
12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4247158	\$420.31
12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4247152	\$192.34
12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4247153	\$57.11
12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4247155	\$24.47
12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4171601	\$76.51
12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4132142	\$176.57
12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4171616	\$81.06
12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4152557	\$381.58
12/1/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4206632	\$39.31
12/1/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S296842	\$171.46
12/1/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S296830	\$85.00
12/1/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S297700	\$79.94
12/1/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S297697	\$175.08
12/1/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S297844	\$187.66
12/1/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	495580	\$43.05
12/1/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	497643	\$87.89
12/1/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	497443	\$88.09
12/1/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	497604	\$43.45
12/1/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	497605	\$43.45
12/1/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	497644	\$43.45
12/1/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	497654	\$43.45
12/1/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	497652	\$43.45
12/1/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	497244	\$86.09
12/1/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	497399	\$86.09
12/1/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	497117	\$87.49
12/1/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	497009	\$86.89
12/1/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	497173	\$86.09
12/1/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	497118	\$88.09
12/1/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	497079	\$43.75
12/1/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	489426	\$43.45
12/1/2023	Teacher Synergy LLC	Approved Core Curriculum, Teacher Man	245479754	\$16.45
12/1/2023	Teacher Synergy LLC	Approved Core Curriculum, Teacher Man	245539192	\$3.00
12/1/2023	Teacher Synergy LLC	Approved Core Curriculum, Teacher Man	246761498	\$11.50

Elite Academic Academy - Lucerne

12/1/2023	The Regents of the University of California	Approved Core Curriculum, Teacher Man	221296	\$399.00
12/1/2023	Time4Learning	Approved Core Curriculum, Teacher Man	7256134	\$105.00
12/1/2023	Well Trained Mind Press	Approved Core Curriculum, Teacher Man	INV2300999	\$57.90
12/1/2023	Damian Potrero Rosas**	Business Services	EAA14	\$75.00
12/1/2023	Valley Office Equipment**	Copier Lease, Service, Toner & Repair	IN2310-1644	\$15.61
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JXF-KF9T-DXCR	\$173.99
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HMH-CYPX-JK4L	\$175.02
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17QQ-F44K-JFPN	\$191.28
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17QQ-F44K-K1PV	\$141.26
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14YX-YYN3-F6QL	\$135.67
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PYV-P9PV-LJTL	\$95.90
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1J6M-LPDT-MWXM	\$84.72
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1LH9-HJYN-6VXM	\$63.70
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1LH9-HJYN-7GW3	\$39.68
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1L9Q-J3NV-4TVM	\$33.60
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1J6M-LPDT-HVLR	\$30.41
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MQT-KPPK-JG9W	\$31.10
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PRH-TVMG-3XQW	\$29.89
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GL6-73RW-4D7T	\$34.22
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FRV-QDWW-HNJK	\$21.66
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13VM-D9FW-1FVD	\$25.54
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1391-YXNM-KTJ3	\$22.02
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1RL3-NWLT-1WVH	\$26.78
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KXY-R7FM-6K1Y	\$25.54
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13NR-37G1-1YJ3	\$26.74
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XF9-CPX3-4X4W	\$18.46
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1373-QJ7Y-DKXH	\$18.29
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1H4H-PCGF-1YXJ	\$18.29
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WDP-YG6V-DPQR	\$18.29
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GRP-JQLR-4TKX	\$14.54
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CP6-6Q33-LFLM	\$17.37
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NPL-T4PH-1FD3	\$14.00
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	149F-DVQW-KF6T	\$11.84
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19GL-TRYW-P7JV	\$1.85
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WTR-CP1P-H14X	\$7.06

Elite Academic Academy - Lucerne

12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19M1-HX69-3KQF	\$1.85
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WVR-KRNJ-646L	\$10.86
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PPL-WYNQ-1CM9	\$24.83
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NWN-G4PX-7MKW	\$4.11
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1M6J-97Y7-G3HG	\$180.54
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	113Q-3DTQ-HGKC	\$16.80
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1YGT-1HF7-KGQG	\$13.98
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CNP-9HNW-JJVQ	\$74.90
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NKN-QTY3-LN4L	\$43.08
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XJP-XFQ4-6X4H	\$74.00
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1TYP-6DWD-4MYC	\$218.70
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1RRY-MWXP-3CG3	\$207.69
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HNJ-1XXY-4PHH	\$195.74
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1Y3N-KQP4-JMPC	\$180.16
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1Y3N-KQP4-M33T	\$17.99
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19JD-FKR6-XPVK	\$9.98
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	161P-6CML-4NXD	\$102.05
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QPD-M7X6-1XM6	\$95.22
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VQX-17KL-MLQV	\$72.43
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17JC-JXM6-P94R	\$65.50
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1R9T-P9MD-1P46	\$60.89
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	139D-PGFD-1JTJ	\$62.36
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	16CK-G9LV-CD7V	\$48.92
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13PH-DR6K-4MJH	\$53.82
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17TH-P1XC-496P	\$48.44
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1Y3N-KQP4-JYPW	\$40.93
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VPP-7NH3-HJ3X	\$37.17
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GQL-VMKF-Y3G9	\$26.89
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1R4X-VJTW-JMFF	\$37.13
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19X6-JNC3-VKP6	\$18.73
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QHT-4HD7-31VL	\$18.26
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QPD-M7X6-3V9X	\$15.67
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1DPY-T1NR-XQFJ	\$10.76
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HKX-KPFJ-7MYX	\$6.93
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1YTG-YCMH-7QJC	\$6.44

Elite Academic Academy - Lucerne

12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QPX-KLC4-7DNX	\$28.91
12/1/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1T9J-96L4-6C31	\$585.82
12/1/2023	Jessica Maestas	Core Teaching/Student Supplies	MAE110123	\$12.99
12/1/2023	Jostens	Core Teaching/Student Supplies	32218811	\$38.33
12/1/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-1B010D2C10272315	\$193.90
12/1/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-6E42CFAD10272307	\$190.12
12/1/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-5CF64D4B10272310	\$190.12
12/1/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-F16EE6BC10252350	\$137.76
12/1/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-C947AF4111032309	\$194.80
12/1/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-9902229110272312	\$190.12
12/1/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-81D45F7511042328	\$137.76
12/1/2023	Mellisa Williams	Core Teaching/Student Supplies	WIL110223	\$119.98
12/1/2023	Mimeo.com, Inc	Core Teaching/Student Supplies	1952451	\$1,259.91
12/1/2023	Mimeo.com, Inc	Core Teaching/Student Supplies	IC-13132	\$6.77
12/1/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4229620	\$118.80
12/1/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4192605	\$35.01
12/1/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4211092	\$82.91
12/1/2023	Schoolhouse Discoveries LLC	Core Teaching/Student Supplies	1547	\$61.47
12/1/2023	Skinit Acquisition LLC	Core Teaching/Student Supplies	PSI-20026349	\$493.78
12/1/2023	Ursula Marin	Core Teaching/Student Supplies	MAR103123	\$179.99
12/1/2023	A+ In Home Tutors dba Firefly Tutors	Educational Services	538250320	\$2,290.00
12/1/2023	Abigail Inong	Educational Services	INO110823b	\$65.00
12/1/2023	Abigail Inong	Educational Services	INO110823a	\$65.00
12/1/2023	Abigail Inong	Educational Services	INO110823	\$70.00
12/1/2023	Abigail Mendoza	Educational Services	MEN103023	\$173.40
12/1/2023	Academy of Music and Arts - Murrieta and	Educational Services	538248661	\$535.00
12/1/2023	Applause Music Academy	Educational Services	538250324	\$311.00
12/1/2023	Ariel Jabsheh	Educational Services	JAB102623	\$108.00
12/1/2023	Bernice Trujillo	Educational Services	TRU102723	\$205.00
12/1/2023	Branche Jones	Educational Services	120	\$1,500.00
12/1/2023	Breanna Humes	Educational Services	538256127	\$170.00
12/1/2023	Brittany Fleming	Educational Services	FLE102523	\$435.00
12/1/2023	Brittany Fleming	Educational Services	FLE110323	\$440.00
12/1/2023	Cambria Lingenfelder	Educational Services	538248672	\$400.00
12/1/2023	Caroline Beus	Educational Services	538251065	\$475.00

Elite Academic Academy - Lucerne

12/1/2023	Casey Rojas	Educational Services	ROJ102723	\$41.25
12/1/2023	Casey Rojas	Educational Services	ROJ103123	\$28.33
12/1/2023	Cece's Artistic Touch	Educational Services	565	\$25.00
12/1/2023	Christina Martin	Educational Services	MAR110323	\$240.00
12/1/2023	Christina Martin	Educational Services	MAR110823	\$84.00
12/1/2023	Christina Rodriguez	Educational Services	ROD110623	\$125.00
12/1/2023	Christina Rodriguez	Educational Services	ROD110623a	\$125.00
12/1/2023	Christina Theofilos	Educational Services	THE103023	\$325.00
12/1/2023	Ciera Speer	Educational Services	SPE102523	\$65.00
12/1/2023	Dacia De La Rosa	Educational Services	DEL110223	\$28.00
12/1/2023	Danielle Reynolds	Educational Services	REY103123	\$152.50
12/1/2023	David Barnes	Educational Services	538253887	\$360.00
12/1/2023	DeeAnn Houck	Educational Services	HOU103023	\$61.60
12/1/2023	DeeAnn Houck	Educational Services	HOU103023a	\$137.25
12/1/2023	DeeAnn Houck	Educational Services	HOU110223	\$199.00
12/1/2023	DeeAnn Houck	Educational Services	HOU110223a	\$75.00
12/1/2023	Driven Tutoring	Educational Services	538251801	\$5,400.00
12/1/2023	Driven Tutoring	Educational Services	538255519	\$75.00
12/1/2023	EMH Sports USA, Inc	Educational Services	538250733	\$115.00
12/1/2023	Efrain Cordero	Educational Services	538257136	\$45.00
12/1/2023	Endeavor Gymnastics	Educational Services	538257646	\$110.00
12/1/2023	Frank Velasquez	Educational Services	538250325	\$455.00
12/1/2023	Freedom in Motion Inc.	Educational Services	538252290	\$833.00
12/1/2023	Friends of Willow Tree	Educational Services	538253889	\$695.00
12/1/2023	Frog Creek Adventure School	Educational Services	538258686	\$1,072.80
12/1/2023	GL Travel	Educational Services	0914202304	\$4,134.00
12/1/2023	Giordano's ATA Martial Arts	Educational Services	538254375	\$298.00
12/1/2023	Head2Heart Partners in Education	Educational Services	538250737	\$1,812.00
12/1/2023	Hope for Reading	Educational Services	538248668	\$100.00
12/1/2023	Huckleberry Center for Creative Learning	Educational Services	538251067	\$720.08
12/1/2023	Huckleberry Center for Creative Learning	Educational Services	538261432	\$96.66
12/1/2023	Iron Fist Martial Arts	Educational Services	538257912	\$65.00
12/1/2023	Jaclyn Hutchins*	Educational Services	538250474	\$175.00
12/1/2023	Jaclyn Hutchins*	Educational Services	538253893	\$35.00
12/1/2023	Jamee Requejo	Educational Services	REQ110223	\$87.25

Elite Academic Academy - Lucerne

12/1/2023	Janette Parra	Educational Services	PAR102723a	\$250.00
12/1/2023	Janette Parra	Educational Services	PAR102723	\$250.00
12/1/2023	Janette Parra	Educational Services	PAR110623	\$140.00
12/1/2023	Jesus Arambula	Educational Services	ARA103123	\$380.00
12/1/2023	Katie Olesen	Educational Services	OLE102723	\$286.00
12/1/2023	Kyana Pacheco	Educational Services	PAC110123	\$20.00
12/1/2023	Laura Meer	Educational Services	538248675	\$400.00
12/1/2023	Lauren Ragay	Educational Services	RAG103123a	\$50.00
12/1/2023	Lauren Ragay	Educational Services	RAG103123	\$50.00
12/1/2023	Laurie Garcia	Educational Services	GAR103023	\$278.00
12/1/2023	Learn Beyond the Book, LLC	Educational Services	538260866	\$439.00
12/1/2023	Lena Olson	Educational Services	014	\$250.00
12/1/2023	Loren Martinez	Educational Services	538248674	\$718.75
12/1/2023	Louvina Sheffield	Educational Services	538255888	\$371.00
12/1/2023	Manju Mohan	Educational Services	MOH102623	\$575.00
12/1/2023	Maria Jose De Paz Lopez	Educational Services	JOS110223a	\$50.00
12/1/2023	Maria Jose De Paz Lopez	Educational Services	JOS110223	\$50.00
12/1/2023	Maria Jose De Paz Lopez	Educational Services	JOS110323	\$136.00
12/1/2023	Maricela de la Rosa	Educational Services	DEL102423	\$158.75
12/1/2023	Maricela de la Rosa	Educational Services	DEL110623	\$127.00
12/1/2023	Master Lee's Kung Fu San Soo	Educational Services	538252296	\$139.00
12/1/2023	Mayrin Menjivar	Educational Services	MEN110623	\$198.00
12/1/2023	Melissa Cole	Educational Services	538248667	\$330.00
12/1/2023	Mellisa Williams	Educational Services	WIL110123	\$160.00
12/1/2023	Moonridge School of Dance	Educational Services	538255523	\$50.00
12/1/2023	Mr. D Math, LLC	Educational Services	538253896	\$434.00
12/1/2023	Nicole Barnhart	Educational Services	538252888	\$410.00
12/1/2023	Nicole the Math Lady, LLC	Educational Services	7652	\$59.00
12/1/2023	Noonan family Swim School, Inc.	Educational Services	538251074	\$76.50
12/1/2023	Noonan family Swim School, Inc.	Educational Services	538251070	\$204.00
12/1/2023	Ofelya Hakobyan	Educational Services	HAK110123	\$300.00
12/1/2023	Olivia Alarcon	Educational Services	ALA110123	\$125.00
12/1/2023	Olivia Alarcon	Educational Services	ALA110223a	\$125.00
12/1/2023	Olivia Alarcon	Educational Services	ALA110223	\$215.00
12/1/2023	P.U.M.A Karate	Educational Services	538253900	\$160.00

Elite Academic Academy - Lucerne

12/1/2023	Parnassus Preparatory Academy	Educational Services	538250478	\$4,198.57
12/1/2023	Rage Entertainment Complex	Educational Services	538252886	\$1,352.00
12/1/2023	Regina Rivero	Educational Services	RIV103023	\$312.00
12/1/2023	Rockside Music Inc	Educational Services	538248678	\$180.00
12/1/2023	STEM Center USA	Educational Services	538253905	\$545.00
12/1/2023	Sand n' Straw LLC	Educational Services	538248679	\$700.00
12/1/2023	Sandra Dean	Educational Services	DEA103023	\$275.00
12/1/2023	Shuran Liu	Educational Services	LIU110323	\$239.80
12/1/2023	Stacey Chen	Educational Services	CHE103023b	\$154.00
12/1/2023	Stacey Chen	Educational Services	CHE103023c	\$154.00
12/1/2023	Stacey Chen	Educational Services	CHE103023a	\$97.20
12/1/2023	Stacey Chen	Educational Services	CHE103023	\$97.20
12/1/2023	Suzanne Lazerus	Educational Services	LAZ103023	\$180.00
12/1/2023	Suzanne Lazerus	Educational Services	LAZ103023a	\$180.00
12/1/2023	Tara French	Educational Services	FRE103123	\$160.00
12/1/2023	Temecula Music Academy	Educational Services	538253909	\$750.00
12/1/2023	Temecula Music Teacher, LLC	Educational Services	538255526	\$345.00
12/1/2023	The Music Key School	Educational Services	538248680	\$160.00
12/1/2023	The Red Apple Project	Educational Services	538261434	\$225.00
12/1/2023	Thomas Bertling	Educational Services	BER110623	\$350.00
12/1/2023	Tim Weaver	Educational Services	WEA110823a	\$478.38
12/1/2023	Tim Weaver	Educational Services	WEA110823	\$478.38
12/1/2023	Tony Olivarez	Educational Services	OLI110223	\$240.00
12/1/2023	Universal Martial Arts Centers, Inc.	Educational Services	538255528	\$260.00
12/1/2023	Ursula Marin	Educational Services	MAR103023	\$175.00
12/1/2023	Ursula Marin	Educational Services	MAR110123	\$150.00
12/1/2023	Victoria Kohfeld	Educational Services	KOH110823	\$230.00
12/1/2023	Certifix Live Scan	Fingerprinting	81104	\$70.50
12/1/2023	Department of Justice	Fingerprinting	695892	\$40.50
12/1/2023	FlipSwitch Marketing LLC	Marketing	INVFM380	\$7,770.68
12/1/2023	Amazon Capital Services, Inc.	Materials & Supplies - Office	1LHX-67PR-3CH1	\$113.82
12/1/2023	Cecilia Rodriguez	Parent & Staff meeting food & supplies	ROD103123	\$9.25
12/1/2023	Frontier	Phone / Internet / Website Fees	012Dec2023	\$388.23
12/1/2023	Uline	Postage & Delivery - Educational	170363690	\$2,913.89
12/1/2023	Amazon Capital Services, Inc.	Professional Development	14RH-6RT6-T34G	\$53.10

Warrant Register: December 01 - January 25, 2024, November + December CC Charges

Elite Academic Academy - Lucerne

12/1/2023	Amazon Capital Services, Inc.	Professional Development	1Q6M-DWGD-4TPN	\$438.80
12/1/2023	Dynamic Education Services, Inc.	Special Education Services	SAS2663-02	\$2,600.00
12/1/2023	McColgan & Associates, Inc	Special Education Services	6064	\$5,001.05
12/1/2023	NCS Pearson, Inc.	Special Education Services	23742853	\$350.00
12/1/2023	TSW Therapy, Inc.	Special Education Services	3076	\$1,556.88
12/1/2023	TSW Therapy, Inc.	Special Education Services	3078	\$628.07
12/1/2023	TSW Therapy, Inc.	Special Education Services	3077	\$3,080.63
12/1/2023	SBCSS	STRS	011NovSTRS2023	\$49,000.00
12/1/2023	SBCSS	STRS	011NovSTRS2023	\$49,000.00
12/1/2023	SBCSS	STRS	011NovSTRS2023	\$49,000.00
12/1/2023	SBCSS	STRS	011NovSTRS2023	\$22,290.74
12/1/2023	Amazon Capital Services, Inc.	Technology Equipment - Staff	1QRL-6CHF-K939	\$122.96
12/1/2023	Amazon Capital Services, Inc.	Technology Equipment - Staff	19JD-FKR6-XPVK	\$103.39
12/1/2023	Amazon Capital Services, Inc.	Technology Equipment - Students	1Y3N-KQP4-M33T	\$104.41
12/1/2023	AGiRepair, Inc.	Technology Services & Software - Educat	098379	\$209.00
12/1/2023	Bella Dockery	Technology Services & Software - Educat	DOC102523	\$19.99
12/1/2023	Caroline Lawrence	Technology Services & Software - Educat	LAW103123	\$19.99
12/1/2023	OPS	Technology Services & Software - Educat	2497	\$1,161.12
12/1/2023	OPS	Technology Services & Software - Educat	2498	\$1,161.12
12/1/2023	School Pathways Holdings, LLC	Technology Services & Software - Educat	140-INV5752	\$520.00
12/1/2023	School Pathways Holdings, LLC	Technology Services & Software - Educat	140-INV5768	\$5,704.56
12/1/2023	Staples Technology Solutions	Technology Services & Software - Educat	PKA048	\$800.00
12/1/2023	Crystal Picon	UNALLOCATED WAGES	112423	\$45.72
12/1/2023	Southern California Edison	Utilities - Gas/Electric/Water	012DecSCE2023LU	\$189.65
12/1/2023	WWW.TEACHWORKS.COM	Technology Services & Software - Educat	CC 4328	\$47.99
12/1/2023	WWW.TEACHWORKS.COM	Technology Services & Software - Educat	CC 4328	\$175.99
12/3/2023	MOLLY MAID OF SADDLEBACK	Janitorial Services	CC 4328	\$203.00
12/4/2023	ADOBE *800-833-6687	Technology Services & Software - Busine:	CC 4328	\$857.58
12/5/2023	Guardian	Health Insurance	012Dec2023	\$6,548.73
12/5/2023	CUBESMART 713	Rent - Facilities Lease	CC 4328	\$324.00
12/6/2023	Anthem Blue Cross	Health Insurance	0202311922416	\$35,110.52
12/6/2023	PURCHASE INTEREST CHARGE	Interest	CC 4328	\$1,237.83
12/6/2023	FEDEX592670521	Postage & Delivery - Educational	CC 4328	\$48.99
12/6/2023	FEDEX592505438	Postage & Delivery - Educational	CC 4328	\$19.09
12/7/2023	All About Learning Press, Inc.	Approved Core Curriculum, Teacher Man	918935	\$183.90

Elite Academic Academy - Lucerne

12/7/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1YR9-QGPT-6JGV	\$11.51
12/7/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	17FF-NQ69-43GH	\$49.22
12/7/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1QCV-QWFD-CJD6	\$8.48
12/7/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1TLR-D1VV-1CMR	\$30.57
12/7/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1MQ4-XX1Q-6K3L	\$26.27
12/7/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1M34-Q4KC-66H9	\$59.10
12/7/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	11D3-Y9RF-CPTL	\$17.94
12/7/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1HW9-66VH-CGNX	\$5.38
12/7/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1PR9-RHF4-C941	\$16.11
12/7/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1RPG-H7HM-9KY9	\$4.34
12/7/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1MVM-9JV1-G3QD	\$32.22
12/7/2023	AoPS Incorporated	Approved Core Curriculum, Teacher Man	INV2306622	\$96.00
12/7/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	B1I0031411	\$188.00
12/7/2023	Brigantine Media	Approved Core Curriculum, Teacher Man	110823	\$171.79
12/7/2023	Elemental Science, Inc.	Approved Core Curriculum, Teacher Man	IN-6166	\$96.78
12/7/2023	Elemental Science, Inc.	Approved Core Curriculum, Teacher Man	IN-6170	\$17.59
12/7/2023	Home Science Tools	Approved Core Curriculum, Teacher Man	000545090	\$85.90
12/7/2023	Home Science Tools	Approved Core Curriculum, Teacher Man	000545091	\$85.90
12/7/2023	Home Science Tools	Approved Core Curriculum, Teacher Man	000545953	\$92.72
12/7/2023	Learning Without Tears	Approved Core Curriculum, Teacher Man	INV194919	\$58.60
12/7/2023	Logic of English	Approved Core Curriculum, Teacher Man	SI-195398	\$76.54
12/7/2023	Logic of English	Approved Core Curriculum, Teacher Man	SI-195401	\$364.20
12/7/2023	Miaplaza, Inc.	Approved Core Curriculum, Teacher Man	4334	\$108.00
12/7/2023	Mimeo.com, Inc	Approved Core Curriculum, Teacher Man	1955385	\$53.27
12/7/2023	Outschool, Inc.	Approved Core Curriculum, Teacher Man	12345722088	\$110.00
12/7/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4247151	\$14.84
12/7/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4251557	\$138.58
12/7/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4251558	\$47.41
12/7/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4251555	\$304.08
12/7/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4238524	\$267.70
12/7/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4251559	\$37.40
12/7/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4250151	\$80.93
12/7/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4251561	\$24.36
12/7/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4254224	\$137.46
12/7/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4254222	\$293.56

Elite Academic Academy - Lucerne

12/7/2023	Rightstart Math	Approved Core Curriculum, Teacher Man	389172	\$33.95
12/7/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S298011	\$141.94
12/7/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S298429	\$181.09
12/7/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	497623	\$86.89
12/7/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	497797	\$43.95
12/7/2023	Teacher Synergy LLC	Approved Core Curriculum, Teacher Man	248333641	\$10.50
12/7/2023	Prime Educational Solutions	Back Office Fees	1096	\$95,423.95
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13QT-3NDR-6L3T	\$45.94
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1911-C1RR-74YN	\$48.28
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1LM7-76X9-16VQ	\$131.39
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PV9-F6FR-DM6T	\$19.34
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14DJ-VRFD-CRFL	\$10.21
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13DW-CT7R-9R7N	\$100.52
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VGQ-GDQ4-7FQ1	\$94.75
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FGP-HPGV-7D6D	\$202.55
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QCV-QWFD-CJD6	\$72.83
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FGP-HPGV-1JD6	\$83.60
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	199X-16WH-3LC1	\$13.33
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HWG-9R9W-CKX4	\$10.21
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14DJ-VRFD-9LGR	\$29.03
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1LY1-NHKK-13JG	\$169.37
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1RD6-177V-CTNN	\$176.16
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1YFF-JL49-QWW4	\$72.20
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1LFH-YGQ4-RGTY	\$6.18
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JL4-Y7QK-3PJM	\$216.49
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VKQ-K6DC-6GMM	\$82.38
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PR9-RHF4-7DCR	\$30.44
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CFF-W4QP-7QR7	\$15.07
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1H3P-11QW-6C4V	\$18.47
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1H3P-11QW-6HJX	\$13.04
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19RJ -JCCP-44FL	\$134.06
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1M34-Q4KC-66H9	\$24.98
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GJP-6PTJ-C6YJ	\$272.90
12/7/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QCR-VTL1-FCTW	\$1.85
12/7/2023	Blick Art Materials	Core Teaching/Student Supplies	1849683	\$246.00

Elite Academic Academy - Lucerne

12/7/2023	Maria Vieyra	Core Teaching/Student Supplies	VIE111323	\$35.00
12/7/2023	Papers Scissors Stone	Core Teaching/Student Supplies	179730	\$262.60
12/7/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4242724	\$82.24
12/7/2023	Abigail Inong	Educational Services	INO110923b	\$22.00
12/7/2023	Abigail Inong	Educational Services	INO110923	\$22.00
12/7/2023	Abigail Inong	Educational Services	INO110923a	\$22.00
12/7/2023	Beyond Today Sports Institute	Educational Services	538264786	\$120.00
12/7/2023	Cambria Lingenfelder	Educational Services	538264787	\$400.00
12/7/2023	Cece's Artistic Touch	Educational Services	566	\$25.00
12/7/2023	Cheryl McCormick	Educational Services	024	\$1,584.00
12/7/2023	Cheyenne Parsons	Educational Services	PAR111323	\$121.50
12/7/2023	Cheyenne Parsons	Educational Services	PAR111323a	\$135.00
12/7/2023	Christina Scott	Educational Services	SCO111523	\$40.00
12/7/2023	Creative Stem and Arts	Educational Services	538270691	\$160.00
12/7/2023	Creissa Morales	Educational Services	MOR111523	\$250.00
12/7/2023	D.D. & S Learning Systems Inc.	Educational Services	538264321	\$590.00
12/7/2023	Dacia De La Rosa	Educational Services	DEL111323	\$20.00
12/7/2023	Elizabeth Harmetz	Educational Services	HAR111623	\$240.00
12/7/2023	Jessica Rice	Educational Services	538264317	\$455.00
12/7/2023	Jesus Arambula	Educational Services	ARA110923	\$145.00
12/7/2023	Joni Rayburn	Educational Services	RAY111323	\$20.00
12/7/2023	Julieanna Lange	Educational Services	LAN111323a	\$100.00
12/7/2023	Julieanna Lange	Educational Services	LAN111323	\$100.00
12/7/2023	Kimberly Keeth	Educational Services	538275269	\$60.00
12/7/2023	Kimberly Keeth	Educational Services	538283876	\$900.00
12/7/2023	La Jona Allen	Educational Services	ALL111323	\$40.00
12/7/2023	Marcia Dawkins	Educational Services	DAW111523	\$137.50
12/7/2023	Master Lee's Kung Fu San Soo	Educational Services	538264319	\$139.00
12/7/2023	Monique Waithe	Educational Services	WAI111523	\$120.00
12/7/2023	Nathaniel Brown	Educational Services	538266408	\$640.00
12/7/2023	Nicole Montgomery	Educational Services	MON111423	\$155.00
12/7/2023	Nicole the Math Lady, LLC	Educational Services	7662	\$99.00
12/7/2023	Prime Educational Solutions	Educational Services	1096	\$8,500.00
12/7/2023	RecruitMe	Educational Services	1001	\$125.00
12/7/2023	Riffs Music Enterprises Inc	Educational Services	538287469	\$420.00

Elite Academic Academy - Lucerne

12/7/2023	Roxana Davison	Educational Services	DAV110923	\$73.33
12/7/2023	Roxana Davison	Educational Services	DAV110923a	\$98.33
12/7/2023	Savannah Schuster	Educational Services	120123	\$400.00
12/7/2023	Stefinie Hernandez	Educational Services	HER110923	\$189.00
12/7/2023	Tiffany Pereda	Educational Services	PER111323	\$300.00
12/7/2023	Tracy Hubbard	Educational Services	HUB111623	\$150.00
12/7/2023	Victorville Taekwondo Academy, Inc	Educational Services	538266409	\$260.00
12/7/2023	Knight Security & Fire Systems	Fire, Alarm & Pest control	180480	\$20.00
12/7/2023	Blank Rome LLP	Legal Fees	2157321	\$178.50
12/7/2023	CSC	Legal Fees	82490949	\$42.00
12/7/2023	Amazon Capital Services, Inc.	Professional Development	11M9-DH43-67X4	\$208.69
12/7/2023	Amazon Capital Services, Inc.	Professional Development	1VGQ-GDQ4-WDDJ	\$23.85
12/7/2023	Video Approach	Professional Development	2023-050	\$2,085.00
12/7/2023	Multi-Health Systems, Inc.	Special Education Services	ORD-364625-Y4S9C0	\$112.50
12/7/2023	Prime Educational Solutions	Special Education Services	1096	\$4,166.67
12/7/2023	AGiRepair, Inc.	Technology Services & Software - Educat	099738	\$119.00
12/7/2023	AGiRepair, Inc.	Technology Services & Software - Educat	099736	\$189.00
12/8/2023	ADOBE *800-833-6687	Technology Services & Software - Busine:	CC 4328	\$14.80
12/10/2023	MOLLY MAID OF SADDLEBACK	Janitorial Services	CC 4328	\$203.00
12/10/2023	ZAPIER.COM/CHARGE	Technology Services & Software - Busine:	CC 4328	\$598.50
12/11/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	BI0031414	\$75.63
12/11/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	BI0031511	\$19.38
12/11/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	BI0031832	\$136.84
12/11/2023	Dash Into Learning	Approved Core Curriculum, Teacher Man	677310346	\$174.99
12/11/2023	Home Science Tools	Approved Core Curriculum, Teacher Man	000546764	\$167.90
12/11/2023	Home Science Tools	Approved Core Curriculum, Teacher Man	000547239	\$175.85
12/11/2023	Learning Without Tears	Approved Core Curriculum, Teacher Man	INV195111	\$58.07
12/11/2023	Mimeo.com, Inc	Approved Core Curriculum, Teacher Man	1956660	\$1,549.51
12/11/2023	Mimeo.com, Inc	Approved Core Curriculum, Teacher Man	1957709	\$392.33
12/11/2023	My Math Assistant, LLC	Approved Core Curriculum, Teacher Man	5610CAB2-0001	\$129.90
12/11/2023	Outschool, Inc.	Approved Core Curriculum, Teacher Man	12345722298	\$294.00
12/11/2023	Outschool, Inc.	Approved Core Curriculum, Teacher Man	12345722299	\$15.00
12/11/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4238397	\$102.10
12/11/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4251560	\$16.74
12/11/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4247147	\$271.14

Warrant Register: December 01 - January 25, 2024, November + December CC Charges

Elite Academic Academy - Lucerne

12/11/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4247141	\$77.90
12/11/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4251553	\$222.25
12/11/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4251554	\$215.41
12/11/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S299396	\$186.06
12/11/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	497781	\$86.89
12/11/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	497937	\$86.89
12/11/2023	Teacher Synergy LLC	Approved Core Curriculum, Teacher Man	249580633	\$5.00
12/11/2023	Teacher Synergy LLC	Approved Core Curriculum, Teacher Man	249596879	\$8.95
12/11/2023	Cody Simms	Board Stipends - Attendance	12Dec2023LU	\$300.00
12/11/2023	Nicole Aguirre	Board Stipends - Attendance	12Dec2023LU	\$300.00
12/11/2023	Susan Ann McDougal	Board Stipends - Attendance	12Dec2023LU	\$300.00
12/11/2023	Valley Office Equipment**	Copier Lease, Service, Toner & Repair	IN2311-1484	\$15.61
12/11/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1C4Y-HQMH-VTLV	\$65.99
12/11/2023	CrunchLabs LLC	Core Teaching/Student Supplies	SHOP22189883611	\$96.81
12/11/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-0B802F9511172304	\$65.14
12/11/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-6C049C0411172353	\$135.88
12/11/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-914C7C7311292341	\$244.47
12/11/2023	Little Passports, Inc	Core Teaching/Student Supplies	IN-0000996968	\$325.60
12/11/2023	Little Passports, Inc	Core Teaching/Student Supplies	IN-0000996967	\$184.89
12/11/2023	Little Passports, Inc	Core Teaching/Student Supplies	IN-0000996966	\$182.37
12/11/2023	Mimeo.com, Inc	Core Teaching/Student Supplies	1957709	\$1,198.80
12/11/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4250172	\$214.11
12/11/2023	Schoolhouse Discoveries LLC	Core Teaching/Student Supplies	1564	\$61.47
12/11/2023	Ursula Marin	Core Teaching/Student Supplies	MAR112723	\$99.00
12/11/2023	Academy of Music and Arts - Murrieta and	Educational Services	538283854	\$606.00
12/11/2023	Bernice Trujillo	Educational Services	TRU112823	\$205.00
12/11/2023	Brittany Fleming	Educational Services	FLE112823b	\$630.00
12/11/2023	Cambria Lingenfelder	Educational Services	538283877	\$1,500.00
12/11/2023	Casey Rojas	Educational Services	ROJ112723	\$41.25
12/11/2023	Christopher Bruneau	Educational Services	BRU111723	\$429.00
12/11/2023	Danielle Reynolds	Educational Services	REY112923	\$150.00
12/11/2023	DeeAnn Houck	Educational Services	HOU112823	\$201.30
12/11/2023	DeeAnn Houck	Educational Services	HOU112823a	\$61.60
12/11/2023	Driven Tutoring	Educational Services	538286820	\$2,850.00
12/11/2023	EMH Sports USA, Inc	Educational Services	538285125	\$235.00

Elite Academic Academy - Lucerne

12/11/2023	Elisa Suen	Educational Services	SUE112723	\$149.00
12/11/2023	Elisa Suen	Educational Services	SUE112723a	\$126.00
12/11/2023	Elizabeth Harmetz	Educational Services	HAR112023	\$120.00
12/11/2023	Emma Hauser Creative	Educational Services	538283897	\$50.00
12/11/2023	Felicia Davis	Educational Services	DAV112723	\$229.00
12/11/2023	Hope for Reading	Educational Services	538283862	\$100.00
12/11/2023	Itzygueri Leos	Educational Services	LE0112823	\$170.00
12/11/2023	Jesus Arambula	Educational Services	ARA112923	\$110.00
12/11/2023	Kevin Alexander	Educational Services	ALE112923	\$100.00
12/11/2023	Lauren Ragay	Educational Services	RAG112923	\$50.00
12/11/2023	Lauren Ragay	Educational Services	RAG112923a	\$50.00
12/11/2023	Lena Olson	Educational Services	015	\$350.00
12/11/2023	Marcia Dawkins	Educational Services	DAW112023	\$111.34
12/11/2023	Maricela de la Rosa	Educational Services	DEL112123	\$177.75
12/11/2023	Marie Campbell	Educational Services	CAM112023	\$140.00
12/11/2023	Marie Campbell	Educational Services	CAM112023a	\$140.00
12/11/2023	Mayrin Menjivar	Educational Services	MEN112723	\$99.00
12/11/2023	On Pointe Productions, LLC	Educational Services	538282578	\$500.00
12/11/2023	Ottum Yates	Educational Services	YAT112123	\$240.00
12/11/2023	Stacey Chen	Educational Services	CHE112723	\$97.20
12/11/2023	Stacey Chen	Educational Services	CHE112723a	\$97.20
12/11/2023	Stacey Chen	Educational Services	CHE112823a	\$154.00
12/11/2023	Stacey Chen	Educational Services	CHE112823	\$154.00
12/11/2023	Stephanie Guyer	Educational Services	GUY111723	\$40.00
12/11/2023	Victoria Kohfeld	Educational Services	KOH112723	\$230.00
12/11/2023	ZT Prospects Academy LLC	Educational Services	538275274	\$1,400.00
12/11/2023	Great American Insurance Group	General Liability Insurance	012Dec2023LU	\$3,124.00
12/11/2023	Hatch & Cesario, Attorneys-at-Law	Legal Fees	15632	\$255.00
12/11/2023	Hatch & Cesario, Attorneys-at-Law	Legal Fees	15631	\$459.00
12/11/2023	San Diego County Office of Education	Professional Development	099-043686	\$2,000.00
12/11/2023	Specialized Therapy Services, Inc.	Special Education Services	ELAA01-1023	\$1,032.95
12/11/2023	Curriculum Associates	Student Assessments	90793841	\$10,260.60
12/11/2023	Bella Dockery	Technology Services & Software - Educat	DOC112023	\$19.99
12/11/2023	OPS	Technology Services & Software - Educat	2505	\$1,201.12
12/11/2023	Marsh & McLennan Agency, LLC	Workers Compensation	2489770	\$4,067.50

Elite Academic Academy - Lucerne

12/13/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1FV7-KHXP-9166	\$18.23
12/13/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1GJW-VHYW-XM74	\$27.73
12/13/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1GNR-M4DX-46C1	\$16.86
12/13/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1Q6C-CJVC-61MH	\$19.06
12/13/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1D39-TN6P-H3TR	\$18.29
12/13/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1Y17-WDHT-4TXF	\$10.55
12/13/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1QPD-KF49-4JK9	\$15.21
12/13/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1Q6C-CJVC-61JQ	\$19.06
12/13/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1307-4PNW-6VL6	\$17.38
12/13/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1JNY-QGHV-3H63	\$16.40
12/13/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1YF9-WT17-Q4H3	\$17.62
12/13/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1HXT-7Y7X-6VHJ	\$9.78
12/13/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S298749	\$100.53
12/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13Q7-4PNW-3J1T	\$5.50
12/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1TT7-Q6PF-3TVL	\$333.97
12/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	11D3-Y9RF-XXWR	\$161.61
12/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1L9T-L1DD-6X7R	\$172.36
12/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HXT-7Y7X-91H6	\$106.87
12/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PN6-TV17-LGV4	\$105.38
12/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FV7-KHXP-9166	\$42.90
12/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GY9-7G4N-J9RD	\$76.71
12/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WRT-V3D6-9MPY	\$30.16
12/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FV4-J9G3-99WL	\$42.98
12/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	196X-MFRH-66R9	\$51.49
12/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JNY-QGHV-6DDP	\$26.33
12/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	11DT-4DFQ-CFKX	\$25.00
12/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1491-61KR-4MD6	\$5.38
12/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1LWK-PR3Y-4GKH	\$10.16
12/13/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1J74-XD7W-PT6F	\$8.57
12/13/2023	Music 6000	Core Teaching/Student Supplies	944	\$6,180.00
12/13/2023	WorldStrides Specialty Travel Programs	Educational Services	581255	\$3,875.00
12/13/2023	Aaron Livingston	Misc. Operating Expense	111823	\$60.31
12/13/2023	BERT ESPOSITO	Misc. Operating Expense	111823	\$241.23
12/13/2023	Brent Lavoie	Misc. Operating Expense	111823	\$60.31
12/13/2023	David Russell	Misc. Operating Expense	111823	\$240.56

Elite Academic Academy - Lucerne

12/13/2023	Gerardo Perez	Misc. Operating Expense	111823	\$85.59
12/13/2023	JANELLE SAWELENKO	Misc. Operating Expense	111823	\$33.27
12/13/2023	Jeff Williams	Misc. Operating Expense	111823	\$225.00
12/13/2023	MATTHEW WARD	Misc. Operating Expense	111823	\$67.40
12/13/2023	Mark Rand	Misc. Operating Expense	111823	\$135.00
12/13/2023	Michelle Wood	Misc. Operating Expense	111823	\$2,025.00
12/13/2023	Myshia Leboss	Misc. Operating Expense	111823	\$967.86
12/13/2023	Nicole Lively	Misc. Operating Expense	111823	\$9.31
12/13/2023	PATRICK NAVAS	Misc. Operating Expense	111823	\$1,520.19
12/13/2023	Patrick Thompson	Misc. Operating Expense	111823	\$180.92
12/13/2023	Rey Sanchez	Misc. Operating Expense	111823	\$60.14
12/13/2023	Robert Metzger	Misc. Operating Expense	111823	\$60.31
12/13/2023	Samantha Clifford	Misc. Operating Expense	111823	\$756.88
12/13/2023	Scott Michaelson	Misc. Operating Expense	111823	\$6.07
12/13/2023	Stef Ciccarelli	Misc. Operating Expense	111823	\$15.78
12/13/2023	Valcine Brown	Misc. Operating Expense	111823	\$129.19
12/13/2023	Amazon Capital Services, Inc.	Professional Development	1D39-TN6P-R9N9	\$216.77
12/13/2023	Life Storage	Rent - Facilities Lease	12Dec23#658b	\$156.50
12/13/2023	FEDEX593353146	Postage & Delivery - Business	CC 4328	\$50.80
12/13/2023	FEDEX593128550	Postage & Delivery - Business	CC 4328	\$73.72
12/14/2023	Aflac	Health Insurance	047340	\$1,153.42
12/14/2023	AIRTABLE.COM/BILL	Technology Services & Software - Busine:	CC 4328	\$336.00
12/15/2023	MOLLY MAID OF SADDLEBACK	Janitorial Services	CC 4328	\$203.00
12/19/2023	FIS LOCKBOX OPERATIONS ATTN:PITNEY B	Postage & Delivery - Educational	024.LU	\$7,000.00
12/19/2023	Mailchimp	Technology Services & Software - Busine:	CC 4328	\$100.00
12/20/2023	Savannah Schuster	Educational Services	121523	\$800.00
12/20/2023	FEDEX594231835	Postage & Delivery - Educational	CC 4328	\$18.29
12/21/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1PH4-96LT-FGPL	\$29.86
12/21/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1V4M-1TCP-HPPM	\$434.56
12/21/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1V9C-WQJC-13F6	\$116.58
12/21/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1T1V-37VJ-1TVJ	\$11.63
12/21/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1PH4-96LT-PCGM	\$29.73
12/21/2023	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	11K3-J9H6-KVG9	\$27.54
12/21/2023	Brigantine Media	Approved Core Curriculum, Teacher Man	112923	\$100.56
12/21/2023	Katherine Link	Approved Core Curriculum, Teacher Man	LIN120123a	\$772.13

Elite Academic Academy - Lucerne

12/21/2023	Katherine Link	Approved Core Curriculum, Teacher Man	LIN120123	\$294.77
12/21/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4273664	\$24.86
12/21/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4277040	\$24.36
12/21/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4275875	\$68.00
12/21/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4277045	\$58.42
12/21/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	496586	\$86.09
12/21/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	496534	\$43.05
12/21/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	498668	\$86.09
12/21/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	498593	\$43.05
12/21/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	498391	\$86.09
12/21/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	498390	\$86.09
12/21/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	498597	\$43.05
12/21/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	498595	\$43.05
12/21/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	498594	\$43.05
12/21/2023	Studies Weekly	Approved Core Curriculum, Teacher Man	498304	\$88.09
12/21/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PH4-96LT-FGPL	\$38.18
12/21/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1V9C-WQJC-13F6	\$110.78
12/21/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	194C-TGVR-3VKY	\$84.71
12/21/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1X99-9JQD-1P7V	\$77.06
12/21/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VPF-3M9W-1XGV	\$32.84
12/21/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PQM-VHCM-1NWP	\$61.07
12/21/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GR7-LXJP-4GV3	\$34.45
12/21/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GGQ-GTCJ-3R9H	\$45.50
12/21/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PFW-C7CP-49JP	\$36.83
12/21/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KV4-GTL6-394J	\$58.10
12/21/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14LM-J14W-3JF3	\$11.56
12/21/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PXN-YCVH-TFWR	\$80.90
12/21/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XLR-4PJV-R43X	\$45.52
12/21/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1P9F-F7LD-PDXT	\$22.99
12/21/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1DQW-XL1P-P9NH	\$10.22
12/21/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	11K3-J9H6-NTYT	\$145.69
12/21/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CWK-LWVF-RVLX	\$37.92
12/21/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FV7-KHXP-L16H	\$38.18
12/21/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17KK-NNHJ-JTJJ	\$19.56
12/21/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QPW-46GF-H1RD	\$27.55

Elite Academic Academy - Lucerne

12/21/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1496-RCFQ-J9DK	\$10.72
12/21/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1P9F-F7LD-F9LF	\$35.55
12/21/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FV4-J9G3-KK74	\$25.56
12/21/2023	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14TT-NH3N-GXHM	\$27.18
12/21/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-65E2CF1A11172308	\$74.24
12/21/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-43C257FC12082359	\$73.22
12/21/2023	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-B4C702A311292345	\$73.90
12/21/2023	San Bernardino County Superintendent of	County STRS Fees	QLC-01-2024	\$650.00
12/21/2023	A+ In Home Tutors dba Firefly Tutors	Educational Services	538289183	\$1,400.00
12/21/2023	Abigail Mendoza	Educational Services	MEN120123	\$289.00
12/21/2023	Brittany Fleming	Educational Services	FLE112823	\$293.00
12/21/2023	Brittany Fleming	Educational Services	FLE112823a	\$298.00
12/21/2023	Efrain Cordero	Educational Services	538289201	\$450.00
12/21/2023	Frank Velasquez	Educational Services	538289195	\$560.00
12/21/2023	Giordano's ATA Martial Arts	Educational Services	538286823	\$149.00
12/21/2023	Head2Heart Partners in Education	Educational Services	538289209	\$1,487.00
12/21/2023	Huckleberry Center for Creative Learning	Educational Services	538286826	\$2,740.74
12/21/2023	Iron Fist Martial Arts	Educational Services	538283874	\$65.00
12/21/2023	Jaclyn Hutchins*	Educational Services	538285137	\$120.00
12/21/2023	Jaclyn Hutchins*	Educational Services	538283873	\$175.00
12/21/2023	Jaclyn Hutchins*	Educational Services	538284020	\$120.00
12/21/2023	Jessica Rice	Educational Services	538286814	\$455.00
12/21/2023	Kimberly Keeth	Educational Services	538323283	\$610.00
12/21/2023	Laura Craig	Educational Services	CRA120123	\$87.50
12/21/2023	Laura Meer	Educational Services	538283881	\$400.00
12/21/2023	Loren Martinez	Educational Services	538285139	\$130.00
12/21/2023	Loren Martinez	Educational Services	538283878	\$93.75
12/21/2023	Lorna Jenkins	Educational Services	538285148	\$208.00
12/21/2023	Louvina Sheffield	Educational Services	538286834	\$296.00
12/21/2023	Master Lee's Kung Fu San Soo	Educational Services	538289211	\$139.00
12/21/2023	Melissa Cole	Educational Services	538283859	\$270.00
12/21/2023	Melissa J. Diwa Enterprises	Educational Services	538283857	\$2,544.00
12/21/2023	Melissa J. Diwa Enterprises	Educational Services	538286817	\$1,014.00
12/21/2023	Melissa J. Diwa Enterprises	Educational Services	538287462	\$360.00
12/21/2023	Melissa J. Diwa Enterprises	Educational Services	538289193	\$744.00

Elite Academic Academy - Lucerne

12/21/2023	Neesha N. Rahim	Educational Services	148	\$7,500.00
12/21/2023	Neesha N. Rahim	Educational Services	150	\$15,750.00
12/21/2023	Noonan family Swim School, Inc.	Educational Services	538283888	\$178.50
12/21/2023	Noonan family Swim School, Inc.	Educational Services	538283890	\$76.50
12/21/2023	Ofelya Hakobyan	Educational Services	HAK113023	\$125.00
12/21/2023	Rage Entertainment Complex	Educational Services	538289213	\$1,352.00
12/21/2023	Sand n' Straw LLC	Educational Services	538283899	\$460.00
12/21/2023	Temecula Music Academy	Educational Services	538285157	\$430.46
12/21/2023	Temecula Music Teacher, LLC	Educational Services	538289214	\$345.00
12/21/2023	The Performer's Academy	Educational Services	538287473	\$150.00
12/21/2023	Tiffany Pereda	Educational Services	PER120123	\$225.00
12/21/2023	Victorville Taekwondo Academy, Inc	Educational Services	538283900	\$1,300.00
12/21/2023	ZT Prospects Academy LLC	Educational Services	538283906	\$900.00
12/21/2023	Amazon Capital Services, Inc.	Materials & Supplies - Office	1WPM-MW9P-79WP	\$183.16
12/21/2023	Frontier	Phone / Internet / Website Fees	001Jan2024	\$388.23
12/21/2023	Stukent, Inc.	Technology Services & Software - Educat	20399	\$500.00
12/21/2023	J2 EFAX SERVICES	Technology Services & Software - Busine:	CC 4328	\$10.00
12/21/2023	FEDEX594541595	Postage & Delivery - Educational	CC 4328	\$30.78
12/21/2023	JOTFORM INC.	Business Services	CC 4328	\$39.00
12/24/2023	J2 EFAX SERVICES	Technology Services & Software - Busine:	CC 4328	\$18.99
12/26/2023	Kaiser Foundation Health Plan	Health Insurance	4.83938E+11	\$1,574.06
12/26/2023	CRISTINA PLANCHON	UNALLOCATED WAGES	122623	\$2,302.91
12/26/2023	WWW.KAJABI.COM	Technology Services & Software - Busine:	CC 4328	\$199.00
12/27/2023	SBCSS	STRS	012DecSTRS2023	\$163,826.46
12/29/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	BI0032138	\$1,064.59
12/29/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	BI0032140	\$837.19
12/29/2023	BookShark, LLC	Approved Core Curriculum, Teacher Man	BI0032139	\$99.96
12/29/2023	Dash Into Learning	Approved Core Curriculum, Teacher Man	677310349	\$63.49
12/29/2023	Demme Learning LLC	Approved Core Curriculum, Teacher Man	S003554	\$155.38
12/29/2023	Home Science Tools	Approved Core Curriculum, Teacher Man	000551905	\$97.90
12/29/2023	Learning Without Tears	Approved Core Curriculum, Teacher Man	INV195802	\$23.66
12/29/2023	Maria Ramirez	Approved Core Curriculum, Teacher Man	RAM120623	\$171.99
12/29/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4281276	\$401.85
12/29/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4290641	\$35.23
12/29/2023	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4290593	\$144.64

Elite Academic Academy - Lucerne

12/29/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S299767	\$158.04
12/29/2023	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S299843	\$208.60
12/29/2023	Teacher Synergy LLC	Approved Core Curriculum, Teacher Man	250589323	\$7.99
12/29/2023	Teacher Synergy LLC	Approved Core Curriculum, Teacher Man	250588983	\$5.00
12/29/2023	Blick Art Materials	Core Teaching/Student Supplies	1996665	\$8.69
12/29/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4281903	\$56.32
12/29/2023	Rainbow Resource Center	Core Teaching/Student Supplies	4277059	\$399.64
12/29/2023	Thomas S. Olson	Core Teaching/Student Supplies	OLS120623	\$56.77
12/29/2023	Branche Jones	Educational Services	121	\$1,500.00
12/29/2023	Caroline Beus	Educational Services	538293166	\$400.00
12/29/2023	Casey Rojas	Educational Services	ROJ120723	\$28.34
12/29/2023	Christina Martin	Educational Services	MAR120723	\$84.00
12/29/2023	Christina Rodriguez	Educational Services	ROD120723	\$125.00
12/29/2023	Christina Rodriguez	Educational Services	ROD120723a	\$125.00
12/29/2023	Collette Sharp	Educational Services	SHA120623	\$38.95
12/29/2023	Creative Stem and Arts	Educational Services	538302347	\$160.00
12/29/2023	D.D. & S Learning Systems Inc.	Educational Services	538311140	\$807.00
12/29/2023	D.D. & S Learning Systems Inc.	Educational Services	538311142	\$354.00
12/29/2023	DeRoche LLC, DBA: Youth Movement	Educational Services	538296620	\$62.00
12/29/2023	DeeAnn Houck	Educational Services	HOU120723	\$199.00
12/29/2023	DeeAnn Houck	Educational Services	HOU120723a	\$75.00
12/29/2023	Dunn Enterprises Inc.	Educational Services	538296622	\$122.00
12/29/2023	Ebony Ishimoto	Educational Services	ISH120423	\$34.49
12/29/2023	Elizabeth Harmetz	Educational Services	HAR120423a	\$120.00
12/29/2023	Elizabeth Harmetz	Educational Services	HAR120423	\$120.00
12/29/2023	Friends of Willow Tree	Educational Services	538294428	\$695.00
12/29/2023	Huckleberry Center for Creative Learning	Educational Services	538296621	\$816.74
12/29/2023	Itzygueri Leos	Educational Services	LE0120723	\$99.00
12/29/2023	JEGI, Inc.	Educational Services	538293176	\$189.00
12/29/2023	Jaelyn Hutchins*	Educational Services	538289210	\$105.00
12/29/2023	Jessica Maestas	Educational Services	MAE120623	\$18.00
12/29/2023	Julia Dugenia	Educational Services	DUG120623a	\$79.00
12/29/2023	Julia Dugenia	Educational Services	DUG120623	\$79.00
12/29/2023	KidsArt-Claremont, Inc.	Educational Services	538298786	\$54.00
12/29/2023	Krystal Vega	Educational Services	VEG121023	\$95.00

Elite Academic Academy - Lucerne

12/29/2023	Krystal Vega	Educational Services	VEG121023a	\$70.00
12/29/2023	Kyana Pacheco	Educational Services	PAC121023	\$15.00
12/29/2023	Lori Witt	Educational Services	WIT120823	\$625.00
12/29/2023	Maria Leon	Educational Services	LE0120823	\$10.00
12/29/2023	Melissa J. Diwa Enterprises	Educational Services	538295537	\$1,716.00
12/29/2023	Melissa J. Diwa Enterprises	Educational Services	538296614	\$270.00
12/29/2023	Melissa J. Diwa Enterprises	Educational Services	538300501	\$1,440.00
12/29/2023	Melissa J. Diwa Enterprises	Educational Services	538303751	\$636.00
12/29/2023	Melissa J. Diwa Enterprises	Educational Services	538307342	\$180.00
12/29/2023	Moonridge School of Dance	Educational Services	538290798	\$60.00
12/29/2023	N-PAC LLC	Educational Services	538300502	\$262.50
12/29/2023	Nicole Barnhart	Educational Services	538307343	\$340.00
12/29/2023	Olivia Alarcon	Educational Services	ALA120723	\$215.00
12/29/2023	On Pointe Productions, LLC	Educational Services	538294744	\$500.00
12/29/2023	On Pointe Productions, LLC	Educational Services	538302350	\$70.00
12/29/2023	Ottum Yates	Educational Services	YAT120823	\$120.00
12/29/2023	P.U.M.A Karate	Educational Services	538303756	\$160.00
12/29/2023	Parnassus Preparatory Academy	Educational Services	538294033	\$3,270.91
12/29/2023	Stacey Chen	Educational Services	CHE120623	\$75.00
12/29/2023	Stephanie Meza	Educational Services	MEZ121023	\$100.00
12/29/2023	Tara French	Educational Services	FRE120823	\$290.00
12/29/2023	The Music Key School	Educational Services	538298789	\$160.00
12/29/2023	Thomas S. Olson	Educational Services	OLS120623a	\$100.00
12/29/2023	Ursula Marin	Educational Services	MAR120423	\$155.00
12/29/2023	Blank Rome LLP	Legal Fees	2164379	\$760.00
12/29/2023	Thomas S. Olson	Mileage, Parking & Tolls	OLS120623	\$39.00
12/29/2023	Thomas S. Olson	Postage & Delivery - Educational	OLS120623	\$22.46
12/29/2023	Dynamic Education Services, Inc.	Special Education Services	SAS2663-03	\$1,400.00
12/29/2023	Dynamic Education Services, Inc.	Special Education Services	ERICS2662-03	\$560.00
12/29/2023	Dynamic Education Services, Inc.	Special Education Services	ERICS2661-03	\$560.00
12/29/2023	McColgan & Associates, Inc	Special Education Services	6086	\$2,795.00
12/29/2023	TSW Therapy, Inc.	Special Education Services	3097	\$2,120.00
12/29/2023	TSW Therapy, Inc.	Special Education Services	3098	\$530.00
12/29/2023	TSW Therapy, Inc.	Special Education Services	3096	\$1,060.00
12/29/2023	San Joaquin County Office of Education	Staff Recruiting	242428	\$600.00

Elite Academic Academy - Lucerne

12/29/2023	San Joaquin County Office of Education	Staff Recruiting	242427	\$2,400.00
12/29/2023	School Pathways Holdings, LLC	Technology Services & Software - Educat	140-INV5812	\$5,204.39
1/3/2024	Mimeo.com, Inc	Approved Core Curriculum, Teacher Man	1961122	\$134.99
1/3/2024	Outschool, Inc.	Approved Core Curriculum, Teacher Man	12345723083	\$720.00
1/3/2024	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S300354	\$85.00
1/3/2024	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S300355	\$85.00
1/3/2024	Alisa's Piano Studio	Educational Services	538319435	\$700.00
1/3/2024	Christina Theofilos	Educational Services	THE121323	\$300.00
1/3/2024	Jaclyn Hutchins*	Educational Services	538320466	\$60.00
1/3/2024	Jaclyn Hutchins*	Educational Services	538323281	\$140.00
1/3/2024	Jaclyn Hutchins*	Educational Services	538324678	\$195.00
1/3/2024	Kimberly Baca	Educational Services	BAC121123	\$385.00
1/3/2024	Laura Craig	Educational Services	CRA121423	\$87.50
1/3/2024	Loren Martinez	Educational Services	538323287	\$380.00
1/3/2024	Louvina Sheffield	Educational Services	538323291	\$246.00
1/3/2024	Melissa J. Diwa Enterprises	Educational Services	538316690	\$288.00
1/3/2024	Melissa J. Diwa Enterprises	Educational Services	538323278	\$2,523.00
1/3/2024	Shuran Liu	Educational Services	LIU121123	\$239.80
1/3/2024	Anthem Blue Cross	Health Insurance	0202312922891	\$38,381.87
1/3/2024	Guardian	Health Insurance	001Jan2024	\$7,529.31
1/3/2024	FlipSwitch Marketing LLC	Marketing	INVFM383	\$8,281.54
1/3/2024	Mia Blackwell	Parent & Staff meeting food & supplies	BLA121123	\$17.20
1/3/2024	Nexelm LLC	Rent - Facilities Lease	ELM203_010124	\$2,558.60
1/3/2024	Wildomar Valley Wood Products, Inc., Defi	Rent - Facilities Lease	01Jan2024Lease	\$2,752.50
1/3/2024	Multi-Health Systems, Inc.	Special Education Services	ORD-371321-BOT4M6	\$56.25
1/3/2024	Multi-Health Systems, Inc.	Special Education Services	ORD-372878-X5C4C7	\$53.13
1/3/2024	Southern California Edison	Utilities - Gas/Electric/Water	001JanSCE2024LU	\$232.35
1/5/2024	All About Learning Press, Inc.	Approved Core Curriculum, Teacher Man	919137	\$232.47
1/5/2024	All About Learning Press, Inc.	Approved Core Curriculum, Teacher Man	919138	\$183.90
1/5/2024	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1PXN-YCVH-7H NJ	\$709.60
1/5/2024	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	13Y7-1NYL-TLNC	\$14.39
1/5/2024	Mimeo.com, Inc	Approved Core Curriculum, Teacher Man	1962224	\$209.59
1/5/2024	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4228161	\$24.59
1/5/2024	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4287696	\$24.36
1/5/2024	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4290576	\$178.31

Elite Academic Academy - Lucerne

1/5/2024	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S299780	\$159.98
1/5/2024	Time4Learning	Approved Core Curriculum, Teacher Man	7429971	\$475.00
1/5/2024	Zingy Learning	Approved Core Curriculum, Teacher Man	27017	\$750.00
1/5/2024	Pitney Bowes Global Financial Services LLC	Business Services	3106469301	\$179.29
1/5/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PXN-YCVH-7HNI	\$3,257.67
1/5/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	197X-NGVC-M9Q3	\$912.18
1/5/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FNG-P36C-P96C	\$203.42
1/5/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1C79-VRTF-M4YL	\$300.35
1/5/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13Y7-1NYL-KYD6	\$158.96
1/5/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PFW-C7CP-LPQQ	\$158.96
1/5/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MRJ-6CRC-VDMX	\$150.14
1/5/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13Y7-1NYL-TLNC	\$58.10
1/5/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1744-FF69-MPRQ	\$31.76
1/5/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QF9-HHXV-MYDQ	\$43.08
1/5/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1X9W-KFJQ-1DN9	\$61.17
1/5/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13GT-K1G6-JRMN	\$53.91
1/5/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1H6J-RHL9-T7PH	\$16.26
1/5/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PFC-CT7D-6F3V	\$20.73
1/5/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1X9Q-RX1T-1TH4	\$18.48
1/5/2024	Little Passports, Inc	Core Teaching/Student Supplies	IN-0000997125	\$187.16
1/5/2024	Academy of Music and Arts - Murrieta and	Educational Services	538337558	\$158.00
1/5/2024	Bernice Trujillo	Educational Services	TRU122023	\$205.00
1/5/2024	Breanna Humes	Educational Services	538337555	\$340.00
1/5/2024	Cece's Artistic Touch	Educational Services	567	\$25.00
1/5/2024	Christian Moreno	Educational Services	002	\$125.00
1/5/2024	Ciera Speer	Educational Services	SPE122123	\$195.00
1/5/2024	DeeAnn Houck	Educational Services	HOU122023	\$201.30
1/5/2024	DeeAnn Houck	Educational Services	HOU122023a	\$61.60
1/5/2024	DeeAnn Houck	Educational Services	HOU122123	\$199.00
1/5/2024	EMH Sports USA, Inc	Educational Services	538337575	\$40.00
1/5/2024	Lynda Nguyen	Educational Services	NGU121523a	\$750.00
1/5/2024	Lynda Nguyen	Educational Services	NGU121523	\$900.00
1/5/2024	Manju Mohan	Educational Services	MOH122023	\$225.00
1/5/2024	Marcia Dawkins	Educational Services	DAW121823	\$111.34
1/5/2024	Maria Jose De Paz Lopez	Educational Services	JOS121923	\$136.00

Elite Academic Academy - Lucerne

1/5/2024	Maricela de la Rosa	Educational Services	DEL121823	\$95.25
1/5/2024	Master Lee's Kung Fu San Soo	Educational Services	538337590	\$139.00
1/5/2024	Mayrin Menjivar	Educational Services	MEN122023	\$99.00
1/5/2024	Melissa J. Diwa Enterprises	Educational Services	538337569	\$4,941.00
1/5/2024	Mellisa Williams	Educational Services	WIL122123	\$80.00
1/5/2024	Nicole Barnhart	Educational Services	538337604	\$480.00
1/5/2024	Noonan family Swim School, Inc.	Educational Services	538337601	\$76.50
1/5/2024	Noonan family Swim School, Inc.	Educational Services	538337600	\$204.00
1/5/2024	Olivia Alarcon	Educational Services	ALA121823	\$105.00
1/5/2024	Olivia Alarcon	Educational Services	ALA122023	\$215.00
1/5/2024	Thomas Bertling	Educational Services	BER122123	\$560.00
1/5/2024	Certifix Live Scan	Fingerprinting	82180	\$169.25
1/5/2024	Department of Justice	Fingerprinting	702403	\$49.00
1/5/2024	Amazon Capital Services, Inc.	Materials & Supplies - Office	1JWC-7QTM-6TYC	\$86.39
1/5/2024	Amazon Capital Services, Inc.	Professional Development	11WJ -9J6C-NVXG	\$127.44
1/5/2024	NCS Pearson, Inc.	Special Education Services	23851079	\$296.06
1/5/2024	Amazon Capital Services, Inc.	Technology Equipment - Staff	1FQM-J4LG-6TX9	\$65.23
1/5/2024	Bella Dockery	Technology Services & Software - Educat	DOC121823	\$19.99
1/5/2024	T-Mobile	Technology Services & Software - Educat	988741886-09	\$5,695.30
1/5/2024	Marsh & McLennan Agency, LLC	Workers Compensation	2518552	\$4,067.50
1/9/2024	Romita Sharma	Educational Services	SHA110323	\$315.00
1/9/2024	Bagger Sports	Marketing	5419	\$7,234.59
1/11/2024	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1Q3W-YKHY-CXKN	\$12.55
1/11/2024	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1Q3W-YKHY-6C1M	\$41.85
1/11/2024	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1RM3-HNRQ-6DPG	\$41.46
1/11/2024	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1VCF-H1L9-DGQC	\$12.43
1/11/2024	Demme Learning LLC	Approved Core Curriculum, Teacher Man	S003633	\$77.79
1/11/2024	Demme Learning LLC	Approved Core Curriculum, Teacher Man	S003634	\$63.71
1/11/2024	Demme Learning LLC	Approved Core Curriculum, Teacher Man	S003632	\$77.79
1/11/2024	Home Science Tools	Approved Core Curriculum, Teacher Man	000554126	\$32.45
1/11/2024	Home Science Tools	Approved Core Curriculum, Teacher Man	000554129	\$85.90
1/11/2024	Home Science Tools	Approved Core Curriculum, Teacher Man	000554344	\$32.45
1/11/2024	Home Science Tools	Approved Core Curriculum, Teacher Man	000554343	\$85.90
1/11/2024	Learning Without Tears	Approved Core Curriculum, Teacher Man	INV196025	\$21.67
1/11/2024	Learning Without Tears	Approved Core Curriculum, Teacher Man	INV196053	\$34.08

Warrant Register: December 01 - January 25, 2024, November + December CC Charges

Elite Academic Academy - Lucerne

1/11/2024	Mosdos Press	Approved Core Curriculum, Teacher Man	20662	\$166.00
1/11/2024	Mosdos Press	Approved Core Curriculum, Teacher Man	20660	\$166.00
1/11/2024	Mosdos Press	Approved Core Curriculum, Teacher Man	20661	\$166.00
1/11/2024	Mosdos Press	Approved Core Curriculum, Teacher Man	20665	\$166.00
1/11/2024	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4290642	\$41.45
1/11/2024	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4290614	\$36.00
1/11/2024	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4290566	\$90.23
1/11/2024	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4298033	\$41.44
1/11/2024	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4298045	\$301.98
1/11/2024	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S300224	\$93.23
1/11/2024	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S300361	\$190.02
1/11/2024	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S300352	\$100.53
1/11/2024	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S300353	\$158.04
1/11/2024	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S300504	\$186.06
1/11/2024	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S300600	\$206.82
1/11/2024	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S300601	\$206.82
1/11/2024	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S300602	\$186.06
1/11/2024	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S300599	\$186.06
1/11/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1K1V-CY36-3GP7	\$146.69
1/11/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QKQ-MFPQ-1RDM	\$162.91
1/11/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1M34-QFGN-KJR3	\$87.72
1/11/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PPT-V7KG-NRRD	\$96.60
1/11/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17R1-LP7J-CD6P	\$27.36
1/11/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1K6X-KPJ1-9PKM	\$25.42
1/11/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1DLJ-WXW3-7HPJ	\$73.25
1/11/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VCF-H1L9-CT3T	\$145.45
1/11/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NM3-XL9M-4MQK	\$9.78
1/11/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NM3-XL9M-CDYY	\$55.36
1/11/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19JM-YK33-DXTM	\$36.07
1/11/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19JM-YK33-FDD7	\$104.23
1/11/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1LR4-3YJM-DFGN	\$323.51
1/11/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JGR-3MM1-F3N7	\$25.15
1/11/2024	CrunchLabs LLC	Core Teaching/Student Supplies	SHOP22185922211	\$96.81
1/11/2024	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-1D4B267F12122336	\$134.63
1/11/2024	Lakeshore Learning Materials	Core Teaching/Student Supplies	7.81676E+11	\$147.21

Elite Academic Academy - Lucerne

1/11/2024	Little Passports, Inc	Core Teaching/Student Supplies	IN-0000997126	\$188.90
1/11/2024	Little Passports, Inc	Core Teaching/Student Supplies	IN-0000997124	\$187.16
1/11/2024	Mimeo.com, Inc	Core Teaching/Student Supplies	IC-6876	\$7.40
1/11/2024	Applause Music Academy	Educational Services	538337559	\$492.00
1/11/2024	Cambria Lingenfelder	Educational Services	538337588	\$1,100.00
1/11/2024	Casey Rojas	Educational Services	ROJ122823	\$41.25
1/11/2024	Christina Martin	Educational Services	MAR122823	\$84.00
1/11/2024	David Barnes	Educational Services	538337571	\$480.00
1/11/2024	Driven Tutoring	Educational Services	538337573	\$2,100.00
1/11/2024	Elizabeth Harmetz	Educational Services	HAR122623	\$120.00
1/11/2024	Elizabeth Harmetz	Educational Services	HAR122623a	\$120.00
1/11/2024	Lori Witt	Educational Services	WIT122823	\$625.00
1/11/2024	Nathaniel Brown	Educational Services	538337592	\$440.00
1/11/2024	Sameh Abdelmalek	Educational Services	ABD122823	\$100.00
1/11/2024	Sandra Dean	Educational Services	DEA121023	\$550.00
1/11/2024	Shuran Liu	Educational Services	LIU122823	\$110.10
1/11/2024	Stephanie Rodriguez	Educational Services	ROD120123	\$580.00
1/11/2024	Sylvia Carreon	Educational Services	CAR121823	\$120.00
1/11/2024	Universal Martial Arts Centers, Inc.	Educational Services	538337611	\$395.00
1/11/2024	Knight Security & Fire Systems	Fire, Alarm & Pest control	183083	\$20.00
1/11/2024	Great American Insurance Group	General Liability Insurance	001Jan2024LU	\$3,124.00
1/11/2024	Life Storage	Rent - Facilities Lease	001Jan24#658b	\$156.50
1/11/2024	AGiRepair, Inc.	Technology Services & Software - Educat	105725	\$99.00
1/11/2024	AGiRepair, Inc.	Technology Services & Software - Educat	106407	\$366.00
1/11/2024	OPS	Technology Services & Software - Educat	2511	\$1,161.12
1/12/2024	Wildomar Valley Wood Products, Inc., Defi	Rent - Facilities Lease	01Jan2024Lease	\$64.00
1/16/2024	Mimeo.com, Inc	Approved Core Curriculum, Teacher Man	1956660	\$47.63
1/17/2024	Savannah Schuster	Educational Services	011224	\$800.00
1/18/2024	Valley Office Equipment**	Copier Lease, Service, Toner & Repair	IN2312-1406	\$15.61
1/18/2024	Taryn Hill	Educational Services	HIL120923	\$120.00
1/18/2024	Aflac	Health Insurance	397379	\$1,153.42
1/18/2024	Caroline Ruffridge	UNALLOCATED WAGES	011724	\$5,461.05
1/19/2024	T-Mobile	Technology Services & Software - Educat	011Nov2023-981231998	\$1,149.21
1/22/2024	Department of Justice	Fingerprinting	689106	\$49.00
1/23/2024	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1TJF-3WCL-193P	\$15.83

Warrant Register: December 01 - January 25, 2024, November + December CC Charges

Elite Academic Academy - Lucerne

1/23/2024	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1V73-L1GR-7NVK	\$12.55
1/23/2024	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1DDG-KCP7-4CHP	\$11.95
1/23/2024	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	196C-G4MR-4TLH	\$11.32
1/23/2024	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1CW1-YCCM-FV34	\$27.28
1/23/2024	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1MX1-WP17-JTNX	\$12.72
1/23/2024	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1TR3-LL1F-TCT6	\$16.11
1/23/2024	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1JYH-JWYG-TY4D	\$12.64
1/23/2024	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Man	1F3R-1VWG-LJXG	\$12.64
1/23/2024	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4290557	\$49.86
1/23/2024	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4290977	\$110.41
1/23/2024	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4292484	\$101.57
1/23/2024	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4295470	\$39.20
1/23/2024	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4298031	\$21.56
1/23/2024	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4298035	\$24.59
1/23/2024	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4298034	\$64.26
1/23/2024	Rainbow Resource Center	Approved Core Curriculum, Teacher Man	4292485	\$75.74
1/23/2024	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S300679	\$104.96
1/23/2024	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S300676	\$100.41
1/23/2024	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S300667	\$100.41
1/23/2024	Singapore Math Inc.	Approved Core Curriculum, Teacher Man	S297842	\$28.47
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MQT-YHNV-9CVD	\$43.80
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1K4X-4F74-QQ3C	\$252.75
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NHM-PF9Y-PXLJ	\$323.24
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17RG-3Q6K-TQ7Q	\$112.66
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MWY-6Q4R-W7QG	\$112.52
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17RG-3Q6K-NDNK	\$90.08
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1TGC-4TDC-R9MJ	\$60.50
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NHX-M6VL-4VQM	\$7.60
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XM3-K9NM-433H	\$7.60
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1W11-GPDY-1VKD	\$58.42
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WTH-H3DX-7F7Q	\$169.78
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	11VK-GJ MJ -W3Y6	\$161.39
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13GL-1J7V-CPV7	\$155.27
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1K6X-KPJ1-XQY7	\$10.85
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CCX-HF1F-H66N	\$131.75

Elite Academic Academy - Lucerne

1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XVH-44YC-H3GW	\$49.02
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XVH-44YC-JRKT	\$68.79
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1M7N-FT3T-CWLN	\$67.20
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GMK-9Y6W-JVQ9	\$315.94
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FY1-1K6X-MG4D	\$310.73
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KC4-Q4RN-VD43	\$308.42
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FY1-1K6X-JQYJ	\$114.57
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1G3Y-TYCY-KFQQ	\$94.92
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FG7-CGWW-QJYG	\$70.49
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19YT-R4X1-QPGP	\$35.06
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19LK-4K7P-TYRG	\$15.21
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JGR-3MM1-RWV3	\$15.21
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1RM3-HNRQ-KQ3J	\$6.46
1/23/2024	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19JM-YK33-LKTJ	\$10.11
1/23/2024	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-A63D801E12162300	\$134.63
1/23/2024	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-2FEB79B001092400	\$135.26
1/23/2024	Lakeshore Learning Materials	Core Teaching/Student Supplies	8.13978E+11	\$17.70
1/23/2024	Lakeshore Learning Materials	Core Teaching/Student Supplies	8.18976E+11	\$17.70
1/23/2024	Little Passports, Inc	Core Teaching/Student Supplies	IN-0000997057	\$67.08
1/23/2024	Mimeo.com, Inc	Core Teaching/Student Supplies	1963855	\$1,303.83
1/23/2024	Rainbow Resource Center	Core Teaching/Student Supplies	4290518	\$180.75
1/23/2024	Schoolhouse Discoveries LLC	Core Teaching/Student Supplies	1574	\$62.66
1/23/2024	Caroline Beus	Educational Services	538337565	\$175.00
1/23/2024	Cheryl McCormick	Educational Services	025	\$2,448.00
1/23/2024	Giordano's ATA Martial Arts	Educational Services	538337577	\$149.00
1/23/2024	Head2Heart Partners in Education	Educational Services	538337580	\$726.00
1/23/2024	Jamie Turner	Educational Services	TUR012323	\$45.00
1/23/2024	Krystal Vega	Educational Services	VEG121123	\$95.00
1/23/2024	Lauren Ragay	Educational Services	RAG122923a	\$50.00
1/23/2024	Lauren Ragay	Educational Services	RAG122923	\$50.00
1/23/2024	Lily Diehl	Educational Services	538337581	\$555.00
1/23/2024	Marcia Dawkins	Educational Services	DAW122923	\$137.50
1/23/2024	Maria Mack	Educational Services	MAC011224	\$130.00
1/23/2024	Moonridge School of Dance	Educational Services	538337591	\$30.00
1/23/2024	Natalie Manning	Educational Services	MAN120122	\$10.00

Elite Academic Academy - Lucerne

1/23/2024	Neesha N. Rahim	Educational Services	249	\$7,500.00
1/23/2024	Neesha N. Rahim	Educational Services	151	\$15,750.00
1/23/2024	Rage Entertainment Complex	Educational Services	538337603	\$1,357.00
1/23/2024	STEM Center USA	Educational Services	538337607	\$425.00
1/23/2024	Temecula Music Academy	Educational Services	538337608	\$263.13
1/23/2024	Xtreme Fit Murrieta Inc	Educational Services	538337613	\$170.00
1/23/2024	Hatch & Cesario, Attorneys-at-Law	Legal Fees	15710	\$68.00
1/23/2024	Hatch & Cesario, Attorneys-at-Law	Legal Fees	15709	\$1,522.00
1/23/2024	Amazon Capital Services, Inc.	Materials & Supplies - Office	1NWQ-7NP6-KP3N	\$107.73
1/23/2024	Frontier	Phone / Internet / Website Fees	002Feb2024	\$388.41
1/23/2024	TSW Therapy, Inc.	Special Education Services	3118	\$463.75
1/23/2024	TSW Therapy, Inc.	Special Education Services	3116	\$894.39
1/23/2024	TSW Therapy, Inc.	Special Education Services	3117	\$2,543.13
1/23/2024	AGiRepair, Inc.	Technology Services & Software - Educat	107382	\$35.88
1/25/2024	SBCSS	STRS	001JanSTRS2024	\$156,611.02
1/25/2024	RACHEL CAMARILLO	UNALLOCATED WAGES	012624	\$2,904.80

Elite Academic Academy - Instructional Service Community Partner - December 2023-January 2024

<u>Partner Name</u>	<u>Description of Services</u>	<u>Link to EAA VCI 2023-2024 Applications</u>
KidsArt Claremont Inc.	Weekly drawing and painting fine art classes for ages 4 to adult	KidsArt Claremont Inc. EAA VCI 23-24 Application
Mathnasium of Cerritos	Math tutoring, learning and education	Mathnasium of Cerritos EAA VCI 23-24 Application
United Studios of Self Defense - Newport Beach	Private and group martial arts lessons	United Studios of Self Defense - Newport Beach EAA VCI 23-24 Application
Literacy Lane Tutoring	Reading intervention tutoring	Literacy Lane Tutoring EAA VCI 23-24 Application
Rebekah Hyde's Piano Studio	Piano lessons	Rebekah Hyde's Piano Studio EAA VCI 23-24 Application
WM Music Lessons, Inc.	Music lessons and fundamentals (guitar, ukulele, piano, drums, cajon, bass guitar, voice and more).	WM Music Lessons, Inc. EAA VCI 23-24 Application

Elite Academic Academy - Educational Material Partners - January 2024

Partner Name	Product Description	Link to EAA EMR 2023-2024 Applications
Rolling Hills Publishing, LLC	Automotive curriculum	Rolling Hills Publishing, LLC_EAA EMR 23-24 Application
Marcy Cook Math	Math tiling activities + books for elementary and middle school	Marcy Cook Math_EAA EMR 23-24 Application
Creating A Masterpiece LLC	Online fine art courses	Creating A Masterpiece LLC_EAA EMR 23-24 Application
Denison Algebra	Video-based math courses with a physical, consumable textbook	Denison Algebra_EAA EMR 23-24 Application



Temporary Virtual Instructional Assistant - Job Description

Position Title:	Temporary Virtual Instructional Assistant
Position Type:	Temporary
Reports To:	Credit Recovery/Acceleration Coordinator
FLSA Status:	Non-Exempt
School Classification:	Classified
Pay Range:	\$18 per hour
Work Schedule:	Varies
Location:	Remote

Position Summary: *The Temporary Virtual Instructional Assistant supports the staff and students by completing various duties outlined in this job description to support student engagement and learning.*

Qualifications:

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

- Any combination equivalent to: graduation from high school and at least one year of experience related to the duties and responsibilities specified.
- State and federal fingerprint clearance (LiveScan) to work with students (Ed. Code 44237). No prospective employee can report to work without this clearance being received and the Human Resources Manager notifying the immediate supervisor of this clearance.
- Proof of a clear TB Tine test dated within the last 60 days (Ed. Code 49406) upon employment and thereafter updated every four years.

Essential Duties:

- Carry out tasks assigned by the admin/teacher of record.
- Provide support to the teacher to ensure students are engaged in their academics.
- Contact students via phone, text, or zoom to help keep them engaged.
- Collect student work samples, and required signed documents for the teacher of record.
- Assist students in uploading work and required documents
- Follow up on emails written by the teacher of record.
- Assists students and/or parents, individually or in groups, with lesson assignments to present or reinforce learning concepts.
- Assist students and/or parents in connecting with the proper support needed by their teachers of record, academic support, and content teachers.

*Temporary Virtual Instructional Assistant Job Description
Pending Board Approval*

- Assist in the maintenance/preparation of instructional materials.
- Assist in the maintenance of student attendance and achievement.
- Assist students in attending enrichment webinars.

Other Duties

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

Knowledge and Abilities:

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

- Effective written and oral communication form.
- Ability to understand and follow safety procedures.
- Develop and maintain effective working relationships.
- Display sensitivity, tact and responsiveness in various situations and needs.
- Handle public contact and relations effectively.
- Ability to understand and follow specific instructions and procedures.
- Analyze and resolve problems.
- Ability to work independently and coordinate with others.
- Maintain accurate and orderly records.
- Ability to work collaboratively with a team.
- Maintain a high level of confidentiality.
- Handle feedback and constructive criticism.

Use of Computer Technology:

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

Physical Demands:

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

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

Work Environment:

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

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

Hazards:

- Contact with dissatisfied individuals

Employee Acknowledgement:

Employee Signature

Printed Name

Date

Employee Code	Position	Payroll Profile Desc	Contract Date	Hourly Rate	Annual Salary
23240517	IT Support	Elite Academic Academy - Lucerne	1/1/2024	\$20.00	\$41,600.00
23240400	Teacher of Record-Virtual	Elite Academic Academy - Lucerne	1/8/2024		\$37,520



January 12, 2024

Re: [REDACTED] Employment Status

[REDACTED],

Per your email correspondence of December 12, 2023, you are resigning from your current position of Lead DUSD On-Site Teacher of Record-Virtual with Elite Academic Academy - Lucerne effective January 17, 2024.

Please return all company-owned property on, or before, January 25, 2024. You can hand-deliver these items to our Temecula business office: 43414 Business Park Drive, Temecula, CA 92590. Please advise if you would prefer we send you a FedEx label which you can use to mail in your equipment.

Attached to this letter, please find the following:

1. Notice to Employee as to Change in Relationship
2. Final Paycheck Acknowledgment (and paystub)
3. Company Property Return Form
4. For Your Benefit (Form 2320)
5. Notice to Terminating Employees- Health Insurance Premium Notice

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

Sincerely,

[REDACTED]

[REDACTED], Esq. - Chief Personnel Officer

A-G Completion Improvement Grant Plan Progress Report

Local Educational Agency (LEA) Name	Total Grant Allocation
Elite Academic Academy-Lucerne	\$150,000

Plan Descriptions

A description of how the funds will be used to increase or improve services for foster youth, low-income students, and English learners to improve A-G eligibility

The A-G Completion Improvement Grant Plan allocates funds to enhance A-G support and eligibility for all students in grades 9-12, including unduplicated pupils. The funds will be utilized for the following initiatives:

Professional Development

Professional Development is crucial for enhancing A-G completion. The funds will be utilized for educators, administrators, and counselors to participate in various training opportunities, workshops, and ongoing programs. The aim is to support student learning and improve A-G eligibility, especially for foster youth, low-income students, and English language learners. The initiatives include:

- Induction programs for new teachers facilitated by the San Diego County Office of Education.
- Professional Development with the Marzano Institute to align and enhance Professional Learning Communities, addressing academic gaps with an action plan.
- Universal Design for Learning Professional Development to support effective instruction and learning.
- 4-year Planning sessions for student academic achievement and future college and career planning.
- Advanced Placement summer workshops in collaboration with the College Board, covering a variety of AP courses and the 4-module training for AP Classrooms.
- Professional Development through the University of California Curriculum Integration (UCCI) for Integrated Career Technical Education (CTE) and Core courses/Course Development.
- Ongoing professional development for teachers focused on English Language Learners' support.

Student Support Systems & Tutoring System

Funds will be directed toward developing and supporting an ongoing student support system, incorporating a Multi-tiered System of support for academic, behavioral, and emotional needs. This includes weekly small group sessions with academic acceleration coaches, individual counseling sessions with school counselors or social workers, and live and synchronous sessions with credentialed educators. A robust tutoring platform will be established to provide additional support, ensuring that all students receive assistance to reengage and succeed in their A-G courses.

Year-Round Credit Recovery Track

Students will have the opportunity to participate in a year-round track of school, allowing them to retake failed A-G courses or accelerate their learning. The block scheduling approach enables students to concentrate on two courses at a time, facilitating focused exploration and individualized teaching. Longer class times provide teachers with the opportunity to address specific student needs for support.

Curriculum Development & Expansion

Funds will be utilized to expand coursework and develop A-G courses to increase student access and achievement. The initiatives include:
Development of engaging and rigorous A-G-approved integrated Core courses with Career Technical Education courses.
Adoption of UCCI Integrated A-G courses and their integration into CTE pathways, preparing students for A-G completion while exploring potential career paths.
Adoption of various vendor-approved A-G or AP courses to align with student interests and best practices for learning.
Funding for curriculum development and educational tools necessary for rigorous course development.
Implementation of dual enrollment options.

Overall, these initiatives aim to create a comprehensive framework for A-G support, emphasizing professional development, student support systems, credit recovery, and curriculum development to enhance student access and achievement.

How is this descriptor being measured?

In the 21/22 school year, 89.9% of students were enrolled in A-G courses required for CSU/UC entrance and 47.06% were graduates who completed all courses needed for CSU/US entrance. We are looking forward to seeing the improvement of those percentages because of the plans and measurements listed below.

The descriptor above is being measured by:

Attendance tracking:

Monitoring the attendance of teachers, administrators, and counselors in professional development opportunities, workshops, and ongoing training and the assessment of Skill Acquisition by evaluating the acquisition of skills and knowledge through professional development programs, ensuring that educators are equipped to support A-G eligibility for targeted students.

Student Support Systems & Tutoring System:

Utilization Rates: Track the usage of the multi-tiered system of support, including small group sessions, individual counseling, and live learning sessions, to assess how well students engage with the support services.

Academic Progress Monitoring: Regularly monitor the academic progress of students who receive support through the tutoring system to measure the impact on achievement within their courses.

Year-Round Credit Recovery Track:

Attendance and Participation: Track student attendance and participation in the year-round credit recovery track to ensure that students take advantage of the opportunity to retake failed A-G courses or accelerate their learning.

Course Completion Rates: Monitor the completion rates of courses in the year-round track to assess the effectiveness of the focused approach and individualized teaching.

Curriculum Development & Expansion:

Course Enrollment Rates: Track the enrollment rates of students in newly developed and expanded A-G courses to measure the level of interest and accessibility.

Assessment Results: Evaluate student performance in the adopted courses, looking at assessment results to ensure the rigor and effectiveness of the curriculum.

Dual Enrollment Participation: Monitor the participation of students in dual enrollment options to gauge the success of providing additional pathways for A-G completion.

Overall Program Evaluation:

A-G Completion Rates: Assess the overall A-G completion rates for the targeted student populations to determine the program's success in improving eligibility.

Feedback and Surveys: Collect feedback from students, educators, and administrators through surveys to understand the qualitative impact of the implemented strategies. Regular assessments and feedback loops will help in adjusting strategies and ensuring continuous improvement in supporting foster youth, low-income students, and English language learners in achieving A-G eligibility.

Financial Accountability:

Budget Reporting: Regularly report on the allocation of funds to the school board, ensuring that the budget aligns with the planned activities and that resources are distributed effectively.

What are the outcomes based on those measurements?

The intended outcomes for students and staff based on these measurements are:

Positive Attendance Trends: Improved attendance among at-risk students, indicating their active participation in professional development opportunities.

Enhanced Educator Competence: Evidence of increased skill acquisition among teachers, administrators, and counselors, leading to better support for A-G eligibility among targeted students.

Increased Utilization Rates: Higher utilization rates of the multi-tiered support system, demonstrate that foster youth, low-income students, and English learners students are actively engaging with small group sessions, counseling, and live learning opportunities.

Improved Academic Progress: Positive trends in academic progress, indicate that students receiving support through the tutoring system are making strides in their courses and achieving higher levels of success.

Higher Attendance and Participation Rates within the Year-Round Credit Recovery track: Increased attendance and participation in the year-round credit recovery track, showcasing a proactive approach by foster youth, low-income students, and English learners students in retaking A-G courses and accelerating their learning.

Improved Course Completion Rates: Higher completion rates in year-round courses, reflecting the effectiveness of the focused approach and individualized teaching for foster youth, low-income students, and English learners students.

Elevated Course Enrollment Rates: Growing enrollment rates in newly developed and expanded A-G courses, suggest heightened interest and improved accessibility for foster youth, low-income students, and English learners students.

Positive Assessment Results: Improved performance in adopted courses, indicating that the curriculum is rigorous and effective in supporting foster youth, low-income students, and English learners students.

Increased Dual Enrollment Participation: Growing participation in dual enrollment options, signaling success in providing additional pathways for A-G completion among foster youth, low-income students, and English learners students.

Enhanced A-G Completion Rates: Positive trends in A-G completion rates among the targeted student populations, demonstrate the program's success in improving eligibility for foster youth, low-income students, and English learners students.

Positive Feedback from Stakeholders: Favorable feedback from students, educators, and administrators through surveys, indicating a qualitative impact and satisfaction with implemented strategies.

Financial Accountability: Transparent Budget Reporting: Regular and transparent reporting on fund allocation to the school board, ensuring that resources are effectively distributed and aligned with planned activities for foster youth, low-income students, and English learners students.

Once we have access to the 22/23 data on the intended outcomes, we will be able to compare measurements and growth against the previous year's data.

Expenditures to Date

1000 - Certificated Teachers	57,639.45
3000 - Certificated Teacher Benefits	15,443.23
4000 - Core Curriculum	1,917.32

A description of the extent to which all students, including foster youth, low-income students, and English learners, will have access to A-G courses approved by the University of California.

Every student will be granted access to University of California-approved A-G courses through their Master Schedule course selections and via the Canvas Learning Management system. Our Canvas platform seamlessly integrates multiple A-G-approved curricula from various vendors. Elite ensures equitable access to A-G materials and teacher support by providing computers and Wi-Fi to students without their own online platform access. The school counselor collaborates with all students, including foster youth, low-income students, and English learners, ensuring they have access to A-G course selections, pathways, and guidance to stay on track for A-G graduation requirements.

How is this descriptor being measured?

The initiative is being measured through several key components aimed at ensuring equitable access to A-G courses and supporting students in staying on track for graduation:

Master Schedule Course Selections:

Monitoring Course Offerings: Regularly review the Master Schedule to ensure that a diverse range of A-G courses approved by the University of California is available. Writing and approving our own Elite curriculum through the UC/CSU system.

Course Enrollment Data: Track the enrollment data to ensure that students, including foster youth, low-income students, and English learners, are actively selecting A-G courses.

Canvas Learning Management System:

Usage Metrics: Monitor the usage of the Canvas Learning Management System to assess how many students are actively accessing A-G course materials and utilizing teacher support and instruction.

Integration Effectiveness: Evaluate the effectiveness of integrating various A-G approved curricula vendors within the Canvas system to ensure a seamless learning experience.

Technology Access and Support:

Distribution of Computers and WiFi: Track the distribution of computers and WiFi to students who do not have their own access, ensuring that all students, regardless of socioeconomic status, have the necessary tools to engage with online A-G materials.

Technical Support Requests: Monitor and address technical support requests to ensure students can effectively use the online platform.

School Counselor Engagement:

Individual Student Counseling and 4 Year Planning: Maintain records of individual counseling sessions with the school counselor to ensure that each student, including foster youth, low-income students, and English learners, receives personalized guidance on A-G course selections and pathways.

Progress Monitoring: Regularly monitor the progress of students to confirm they are staying on the A-G track for graduation.

Equity and Inclusion Metrics:

Demographic Analysis: Analyze demographic data to ensure that the initiative is effectively reaching and benefiting all student groups, including traditionally underserved populations.

Feedback from Underrepresented Groups: Collect feedback specifically from foster youth, low-income students, and English learners to assess their experience with accessing and participating in A-G courses.

Graduation Tracking:

A-G Graduation Rates: Regularly track and analyze graduation rates specifically related to A-G completion, ensuring that the initiative is contributing to higher graduation rates among all students.

Continuous Improvement and Feedback:

Feedback Mechanisms: Establish mechanisms for continuous feedback from students, teachers, and administrators to identify areas for improvement and refine the initiative over time.

What are the outcomes based on those measurements?

The outcomes based on the above measurements are:

Student Outcomes:

Increased A-G Course Enrollment Rates:

Indicator: Higher enrollment rates in A-G courses, especially among traditionally underserved students.

Impact: Increased exposure to a diverse range of A-G courses, providing students with a broader educational experience.

Enhanced Technology Access and Usage:

Indicator: Successful distribution of computers and WiFi, coupled with increased usage of the Canvas Learning Management System and access to curriculum and teacher live sessions and support.

Impact: Improved accessibility to online A-G materials, ensuring that students, regardless of socioeconomic status, can actively engage in their coursework.

Improved Academic Progress and Graduation Rates:

Indicator: Positive progress monitoring outcomes and higher A-G graduation rates.

Impact: Demonstrates that students are not only enrolling in A-G courses but are also successfully progressing through the curriculum, ultimately leading to higher graduation rates.

Personalized Counseling and Planning:

Indicator: Records of individual counseling sessions and documented 4-year plans for each student.

Impact: Students, including foster youth, low-income students, and English learners, receive tailored guidance and planning, promoting a clearer path to A-G completion and graduation.

Positive Feedback from Underrepresented Groups:

Indicator: Collected feedback from underrepresented groups, including foster youth, low-income students, and English learners.

Impact: Ensures that the initiative is meeting the unique needs and experiences of traditionally underserved populations, leading to a more inclusive and effective program.

Staff Outcomes:

Diverse Course Offerings and Integration Success:

Indicator: Successful integration of various A-G approved curricula vendors in the Canvas system, aligned with a diverse Master Schedule.

Impact: Provides teachers with a rich toolkit and varied resources, enhancing their ability to deliver engaging A-G courses.

Enhanced Counseling and Progress Monitoring Skills:

Indicator: Documentation of individual counseling sessions and accurate progress monitoring records.

Impact: Demonstrates the school counselor's effectiveness in providing personalized guidance and tracking student progress towards A-G completion.

Expenditures to Date

SAME EXPENDITURES AS ABOVE

1000 - Certificated Teachers 57,639.45

3000 - Certificated Teacher Benefits	15,443.23
4000 - Core Curriculum	1,917.32

The number of students who were identified for opportunities to retake A-G approved courses in which they received a “D”, “F”, or “Fail” grade in the 2020 spring semester or the 2020-21 school year and a description of the method used to offer the opportunity retake courses.

Number of Students: 131

Students had the opportunity to retake courses through a six-week credit recovery program conducted during the summer months. This program allowed students to re-enroll in two A-G courses, structured in a block schedule, with guidance and support from their highly-qualified educator and assistance from the school counselor. Additionally, students benefited from tutoring resources provided by hired tutors, as well as live instruction and tutoring hours conducted by our credentialed teachers.

How is this descriptor being measured?

The Year Round track implemented for students to re-take courses during the summer months involves a structured and supportive approach to facilitate their academic progress. Here's a detailed description:

Duration:

The credit recovery program spans six weeks during the summer months, providing students with an intensive and focused period to re-take A-G courses.

Course Offerings:

Students have the opportunity to re-take two A-G courses during the program, allowing them to concentrate on specific subjects and address areas where they may need additional support.

Block Schedule:

The program utilizes a block schedule, allowing students to concentrate on a limited number of subjects during each session. This approach enhances focus and facilitates more in-depth exploration of course content.

Highly-Qualified Educator:

A highly-qualified educator is assigned to instruct and support students during the credit recovery program. These educators possess expertise in the subject matter and are equipped to provide targeted assistance to students seeking to improve their understanding and performance.

Guidance from School Counselor:

The school counselor plays a crucial role in guiding students through the credit recovery process. They provide counseling on course selection, academic planning, and overall support to ensure students stay on track for A-G completion.

Tutoring Access:

Students have access to tutoring services provided by hired Elite tutors and credentialed teachers. This additional support is available to help students grasp challenging concepts, complete assignments, and prepare for assessments.

Live Instruction Hours:

The live instruction hours delivered by credentialed teachers are carefully measured. This involves tracking the number of hours dedicated to direct instruction, ensuring that students receive a substantial amount of face-to-face learning and guidance.

Tutoring Hours:

The tutoring hours provided by hired tutors and credentialed teachers are also measured. This includes both group and individual tutoring sessions aimed at addressing specific student needs.

Attendance Records:

Attendance records are maintained to track student participation in live instruction and tutoring sessions. This ensures that students actively engage with the support provided during the credit recovery program.

Student Progress Monitoring:

Regular assessments and progress monitoring are conducted to track individual student progress throughout the credit recovery program. This helps identify areas of improvement and ensures that students are making significant strides in their retaken courses.

Feedback from Participants:

Soliciting feedback from students, educators, and counselors provides valuable insights into the program's strengths and areas for enhancement. This feedback is crucial for refining future iterations of the credit recovery initiative.

Success Metrics:

Success metrics include comparing pre-program assessments with post-program assessments, analyzing completion rates, and evaluating any improvements in A-G course performance among participating students.

What are the outcomes based on those measurements?

Student Outcomes Based on Measurements:

Improved A-G Course Completion:

Measurement: Completion rates and assessments before and after the program.

Outcome: Increased completion rates and improved performance in A-G courses, indicating successful academic progress and mastery of course content.

Enhanced Subject Mastery:

Measurement: Pre- and post-program assessments and progress monitoring.

Outcome: Students demonstrate a deeper understanding of specific subjects as evidenced by improved assessment scores and progress monitoring results.

Focused Academic Progress:

Measurement: Attendance records and progress monitoring.

Outcome: Higher attendance rates and consistent academic progress, indicating a focused commitment to learning and successful engagement in the credit recovery program.

Individualized Support Utilization:

Measurement: Tutoring hours and participation in live instruction.

Outcome: Increased utilization of tutoring services and live instruction hours, demonstrating that students actively seek and benefit from individualized support.

Effective Block Schedule Implementation:

Measurement: Program participation and feedback.

Outcome: Positive feedback on the block schedule structure, indicating that students find the approach conducive to concentrated learning and in-depth exploration of course content.

Positive Educator and Counselor Impact:

Measurement: Feedback from participants.

Outcome: Positive feedback on the contributions of the highly-qualified educator and school counselor, suggesting that their support significantly influences students' academic success and overall experience.

Successful Guidance and Planning:

Measurement: Feedback from participants and progress monitoring.

Outcome: Students, with the guidance of the school counselor, effectively plan their academic journey, leading to improved course selection and progression towards A-G completion.

Increased Confidence and Self-Efficacy:

Measurement: Feedback and success metrics.

Outcome: Positive feedback and improved success metrics indicate that students gain confidence in their academic abilities and develop a sense of self-efficacy in their ability to succeed in A-G courses.

Effective Use of Feedback Mechanisms:

Measurement: Feedback from participants.

Outcome: Evidence of adjustments and improvements based on feedback, indicating a responsive and adaptive credit recovery program that addresses the evolving needs of students and educators.

Quantifiable Success Metrics:

Measurement: Completion rates, pre- and post-program assessments, and A-G course performance analysis.

Outcome: Tangible evidence of program success, providing a comprehensive view of the impact on student academic achievement and progress toward A-G completion.

Continuous Program Enhancement:

Measurement: Feedback from participants.

Outcome: Ongoing refinements to the program based on continuous feedback, ensuring that the credit recovery initiative evolves to meet the changing needs of students and educators.

Expenditures to Date

1000 - Certificated Teachers	40,347.62
3000 - Certificated Teacher Benefits	10,810.26
4000 - Core Curriculum	1,342.12

A description of how the plan and described services, and associated expenditures, if applicable, supplement services in the Local Control and Accountability Plan and Learning Recovery Plan.

The description and plan complement services outlined in both the Local Control and Accountability Plan and the Learning Recovery Plan by aligning with multiple goals and action plans.

Goal #1: Improve Academic Achievement for ALL Students

Evaluate students' academic performance through local assessments and provide targeted interventions, including meetings with the guidance and curriculum directors, participation in the RTI process, tutoring from approved vendors, and providing test-taking strategies and time management training for students and parents.

Monitor proficiency levels of Low-Income pupils, Foster Youth, English Learners, and Students with Disabilities on state and local assessments, ensuring academic success or referring them to the RTI, SST, or IEP teams.

Ensure all students have access to materials and learning experiences aligned with common core standards through various channels, including online courses, credit recovery, core programs, supplemental curriculum, extended school year, digital curriculum, and services from vendors offering educational opportunities across geographical areas.

Provide professional development and ongoing training on remote teaching, the use of rubrics, and utilizing student academic achievement data to inform instruction. Implement effective targeted interventions for students struggling to meet grade-level proficiency, with follow-up reviews of professional development results.

Conduct teacher and staff professional development on the implementation of the EL Master Plan, ELD Instruction, SDAIE strategies, ELD progress, reclassification, and inform adult students. Follow up with a PD effectiveness survey and results review.

Implement processes for curricular review, including course rubrics and evaluation, graduation requirements, credits, and grading policies, within the Elite Academic Academy program.

Equip students with instructional strategies connected to the grade-level curriculum, fostering confident thinkers, educational communicators, involved community members, empowered independent learners, and college and career-minded individuals.

Goal #2: Promote High ADA and Climate Outcomes

Focus on school climate and student engagement, maintaining a high ADA. Provide RTI at all levels, support student engagement by emphasizing time management and organization, offer access to guidance counselors, and provide credit recovery options for secondary-level students.

Ensure appropriate assignment and professional development of fully credentialed teachers in subject areas, along with highly qualified classified staff. Include training effectiveness surveys and follow-through on results.

Offer excess tutoring for students struggling to complete courses or falling behind academically.

Goal #4: Ensure Secondary Students Are On-Track

Develop a comprehensive college and career readiness program for middle and high school students aligning student strengths and interests with post-secondary goals. Increase Career Technical Education opportunities to prepare students for the 21st-century workforce and global competencies.

Improve instructional practice through the recruitment and retention of multiple-subject and single-subject highly qualified teachers, as well as highly qualified classified staff.

Cover Advanced Placement exam costs for low-income and foster youth pupils who cannot afford to take the exam.

How is this descriptor being measured?

Academic Performance Evaluation:

Measurement Tool: Local assessments aligned with common core/state standards within courses.

Monitoring Process: Regular reviews of assessment results to evaluate students' academic performance.

Intervention Strategies: Targeted interventions, such as guidance director and curriculum director meetings, MTSS process, tutor support, test-taking strategies, and time management training.

Monitoring Proficiency in State and Local Assessments:

Measurement Tool: State and local assessments such as iReady and CAASP.

Monitoring Process: Regular tracking of proficiency levels for Low-Income pupils, Foster Youth, English Learners, and Students with Disabilities.

Intervention Strategies: Referral to MTSS, SST, or IEP teams for students who require additional support.

Access to Common Core Aligned Learning Experiences:

Measurement Tool: Tracking the utilization of various channels for common core-aligned content.

Monitoring Process: Ensuring all students have access to online courses, credit recovery, core programs, supplemental curriculum, extended school year, and digital curriculum.

Intervention Strategies: Providing professional development for teachers on virtual teaching, rubric use, and effective interventions for struggling students.

Professional Development Effectiveness:

Measurement Tool: Surveys on professional development effectiveness.

Monitoring Process: Administering surveys to assess the impact of professional development on teachers.

Intervention Strategies: Adjusting professional development based on survey results and ongoing discussions.

School Climate and Student Engagement:

Measurement Tool: Surveys and assessments focused on school climate and student engagement.

Monitoring Process: Regular surveys to gauge school climate and student engagement.

Intervention Strategies: Implementing initiatives to improve time management, organization, and access to guidance counselors. Providing credit recovery options for secondary-level students falling behind.

Teacher Credentialing and Professional Development:

Measurement Tool: Review of teacher credentialing and professional development records.

Monitoring Process: Ensuring teachers are fully credentialed in relevant subject areas and have access to ongoing professional development.

Intervention Strategies: Conducting training effectiveness surveys and making adjustments based on results.

Excess Tutoring for Struggling Students:

Measurement Tool: Tutoring attendance records and student progress.

Monitoring Process: Tracking student participation in excess tutoring programs and assessing progress.

Intervention Strategies: Providing additional support for students struggling academically such as tutoring, opportunities for peer to peer collaboration and tutoring, and whole group instruction.

College and Career Readiness Program Evaluation:

Measurement Tool: Assessment of the comprehensive college and career readiness program.

Monitoring Process: Evaluating the effectiveness of the program in aligning student strengths and interests with post-secondary goals-align the current CTE program offerings and work-based learning opportunities.

Intervention Strategies: Refining the program based on evaluation results.

Teacher Recruitment and Retention:

Measurement Tool: Review of teacher recruitment and retention efforts.

Monitoring Process: Ensuring the recruitment and retention of highly qualified teachers and staff.

Intervention Strategies: Addressing any gaps or challenges in the recruitment and retention process.

Advanced Placement Exam Cost Coverage:

Measurement Tool: Records of covered Advanced Placement exam costs.

Monitoring Process: Confirming low-income and foster youth pupils have their exam costs covered by waivers.

Intervention Strategies: Ensuring financial barriers are addressed for eligible students.

What are the outcomes based on those measurements?

Academic Performance Evaluation:

Outcome: Improved academic performance among students as evidenced by increased scores on local assessments.

Impact: Targeted interventions, including meetings with guidance and curriculum directors, RTI processes, and tutoring support, contribute to enhanced understanding and mastery of academic content.

Monitoring Proficiency on State and Local Assessments:

Outcome: Increased proficiency levels for Low-Income pupils, Foster Youth, English Learners, and Students with Disabilities on state and local assessments.

Impact: Early identification of students needing support, leading to timely referrals to RTI, SST, or IEP teams and tailored interventions.

Access to Common Core Aligned Learning Experiences:

Outcome: Enhanced access to diverse learning channels, including online courses, credit recovery, core programs, supplemental curriculum, extended school year, and digital curriculum.

Impact: Increased exposure to varied educational resources, contributing to improved content understanding and alignment with common core standards.

Professional Development Effectiveness:

Outcome: Improved teaching methodologies and strategies as measured by positive professional development survey results.

Impact: Teachers gain valuable insights and skills from professional development, resulting in more effective remote teaching, better utilization of rubrics, and targeted interventions for struggling students.

School Climate and Student Engagement:

Outcome: Positive changes in school climate and increased student engagement.

Impact: Initiatives focused on time management, organization, and access to guidance counselors contribute to a more supportive environment, leading to higher student engagement.

Teacher Credentialing and Professional Development:

Outcome: Maintenance of highly qualified and credentialed teachers and staff.

Impact: Effective teaching practices are sustained, ensuring that students benefit from a high-quality education. Positive training effectiveness survey results confirm the ongoing professional development impact.

Excess Tutoring for Struggling Students:

Outcome: Improved academic performance and progress among students receiving excess tutoring.

Impact: Additional support provided through excess tutoring helps struggling students catch up academically and fosters a positive learning experience.

College and Career Readiness Program Evaluation:

Outcome: Enhanced alignment of student strengths and interests with post-secondary goals.

Impact: The comprehensive college and career readiness program contributes to informed post-secondary decision-making, better-preparing students for future endeavors.

Teacher Recruitment and Retention:

Outcome: Sustained recruitment and retention of highly qualified teachers and staff.

Impact: The continuity of highly qualified educators ensures a stable learning environment, positively impacting student outcomes.

Advanced Placement Exam Cost Coverage:

Outcome: Increased participation in Advanced Placement exams among low-income and foster youth pupils.

Impact: Financial barriers are addressed, providing equal opportunities for all eligible students and promoting access to advanced coursework.

Expenditures to Date

1000 - Certificated Teachers	17,291.84
3000 - Certificated Teacher Benefits	4,632.97
4000 - Core Curriculum	575.20

Plan Expenditures

Programs and services to increase or improve A-G completion	Planned Expenditures	Expenditures to Date
1000 - Certificated Teachers	4,000	115,278.91
3000 - Certificated Teacher Benefits	6,000	30,886.45
4000 - Core Curriculum	10,000	3,834.64



AGREEMENT FOR PARTICIPATION
EL DORADO CHARTER SELPA

This Agreement for Participation (“Agreement”) is entered into by and between the El Dorado Charter SELPA (“SELPA”), the El Dorado County Office of Education (“EDCOE”), and _____ (“LEA”), a California public charter school, collectively referred to as the “Parties.”

RECITALS

WHEREAS, each special educational local plan area is required to administer local plans submitted pursuant to Education Code section 56205 et seq., administer the allocation of funds pursuant to Education Code section 56836 et seq., and ensure that it has in effect policies, procedures, and programs that are consistent with state laws, regulations, and policies governing certain aspects of special education;

WHEREAS, a charter school that is deemed a local educational agency for purposes of special education is required to participate in an approved local plan pursuant to Education Code section 56195.1(f);

WHEREAS, LEA is a charter school that is deemed a local educational agency for purposes of special education pursuant to Education Code section 47641 and is responsible for complying with all provisions of the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) and implementing regulations as they relate to local educational agencies;

WHEREAS, the SELPA as authorized by the California State Board of Education serves as the special educational local plan area for California charter schools deemed local educational agencies pursuant to Education Code section 47641 that have successfully completed the SELPA membership process and have signed this Agreement for Participation (“Agreement”);

WHEREAS, EDCOE is designated in the local plan as the “responsible local agency” for the SELPA, which means the administrative entity, the duties of which shall include, but are not limited to, receiving and distributing state and federal special education funds pursuant to the allocation plan, providing administrative support, and coordinating implementation of the plan;

WHEREAS, the actions and decisions of the parties are guided by the values of:

1. Commitment – maintaining high standards for performance in student achievement, operations, governance and finance;
2. Integrity – adherence to moral and ethical principles in all aspects of the work;
3. Fairness – impartial and just treatment of all stakeholders;
4. Partnership – collaborative decision making and accountability;
5. Knowledge – understanding of charter school law and practice; and
6. Transparency- access to the information, decisions, and actions of the organization;

WHEREAS, the purpose of this agreement is to set forth the various responsibilities of LEA, EDCOE, and SELPA to ensure that all charter pupils with exceptional needs within the SELPA receive appropriate special education programs.



NOW, THEREFORE, IT IS HEREBY AGREED between the parties hereto as follows:

1. SHARED COMMITMENTS

- 1.1. Resource Allocation. Parties shall demonstrate commitment to the promises set forth in this Agreement by allocating appropriate resources.
- 1.2. Standard of Conduct. Parties, at all times, shall conduct themselves in such a manner as to act in the best interests of all other SELPA members. The LEA shall not engage in any activity or enterprise which would tend to injure or expose the SELPA or any of its members to any significant risk of harm or injury of any kind.
- 1.3. Compliance. All parties to this agreement shall identify and comply with applicable laws, regulations, policies, procedures and generally accepted standards. Each party will address any identified compliance gaps in a responsible and timely fashion.
- 1.4. Continual Improvement. Parties are expected to continually improve by setting performance objectives, executing plans and taking necessary corrective actions for deficiencies identified by any and all internal and/or external assessments.
- 1.5. Accuracy of Business Records. Parties shall ensure that any and all financial books and records conform to generally accepted accounting principles and state reporting requirements. Records must be accurate in all material respects. Records must be legible, transparent, and reflect actual transactions and payments and be open to inspection by the other party upon a reasonable request.
- 1.6. Accuracy of Student Records. Parties shall ensure that any and all student records conform to prescribed formats. Records must be legible, transparent, reflect actual transactions and payments, and be accurate in all material respects. Records must be open to inspection and review by other parties with legitimate educational interest upon a request.
- 1.7. Documentation. Parties shall maintain documentation necessary to demonstrate compliance with this Agreement and compliance with applicable state and federal statutes and regulations.
- 1.8. Local and Allocation Plans. Parties agree to the provisions of the Local and Allocation Plans as updated and approved by the CEO Council.
- 1.9. Provision of Free and Appropriate Public Education. The LEA is solely responsible for the provision of special education programs and services to eligible students enrolled in the LEA. The Parties understand and agree that the SELPA or EDCOE shall have no responsibility for the operation of any direct educational program or service of any kind, that the SELPA has no duty or authority to provide FAPE to individual students, and that the SELPA has no duty or authority to make decisions regarding the educational programming of students enrolled in the LEA.



2. **LEA/ORGANIZATIONAL PARTNER RESPONSIBILITIES**

- 2.1 **Programs and Services.** The LEA is solely and exclusively responsible for the following mandated activities in order to operate its special education programs and services for students enrolled in the LEA. As such, the LEA shall:
 - 2.1.1. Select, employ, compensate, and determine the duties of, or establish appropriate contracts for the provision of, special education teachers, instructional aides, and other personnel as required to conduct the program specified in the Local Plan, and in compliance with state and federal mandates.
 - 2.1.2. Conduct and/or contract those programs operated by the LEA in conformance with the Local Plan and the state and federal mandates.
 - 2.1.3. Organize and administer the activities of the IEP teams, including the selection of the LEA staff and who will serve as members of the IEP team in conformance with Education Code Section 56341 and in compliance with the Local Plan.
 - 2.1.4. Develop and implement program objectives and the evaluation of the program's effectiveness.
 - 2.1.5. Communicate with the parents and/or legal guardians of students in conformance with laws, regulations, and the provisions of the Local Plan.
 - 2.1.6. Provide for the documentation and reporting of assessment procedures used for the placement of individuals and the security thereof.
 - 2.1.7. Provide for the continuous review of placements and the assessment procedures employed to ensure their effectiveness and applicability, and ensure the continued implementation and compliance with eligibility criteria.
 - 2.1.8. Provide for the integration of students with disabilities into the general education school programs and provide for evaluating the results of such integration according to specifications of the Local Plan.
 - 2.1.9. Conduct the review of individual placements requested by the parents and/or legal guardians of the student in accordance with the Local Plan.
 - 2.1.10. Prepare and submit all required reports, including reports on student enrollment, program expenditures, and program evaluation.
- 2.2. **Fiscal Responsibilities.** Receive and expend special education funding in accordance with the Charter SELPA Allocation Plan. Organizational Partners affirm that any financial claim made by the SELPA against an LEA that is part of the Organizational Partner's network of LEAs will be honored by the Organization Partner.
- 2.3. **Restricted Funds.** As a condition of membership and participation in the SELPA, LEA warrants and represents that at no time during the term of this Agreement



and LEA's membership and participation in the SELPA shall the LEA, directly or indirectly, provide special education funding for the benefit of a for-profit entity. Unless altered by law, all funding provided through the Charter SELPA shall be treated as a restricted funding source to be expended only for special education or special education services. Nothing contained herein shall be interpreted as prohibiting any LEA from expending funds to contract with a state-certified nonpublic agency/school for the benefit of children served, in accordance with the approved master contract and individual services agreements as provided for in federal and state law.

- 2.4. Audit Report. Annually provide the SELPA with the LEA's annual, independent financial audit report, on or before December 20th each year, unless an extension has been granted by the State Controller's Office, in which case an extension will be granted to the charter as well. LEA further agrees to provide SELPA copies of any and all State Controller's Office communications regarding audit report corrective actions and a corrected audit report, if applicable. Should an LEA be the subject of an investigation by any federal, state, or local agency, including but not limited to the Fiscal Crisis Management and Assistance Team ("FCMAT") arising out of or related to allegations of fiscal mismanagement, failure to meet generally accepted accounting principles, or any violation of a provision of law, the LEA shall immediately notify SELPA and provide the SELPA with a copy of any written correspondence related thereto.
- 2.5. Membership Responsibilities. Adhere to governance structure within SELPA Local Plan and Policies, including designating appropriate representatives to serve on required councils and committees; ensure appropriate LEA representatives attend and participate in SELPA governance meetings as set forth in the Local Plan, Policies and Procedures.
- 2.6. Management Decisions. Consistent with this Agreement, LEA shall have full and exclusive authority and responsibility for classifying employment positions within their LEA. The managerial prerogatives of any participating LEA member shall not be infringed upon by any other participating LEA member except upon mutual consent of an affected LEA member(s), or unless as otherwise set forth. LEA shall not undertake to independently act on behalf of the SELPA or any of its members without express written authorization of the SELPA.
- 2.7. Participation. Ensure appropriate LEA representatives attend and participate in SELPA governance meetings and committees as set forth in the Local Plan, Policies and Procedures.
- 2.8. Reporting Requirements. Submit all required federal, state and SELPA reports and data requests in the prescribed format and at the specified due date. Upon written request by the SELPA, LEA shall provide any requested information, documents, writings, or information of any sort without delay, except as otherwise prohibited by law.
- 2.9. Indemnification and Hold Harmless. To the fullest extent allowed by law, LEA agrees to defend, indemnify, and hold harmless the SELPA and its individual other



members, EDCOE, the El Dorado County Superintendent of Schools, and each of their respective directors, officers, agents, employees, and volunteers (the Indemnified Parties), from any claim or demand, damages, losses or expenses (including, without limitation, reasonable attorney fees) that arise in any manner from an actual or alleged failure by LEA to fulfill one or more of the LEA member's obligations except to the extent that such suit arises from the SELPA, EDCOE, or the El Dorado County Superintendent of Schools' negligence.

3. SELPA DUTIES AND RESPONSIBILITIES

- 3.1 Services. In order to accomplish the goals set forth in the Local Plan, SELPA shall provide the following services and activities for the LEA:
- 3.1.1. Receive, compile, and submit required enrollment reports and compute all special education apportionments; receive data from LEA to compile and submit budgets for the programs and monitor the fiscal aspects of the program conducted, and receive the special education apportionments as authorized by applicable law.
 - 3.1.2. Maintain SELPA policies and procedures for referring and placing individuals with exceptional needs who are enrolled in the LEA, including the methods and procedures for communication with the parents and/or guardians of the students according to SELPA Local Plan, Policies and Procedures.
 - 3.1.3. Coordinate the organization and maintenance of the Special Education Community Advisory Committee ("CAC") to coordinate the implementation of the Local Plan and provide for the attendance of designated members of the SELPA's staff at all regularly scheduled CAC meetings as required by law.
 - 3.1.4. Coordinate community resources with those provided by LEA and SELPA, including providing such contractual agreements as may be required.
 - 3.1.5. Coordinate state Special Education Accountability Processes.
 - 3.1.6. Provide alternative dispute resolution supports and services.
 - 3.1.7. Develop interagency referral and placement procedures.
 - 3.1.8. Provide regular personnel development training sessions for LEA staff responsible for administering or delivering special education programs and services.
 - 3.1.9. Provide the method and forms to enable the LEA to report to the SELPA on student enrollment and program expenditures. Establish and maintain a pupil information system.
 - 3.1.10. Provide reasonable and appropriate technical assistance and information to the LEA upon request from LEA administration, including but not limited to:
 - 1. Evidenced Based Practices;
 - 2. Program Development and Improvement;



3. Individual cases;
4. State complaints;
5. Requests for due process mediation and hearing; and
6. Appropriate programs and services for specific pupils.

3.1.11. Perform other services reasonable and necessary to the administration and coordination of the Local Plan.

- 3.2. Governance. Organize and maintain the governance structure of the Local Plan, including various committees and councils to monitor the operations of the SELPA and make recommendations for necessary revisions, including, but not limited to, the Local Plan, Allocation Plan and Policies.
- 3.3. Data Reporting. Establish and maintain methods, timelines and forms to submit required federal, state and SELPA reports.
- 3.4. Public Meetings. Schedule public meetings for purposes of governance activities and adopting the Annual Service Plan and Budget Plan.
- 3.5. Fiscal Responsibilities. Receive, distribute, and oversee the expenditure of special education funds in accordance with federal and state regulations and the SELPA Allocation Plan.
- 3.6. Indemnification and Hold Harmless. The SELPA shall be held harmless and indemnify EDCOE and the El Dorado County Superintendent of Schools for any costs of any kind or nature arising out of or related to this agreement other than as specifically contemplated herein, except to the extent that such cost arises from EDCOE and the El Dorado County Superintendent of Schools' negligence.

4. EDCOE DUTIES AND RESPONSIBILITIES

- 4.1. The Parties understand that EDCOE is designated in the Local Plan as the "responsible local agency" for the SELPA. EDCOE shall receive and distribute state and federal special education funds pursuant to the Allocation Plan, provide administrative support, and coordinate implementation of the Local Plan in accordance with state and federal law.
- 4.2. EDCOE shall not be responsible for any LEA or SELPA obligations or duties of any kind or nature except as explicitly set forth in this agreement.

5. TERMINATION OF THIS AGREEMENT AND PARTICIPATION IN SELPA

- 5.1. LEA may terminate this Agreement and participation in the SELPA in its sole discretion at the end of the fiscal year next occurring after having provided prior written notice to the SELPA, as follows:
 - 5.1.1. Prior initial written notice of intended termination to the SELPA at least twelve (12) months and one (1) day in advance of date of termination; and
 - 5.1.2. Final written notice of termination to the SELPA no more than six (6) months after the LEA's initial notice of intended termination.
- 5.2. The SELPA may initiate and complete termination of this Agreement and LEA's participation in the SELPA in its sole discretion in accordance with the process and



standards in SELPA Policies. The SELPA will provide prior written notice to the LEA at least twelve (12) months as follows:

- 5.2.1. Prior initial written notice of intended termination to the LEA at least twelve (12) months and one (1) day in advance of date of termination, and
 - 5.2.2. Final written notice of termination to the LEA no more than six (6) months after the SELPA's initial notice of intended termination.
- 5.3. Specifically the timeline and process above does not preclude the SELPA from initiating and completing the termination process in less than 12 months or by June 30 of the year immediately preceding the summary termination, if the member demonstrates:
- 5.3.1. Egregious disregard of state and federal requirements to provide services to students; and/or
 - 5.3.2. Demonstrated systemic and material issues that would cause the SELPA to make a finding of "going concern" based on leadership, programmatic and/or fiscal solvency that would cause SELPA to reasonably believe the SELPA may be harmed by the continued membership of the LEA.

The standards and timeline as determined by the SELPA shall, at a minimum, provide the LEA a reasonable opportunity for prior written notice and an opportunity to be heard by the Membership Appeals Committee.

6. DISPUTE RESOLUTION

Should a dispute arise relating to the responsibility for service provision, governance activities, the distribution of funding, if a party believes that an action taken by the CEO Council will create an undue hardship, or that the action taken exceeds the authority granted to the CEO Council within the Local Plan and/or state or federal statute, the aggrieved party may request a review of the action with the appropriate governing body or CDE as appropriate.

7. MUTUAL REPRESENTATIONS

- 7.1. Authority and Capacity. The Parties have the authority and capacity to enter into this agreement.
- 7.2. Full Disclosure. All information heretofore furnished by the Parties for purposes of or in connection with this Agreement or any transaction contemplated hereby or thereby is true and accurate in all material respects on the date as of which such information is stated.
- 7.3. No Conflicts. Neither party is under any restriction or obligation that may affect the performance of its obligations under this agreement.
- 7.4. Enforceability. This Agreement constitutes a legal, valid, and binding obligation, enforceable against the Parties according to its terms.



8. RESERVATION OF RIGHTS

The Parties hereto agree that nothing contained in this Agreement or otherwise shall be deemed to have waived or modified any of their rights or remedies under the law.

This agreement is entered into for the 2024-25 year and, absent a new agreement or termination, continues each year thereafter.

Executed on this ____ day of _____, 20_____.

In accordance with SELPA policy, _____,

[INSERT Charter LEA Name]

certifies that this agreement has been approved by the appropriate local board(s).

LEA

Date

Signature of CEO of Charter LEA

[PRINT CEO Name, Title]

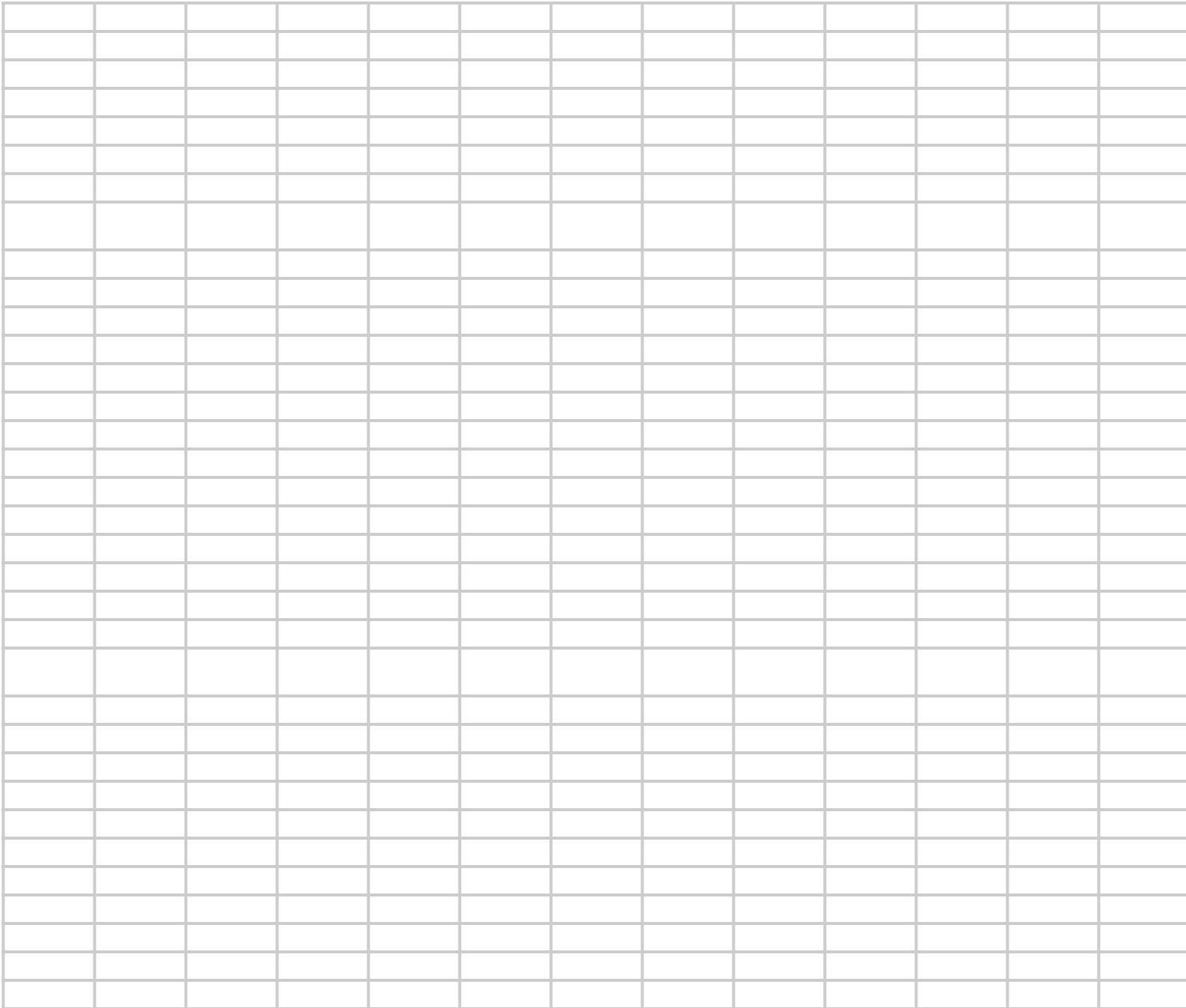
EL DORADO COUNTY OFFICE OF EDUCATION

Date

Ed Manansala, Ed.D., Superintendent
El Dorado County Office of Education

Date

Ginese Quann, Executive Director
SELPA Programs
El Dorado County Office of Education













Help & Customer Service


◀ All Help Topics


Payments

Payment method options


About Pay by Invoice


Quick solutions

 **Your Orders**
Track or cancel orders

 **Returns & Refunds**
Exchange or return items

 **Business Prime**
Learn about benefits

 **Payment Settings**
Add or edit payment methods

 **Carrier Info**
Shipping carrier information

 **Account Settings**
Change email or password

Find more solutions

[Amazon Business Help](#) › [Payments](#) ›

About Pay by Invoice

Pay by Invoice gives eligible Amazon Business customers an extended due date for payment by purchasing on credit. You can improve cash flow and streamline purchasing and payments processes using this method.

We assess your Amazon Business account for a Pay by Invoice credit line upon your account registration approval. Upon approval of a Pay by Invoice credit line, the account administrator will receive an email inviting them to activate the credit line. If approved, administrators will see **Pay by Invoice** in the **Billing & Shipping** section of **Business Settings**.

Note: The credit line only remains open for a limited time. If you do not activate or use your credit line, we will reduce your credit line to zero. Please refer to [Request to increase or decrease your credit line](#) to request an increase to your credit line.

Pay by Invoice is an invite-only program and may not be currently available to you, but we reassess business customers regularly. If you become eligible in the future, we will contact you. In the meantime, we recommend that you continue building your purchase history on Amazon Business with an alternate payment method.

The Administrator can request to suspend their Pay by Invoice account by contacting [Amazon Business Customer Service](#).

Read more about the benefits of Pay by Invoice and how to use it.

- [Benefits of Pay by Invoice.](#)
- [Set up Pay by Invoice](#)
- [Pay your invoices](#)
- [Request to increase or decrease your credit line](#)
- [Manage your Invoices](#)
- [View, Download, or Create Reporting on your Invoices](#)
- [Reconcile your Invoices](#)
- [Request Refunds using Pay by Invoice](#)
- [Pay by Invoice Terms and Conditions](#)
- [Pay by Invoice Policies](#)

Was this information helpful?

Yes

No

Have an idea to help us improve? [Send feedback](#) ›

Get to Know Us

Careers
Blog

Let Us Help You

Customer Service

Work with Amazon

Sell on Amazon Business
Fulfillment By Amazon

Business Solutions

Amazon Business app

Business Settings

Add people
Billing & shipping

Buy For Your Business

Buy wholesale
Today's Deals

From: Amazon Business <no-reply@amazon.com>

Date: Fri, Sep 4, 2020 at 5:29 PM

Subject: Change to your Pay by Invoice account

To: <vendors@eliteacademic.com>

PAY BY INVOICE

The Amazon Business logo is displayed on a dark blue rectangular background. The word "amazon" is in a white, lowercase, sans-serif font, with a white curved arrow underneath it pointing from the 'a' to the 'z'. The word "business" is in a white, lowercase, sans-serif font to the right of "amazon".

Change to your Pay by Invoice account

We have increased the credit limit of your Pay by Invoice account for **Elite Academic Academy** to **\$15,000.00**.

For questions, please contact Business Customer Service.

[Help & Customer Service](#)

Thank you for choosing Amazon Business.

From: **Amazon Business** <no-reply@amazon.com>

Date: Tue, Feb 23, 2021 at 4:17 PM

Subject: Change to your Pay by Invoice account

To: <vendors@eliteacademic.com>

PAY BY INVOICE

The Amazon Business logo is displayed in white on a dark blue background. It features the word "amazon" in a lowercase sans-serif font with a curved arrow underneath it, followed by the word "business" in a larger, bold, lowercase sans-serif font.

Change to your Pay by Invoice account

We have increased the credit limit of your Pay by Invoice account for **Elite Academic Academy** to **\$30,000.00**.

For questions, please contact Business Customer Service.

[Help & Customer Service](#)

Thank you for choosing Amazon Business.

From: **Amazon Business** <no-reply@amazon.com>

Date: Wed, Apr 28, 2021 at 11:02 AM

Subject: Change to your Pay by Invoice account

To: <vendors@eliteacademic.com>

PAY BY INVOICE

The logo for Amazon Business, featuring the word "amazon" in a white sans-serif font with a white arrow underneath it, followed by the word "business" in a larger, bold, white sans-serif font. The entire logo is set against a dark blue rectangular background.

Change to your Pay by Invoice account

We have increased the credit limit of your Pay by Invoice account for **Elite Academic Academy** to **\$40,000.00**.

For questions, please contact Business Customer Service.

[Help & Customer Service](#)

Thank you for choosing Amazon Business.

Manage your credit line

Request a new credit limit below. To change your status or credit term, [contact customer service](#)

Credit limit amount

Business Name: Elite Academic Academy

Current credit limit: \$75,000.00

Current outstanding balance: \$12,170.11

Current credit term: NET 30

Recent credit line change requests

Request date	Request type	Requested credit line	Status
6/26/2023	Line Increase	80000.00	Partially accepted
4/15/2022	Line Increase	75000.00	Accepted

By clicking "Submit" you confirm that all the above information is correct, you have authorization to apply for credit on behalf of your business, and you agree with the Amazon Business Terms and Conditions

Submit

EAA: LUCERNE
ACCT CODE: 5851
AMOUNT: \$7,234.59
REVIEWED BY: TS



21014 Golden Triangle Road
Santa Clarita, CA 91350
Phone: (661) 505-1101
www.baggersports.com

Instagram - Facebook - Twitter - Yelp

EAA: MOUNTAIN EMPIRE
ACCT CODE: 5851
AMOUNT: \$7,234.58
REVIEWED BY: TS

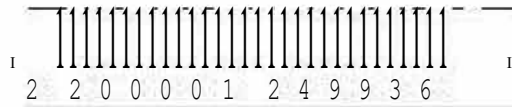
Invoice

10/04/2023 06:11 :36 PM

Invoice#: 5419
Ticket:220000124993
Register: Register 1- Main
Employee: Norma
Customer: Elite Academy Meghan Freeman

Item	#	Price
PA Zip-It Cinch Pack Black Elite Eagle Logo	2000 X \$6.50	\$13000.00
Shipping Charge	1X \$234.17	\$234.17
	Subtotal	\$13234.17
	Tax (\$13000.00 @ 9.5%)	\$1235.00
	Total Tax	\$1235.00
	Total	\$14469.17

All bat warranty claims are made directly with the equipment manufacturer. All purchases are subject to Bagger's return policy. For information visit <https://www.baggersports.com>. Personalized products, special orders and products marked as final sale non-refundable. Payment in full is due upon receipt. A finance charge of 2.5% per month will be charged on all past due accounts and invoices. Additionally, payment of past due invoices with a credit card are subject to a 3.0% service fee.



ROSE BOWL OPERATING COMPANY**Estimate of Expenses****Elite Academic Event**

Event Date: July 8, 2024

Load-in/out: 9am - 4pm (7hrs)

Event Hours: 4pm-7pm (3hrs)

Load-out: 8:30 pm (1.5hrs)

Estimated Attendance: 1,200 - 1,500



DESCRIPTION		QTY	HR/ UNIT	HOURLY RATE	TOTAL	DEPT TOTAL
License Fee (Event Day)	Field		1.00	\$ 25,000.00	\$ 25,000.00	
	Loge Lounge		1.00	\$ 9,000.00	\$ 9,000.00	
<i>Third Space Discount</i>	Stands Sections 18-21		1.00	\$ 12,000.00	\$ 1,500.00	
License Fee (Load In/Load Out)						N/A
TOTAL LICENSE FEE:						\$ 35,500.00

ROSE BOWL STAFFEvent Day

Event Manager	Manager	1	8.00	\$ 50.00	\$ 400.00	
Event Assistants	Staff	2	8.00	\$ 30.00	\$ 480.00	
Field/Stadium Maintenance	Staff	4	12.00	\$ 35.00	\$ 1,680.00	\$ 2,560.00
Field Painting	Football Lines				\$ 5,000.00	TBD

ELECTRICAL

Electrical Hook-ups (prep/event day/strike)		2			\$ 2,500.00	TBD
---	--	---	--	--	-------------	------------

PASADENA FIRE

Paramedics	Firefighter	2	4.00	\$ 95.00	\$ 760.00	TBD
------------	-------------	---	------	----------	-----------	------------

SECURITYEvent Day

Autogate (load in/load out Gate A)		1	12.00	\$ 34.00	\$ 408.00	
Event Manager	Director	1	12.00	\$ 54.00	\$ 648.00	
Supervisors	Supervisors	2	5.00	\$ 52.65	\$ 526.50	
Gate A - Guest Entrance	Staff	1	5.00	\$ 29.00	\$ 145.00	
Concourse Barricade (secure concourse; non restricted area)	Staff	2	5.00	\$ 29.00	\$ 290.00	
Roamers/Tunnels (Field)	Staff	4	5.00	\$ 29.00	\$ 580.00	
Pavilion Access Security	Staff	1	5.00	\$ 29.00	\$ 145.00	
Parking Access - West Extension	Staff	2	5.00	\$ 29.00	\$ 290.00	\$ 3,032.50

CLEANING SERVICES

DESCRIPTION		QTY	HR/ UNIT	HOURLY RATE	TOTAL	DEPT TOTAL
<i>Event Day</i>						
Supervisor	Supervisor	2	6.00	\$ 33.00	\$ 396.00	
Restroom Standby/ Trash Pick-up	Staff	8	6.00	\$ 30.00	\$ 1,440.00	
Pavilion Staff	Staff	2	6.00	\$ 33.00	\$ 396.00	
Post Clean - Supervisor	Supervisor	1	4.00	\$ 33.00	\$ 132.00	
Post Clean - Staff	Staff	1	4.00	\$ 30.00	\$ 120.00	\$ 2,484.00
OTHER VENDORS & SERVICES						
Levy Restaurants - Ice Order					\$ 3,000.00	TBD
ATK	<i>Pending exact needs</i>	1			\$ 4,100.00	\$ 4,100.00
EVENT ENHANCEMENTS						
Video Board Rental		1			\$ 5,000.00	\$ 5,000.00
Educational Tours		1500		\$ 9.00	\$ 13,500.00	\$ 13,500.00
TOTAL EXPENSES:					\$ 51,836.50	\$ 30,676.50

TOTAL LICENSE FEE + EXPENSES: \$ 66,176.50

NOT INCLUDED

Additional overtimes due to load in & load out
 Additional spaces
 Field and/or Facility Damages
 Rentals (Stage, chairs, tables, etc.)
 Building Permits (stages over 29" require)
 Ticketing/Box office/scanners
 Ice
 ABC License Buyout

INCLUDED

Guest Parking
 8ft tables/ 6ft tables (pending needs)
 Black mesh chairs (100)
 Team benches
 Yard Markers



Levy
 Rose Bowl Stadium
 1001 Rose Bowl Drive, Pasadena, CA 91103

EVENT ORDER #: RBOWL-413310-1-1

Event Name: ELITE Beverages
Event Date: Monday, July 8, 2024
Salesperson: Erika Castillo
Email: ecastillo@Levyrestaurants.com
Phone:

Contact Information

Contact: Ashly (AJ) Steele	Work Phone:
Address:	Mobile Phone:
	Email: asteele@eliteacademic.com
	Onsite Contact:

OPTION A

Date	Time	Location	Function	#
Mon, 07/08/2024	4:00pm-7:00pm	Field	OPTION A	1

Service Details	Menu	Qty	Price	Total
	Non-Alcoholic Beverages			
Beverage Service	GATORADE Assorted gatorade sold by the case	125	\$45.00	\$5,625.00
	2000LBS OF ICE 24LB bags of ice	84	\$7.50	\$630.00

	Setup and Service Details			
Equipment Rental	ROLLING BEVERAGE COOLERS R2D2	12	\$25.00	\$300.00
Serviceware	12-14oz CLEAR COMPOSTABLE CUPS 1,000 cups per case	2	\$175.00	\$350.00

CHARGES

	Charges	Service Charge (21 %)	Sales Tax	Total
Beverage	\$6,255.00	\$1,313.55	\$775.78	\$8,344.33
Set-Up	\$650.00	\$136.50	\$80.62	\$867.12
Totals	\$6,905.00	\$1,450.05	\$856.40	\$9,211.45
			Payments Received	\$0.00
			Balance Due	\$9,211.45

Payment Arrangements

--

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT is made, effective as of February 1, 2024 between Mr. Colin Cooper (“Contractor”) and Elite Academic Academy - Lucerne (“Company” or “EAAL”) (individually a “Party” and collectively the “Parties”).

WHEREAS, Company desires to retain the services of Contractor, and Contractor desires to provide services to Company.

NOW, THEREFORE, in consideration of the mutual promises and agreement hereinafter set forth the sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Engagement. Company hereby retains Contractor to serve as the Company’s SOAR Contracted support to perform the following duties for Company and such other services as Company may from time to time request: (1) Support in the creation of our SOAR program;, and (2) Fulfill the “Essential Duties and Responsibilities set forth on Exhibit “A” attached hereto, which may be modified by the Company from time to time.

2. Commissions. Company will pay Contractor the \$4,000 monthly to be paid net 15 upon receiving the contractors invoice for services after the end of each month ,

3. Regulatory Compliance. As the contractor is currently residing outside the country, they may face challenges in meeting all the necessary qualifications required for working in proximity to students. This includes, but is not limited to, compliance with state and federal fingerprint clearance (LiveScan) as per Cal. Ed. Code § 44237, providing evidence of a clear TB test within 60 days from the Effective Date (as defined below) and updating it every 4 years, and possessing a valid California driver's license. In order to address these qualifications, we kindly request the contractor to furnish appropriate legal identification, such as a passport or driver's license. While the contractor is welcome to engage with any adult within the organization, it's important to note that when interacting in any capacity with children, the Contractor must be accompanied by an Elite employee who is both fingerprinted and credentialed.

4.

5. Expenses. Contractor will be responsible to bear his own costs and expenses, unless agreed to in advance by the Company and Contractor provides proper documentation for the expense.

6. Acknowledgements. Contractor acknowledges and understands that he is an independent contractor, and that he is not forming a traditional employer-employee relationship with the Company. Contractor is not entitled to participate in any plans, arrangements or distributions pertaining to or connected with any compensation plan, health, dental, life or disability insurance programs or any other fringe benefits which Company, from time to time, may provide for its owners and/or employees, if any. Contractor shall be solely responsible for all costs incurred for health, dental and/or life insurance on his behalf. Contractor shall be solely

responsible for making all federal, state and local tax deposits relating to compensation received as a result of his relationship with the Company and shall hold the Company harmless from and against any and all tax liability relating thereto. Contractor further agrees he is solely responsible for workers' compensation insurance for himself and any subcontractors she may hire, if any, and agrees to indemnify and hold the Company harmless for any workers' compensation claim of loss or damage arising in connection with Contractor's performance of services under this Agreement.

7. Term. Contractor's engagement shall be effective February 1, 2024 (the "Effective Date") and shall end June 30, 2024, unless extended in writing by mutual agreement

8. Modification of this Agreement. No waiver or modification of this Agreement, in whole or in part, will be valid unless it is made in writing and duly executed by the Parties. Any waiver of any term, condition or provision of this Agreement will not constitute a waiver of any other term, condition or provision hereof, nor will a waiver or any breach of any term, condition or provision constitute a waiver of any subsequent or succeeding breach.

9. Assignment. This Agreement, the services to be performed, and all rights hereunder are personal to the Contractor and may not be transferred or assigned by the Contractor at any time. This Agreement shall be binding upon and inure to the benefit of Company's successors and assigns. In the event of Contractor's death, inability to perform his duties, or his breach of this Agreement, Company shall have no further obligations hereunder other than to pay him or his estate any fees or expenses that are payable hereunder which are accrued and unpaid as of the date of either his death, disability, or breach.

10. Confidentiality. Contractor acknowledges that Company is in a highly competitive industry, and that during the term of this Agreement, Contractor will have access to, receive, learn, and/or develop information that is proprietary, trade secrets and/or confidential to the Company, including, but not limited to information about customers, prospects, financials, and marketing. Additionally, Contractor will have access to and maintain, develop and initiate customer relationships and goodwill that are value to the Company and which it has a legitimate interest in protecting.

At all times during and after the term of Contractor's engagement with Company, Contractor shall not, except with Company's prior written consent, or except in the proper course of his performance of services for the Company, 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 Company'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. Contractor acknowledges that these provisions apply even to information that is developed or conceived by his alone or with others at the Company'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 Company; however, the Contractor will retain the ownership of his original proprietary resources, and content created prior to the contract with the Company, and will share ownership of any proprietary resources created with the Company.

Upon termination of Contractor's engagement with Company for any reason, Contractor shall immediately return to Company all correspondence, files, customer and prospect lists, notes, technical data, and other materials which contain any such confidential or proprietary knowledge or information, and Contractor shall not retain any copies of such materials. A violation of this paragraph shall be considered a material breach of this Agreement.

11. Work Product. The product of all work performed under this Agreement ("Work Product"), including without limitation all notes, reports, documentation, drawings, computer programs, inventions, creations, works, devices, models, work-in-progress and deliverables which is conceived, made, reduced to practice, or learned by Contractor, solely or in conjunction with others, in the course of any work performed for the Company, will be the sole property of the Company, and Contractor hereby assigns to the Company all right, title and interest therein, including but not limited to all audiovisual, literary, moral rights and other copyrights, patent rights, trade secret rights and other proprietary rights therein. Contractor retains no right to use the Work Product and agree not to challenge the validity of the Client's ownership in the Work Product.

12. Choice of Law and Forum. This Agreement and the performance of services hereunder will be governed by the laws of the State of California. Any lawsuit filed by either Contractor or Company shall be filed in the Superior Court for the State of California in Los Angeles. Contractor and Company herein each consent to the personal jurisdiction and venue of said court over them and agree not to contest jurisdiction or the application of California law.

13. Attorneys' Fees. Contractor agrees to indemnify the Company for its reasonable attorneys' fees and costs incurred in enforcing the terms of this Agreement should Contractor violate any of its terms.

14. Entire Agreement. This Agreement contains the complete agreement of the Parties and will supersede any and all other agreements, understandings and representations, whether oral or written, by and between the Parties hereto.

15. Relationship of the Parties. Contractor is an independent contractor, not a Company employee. This Agreement does not constitute a joint venture, partnership, merger, acquisition or employment relationship. Contractor does not have any authority to bind the Company or enter into any contract on the Company's behalf (with the exception of routine purchase orders). Contractor is solely responsible for its debts, liabilities and obligations, including obligations for income or other taxes, and Contractor shall hold Company harmless for the same. Contractor shall prepare and file all tax returns required under applicable law. Contractor shall not incur any expense on behalf of Company, shall not enter into any contract or agreement on behalf of Company without prior written consent from Company, and shall not represent to any other person or entity that Contractor is authorized to enter into any contract or agreement on behalf of Company or bind Company in any way unless she has prior written consent. Nothing herein requires Company to offer services and work opportunities to Contractor, and nothing herein requires Contractor to accept work opportunities. Nothing herein requires Contractor to work exclusively for Company. Contractor may not hire any employees or engage any Contractors to assist in the performance of his duties hereunder, without the prior written consent of an Owner of the Company. Contractor shall fully indemnify and hold

Company completely harmless for any and all expenses, costs, liabilities, and losses, including attorneys' fees, as a result of Contractor's violation of any provision of this paragraph.

16. Severability: If any provision of this Agreement is construed to be invalid, illegal or unenforceable, then the remaining provisions hereof shall not be affected thereby and shall be enforceable without regard thereto.

17. Binding Authority: The Company and its representative signing this Agreement agree and confirm that the undersigned individual has the right, power, and authority to sign this Agreement on behalf of the Company and to legally bind the Company to this Agreement with his signature.

18. Counterparts: This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Agreement and all of which, when taken together, will be deemed to constitute one and the same agreement. The exchange of copies of this Agreement and of signature pages by facsimile or electronic transmission shall constitute effective execution and delivery of this Agreement as to the Parties and may be used in lieu of the original Agreement for all purposes. Signatures of the Parties transmitted by facsimile or e-mail shall be deemed to be their original signatures for all purposes.

IN WITNESS THEREOF and intending to be legally bound, the Parties have executed this Agreement as of the date set forth above on the below written date.

ELITE ACADEMIC ACADEMY-LUCERNE

Independent Contractor

By: _____
Its: _____

Mr. Colin Cooper

Elite Academic Academy - Lucerne

2022-2023 School Accountability Report Card (Published During the 2023-2024 School Year)

General Information about the School Accountability Report Card (SARC)

SARC Overview



By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements and access to prior year reports, see the California Department of Education (CDE) SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or the LCAP, see the CDE LCFF web page at <https://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

DataQuest



DataQuest is an online data tool located on the CDE DataQuest web page at <https://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

California School Dashboard



The California School Dashboard (Dashboard) <https://www.caschooldashboard.org/> reflects California's new accountability and continuous improvement system and provides information about how LEAs and schools are meeting the needs of California's diverse student population. The Dashboard contains reports that display the performance of LEAs, schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement.

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

2023-24 School Contact Information

School Name	Elite Academic Academy - Lucerne
Street	43414 Business Park Dr.
City, State, Zip	Temecula, CA 92590
Phone Number	(866) 354-8302 Ext. 704
Principal	Meghan Freeman
Email Address	mfreeman@eliteacademic.com
School Website	eliteacademic.com
County-District-School (CDS) Code	36750510136960

2023-24 District Contact Information

District Name	Elite Academic Academy-Lucerne
Phone Number	18663548302
Superintendent	Meghan Freeman
Email Address	mfreeman@eliteacademic.com
District Website	https://www.eliteacademic.com/

2023-24 School Description and Mission Statement

Mission

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 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 this School

2022-23 Student Enrollment by Grade Level

Grade Level	Number of Students
Kindergarten	80
Grade 1	54
Grade 2	44
Grade 3	52
Grade 4	50
Grade 5	47
Grade 6	61
Grade 7	52
Grade 8	57
Grade 9	39
Grade 10	46
Grade 11	64
Grade 12	47
Total Enrollment	693

2022-23 Student Enrollment by Student Group

Student Group	Percent of Total Enrollment
Female	53.1%
Male	46.6%
American Indian or Alaska Native	0.3%
Asian	1.4%
Black or African American	13.9%
Filipino	2.5%
Hispanic or Latino	48.8%
Two or More Races	7.6%
White	23.2%
English Learners	2.5%
Foster Youth	0.1%
Homeless	1.7%
Socioeconomically Disadvantaged	51.9%
Students with Disabilities	12%

A. Conditions of Learning **State Priority: Basic**

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair.

2020-21 Teacher Preparation and Placement

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	18.30	52.59	119.40	29.32	228366.10	83.12
Intern Credential Holders Properly Assigned	0.00	0.00	3.00	0.74	4205.90	1.53
Teachers Without Credentials and Misassignments (“ineffective” under ESSA)	0.10	0.34	8.20	2.02	11216.70	4.08
Credentialed Teachers Assigned Out-of-Field (“out-of-field” under ESSA)	16.30	47.04	267.70	65.72	12115.80	4.41
Unknown	0.00	0.00	8.90	2.20	18854.30	6.86
Total Teaching Positions	34.80	100.00	407.40	100.00	274759.10	100.00

Note: The data in this table is based on Full Time Equivalent (FTE) status. One FTE equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

2021-22 Teacher Preparation and Placement

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	35.35	100	162.80	35.24	234405.20	84.00
Intern Credential Holders Properly Assigned	0.00	0.00	3.30	0.72	4853.00	1.74
Teachers Without Credentials and Misassignments (“ineffective” under ESSA)	0.00	0.00	8.50	1.86	12001.50	4.30
Credentialed Teachers Assigned Out-of-Field (“out-of-field” under ESSA)	0.00	0.00	274.90	59.50	11953.10	4.28
Unknown	0.00	0.00	12.40	2.68	15831.90	5.67
Total Teaching Positions	35.35	100.00	462.10	100.00	279044.80	100.00

The CDE published the first year of available teacher data for the 2020-21 SARC in June 2022, and the CDE published the second year of data for the 2021-22 SARC in June 2023. The EC Section 33126(b)(5) requires the most recent three years of teacher data to be requested in the SARC, as data is available. The teacher data for the 2022-23 SARC will not be available prior to February 1, 2024, and therefore is not included in the template.

Note: The data in this table is based on Full-Time Equivalent (FTE) status. One FTE equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

Teachers Without Credentials and Misassignments (considered “ineffective” under ESSA)

Authorization/Assignment	2020-21	2021-22
Permits and Waivers	0.00	0.00
Misassignments	0.10	0.00
Vacant Positions	0.00	0.00
Total Teachers Without Credentials and Misassignments	0.10	0.00

The teacher data for the 2022-23 SARC will not be available prior to February 1, 2024, and therefore is not included in the template.

Credentialed Teachers Assigned Out-of-Field (considered “out-of-field” under ESSA)

Indicator	2020-21	2021-22
Credentialed Teachers Authorized on a Permit or Waiver	0.00	0.00
Local Assignment Options	16.30	0.00
Total Out-of-Field Teachers	16.30	0.00

The teacher data for the 2022-23 SARC will not be available prior to February 1, 2024, and therefore is not included in the template.

Class Assignments

Indicator	2020-21	2021-22
Misassignments for English Learners (a percentage of all the classes with English learners taught by teachers that are misassigned)	2.3	0
No credential, permit or authorization to teach (a percentage of all the classes taught by teachers with no record of an authorization to teach)	0	0

The teacher data for the 2022-23 SARC will not be available prior to February 1, 2024, and therefore is not included in the template.

Note: For more information refer to the Updated Teacher Equity Definitions web page at <https://www.cde.ca.gov/pd/ee/teacherequitydefinitions.asp>.

2023-24 Quality, Currency, Availability of Textbooks and Other Instructional Materials

Elite Academic Academy uses a variety of state approved Common Core Aligned Curriculum in all core academic subject areas. We do not adopt one/two curriculum options, as many traditional schools do, but work to know our students and match a state approved curriculum to them. This allows for students to find the best curriculum for their specific needs. Teachers have curriculum guides, training manuals and there are a variety of choices for our families. Credentialed experts also create proprietary courses for our students to ensure relevancy in today's world. Please see our chartering petition and website for a list of the curriculum. Please note that as the state approved additional textbooks and instructional materials, this list grows. We are a WASC Accredited and NCAA school of choice. Our curriculum choices ensure rigor and ample opportunity for all students who want to pursue a four year degree and a college athletic scholarship. We also offer many CTE Pathways and ensure that our students who are interested in college/career have curriculum that allows for career advancement.

Year and month in which the data were collected	January 20, 2024
--	------------------

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption ?	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	Elite Academic Academy uses a variety of state approved Common Core Aligned Curriculum for ELA. We do not adopt one/two curriculum options, as many traditional schools do, but work to know our students and match a state approved curriculum to them. This allows for students and families to find the best curriculum for their specific needs. Teachers have curriculum guides and training manuals to support the curriculum. Credentialed experts also create proprietary courses for our students to ensure relevancy in today's world. Please see our chartering petition and website for a list of the curriculum. Please note that as the state approves additional textbooks and instructional materials, this list grows.	Yes	0
Mathematics	Elite Academic Academy uses a variety of state approved Common Core Aligned Curriculum for Mathematics. We do not adopt one/two curriculum options, as many traditional schools do, but work to know our students and match a state approved curriculum to them. This allows for students and families to find the best curriculum for their specific needs. Teachers have curriculum guides and training manuals to support the curriculum. Credentialed experts also create proprietary courses for our students to ensure relevancy in today's world. Please see our chartering petition and website for a list of the curriculum. Please note that as the state approves additional textbooks and instructional materials, this list grows.	Yes	0
Science	Elite Academic Academy uses a variety of state approved Common Core Aligned Curriculum Science. We do not adopt one/two curriculum options, as many traditional schools do, but work to know our students and match a state approved curriculum to them. This allows for students and families to find the best curriculum for their specific needs. Teachers have curriculum guides and training manuals to support the curriculum. Credentialed experts also create proprietary courses for our students to ensure relevancy in today's world. Please see our chartering petition and website for a list of the curriculum. Please note that as the state approves additional textbooks and instructional materials, this list grows.	Yes	0
History-Social Science	Elite Academic Academy uses a variety of state approved Common Core Aligned Curriculum for History and Social Science. We do not adopt one/two curriculum options, as many traditional schools do, but work to know our students and match a state approved curriculum to them. This allows for students and families to find the best curriculum for their specific needs. Teachers have curriculum guides and training manuals to support the curriculum. Credentialed experts also create proprietary courses for our students to ensure relevancy in today's world. Please see our chartering petition and website for a list of the curriculum. Please note that as the state approves additional textbooks and instructional materials, this list grows.	Yes	0
Foreign Language	Elite Academic Academy uses a variety of state approved Common Core Aligned Curriculum for Foreign Languages. We do not adopt one/two curriculum options, as many traditional schools do, but work to know our students and match a state approved curriculum to them. This allows for	Yes	0

	students and families to find the best curriculum for their specific needs. Teachers have curriculum guides and training manuals to support the curriculum. Credentialed experts also create proprietary courses for our students to ensure relevancy in today's world. Please see our chartering petition and website for a list of the curriculum. Please note that as the state approves additional textbooks and instructional materials, this list grows.		
Health	Elite Academic Academy uses a variety of state approved Common Core Aligned Curriculum for Health. We do not adopt one/two curriculum options, as many traditional schools do, but work to know our students and match a state approved curriculum to them. This allows for students and families to find the best curriculum for their specific needs. Teachers have curriculum guides and training manuals to support the curriculum. Credentialed experts also create proprietary courses for our students to ensure relevancy in today's world. Please see our chartering petition and website for a list of the curriculum. Please note that as the state approves additional textbooks and instructional materials, this list grows.	Yes	0
Visual and Performing Arts	Elite Academic Academy uses a variety of state approved Common Core Aligned Curriculum for Visual Performing Arts. We do not adopt one/two curriculum options, as many traditional schools do, but work to know our students and match a state approved curriculum to them. This allows for students and families to find the best curriculum for their specific needs. Teachers have curriculum guides and training manuals to support the curriculum. Credentialed experts also create proprietary courses for our students to ensure relevancy in today's world. Please see our chartering petition and website for a list of the curriculum. Please note that as the state approves additional textbooks and instructional materials, this list grows.	Yes	0

School Facility Conditions and Planned Improvements

Elite Academic Academy is a non-classroom-based charter school. It does not currently have any resource centers. We meet with families and students in mutually agreed-upon public locations for field trips and learning meetings. The majority of all student meetings happens virtually. We do have a central administrative office located in Temecula. It is meant for operation and administrative purposes to ensure proper secure storage of business and student files.

Year and month of the most recent FIT report

1/2024

System Inspected	Rate Good	Rate Fair	Rate Poor	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	X			
Interior: Interior Surfaces	X			
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	X			
Electrical	X			
Restrooms/Fountains: Restrooms, Sinks/ Fountains	X			
Safety: Fire Safety, Hazardous Materials	X			

School Facility Conditions and Planned Improvements

Structural: Structural Damage, Roofs	X			
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	X			

Overall Facility Rate

Exemplary	Good	Fair	Poor
X			

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

Statewide Assessments

(i.e., California Assessment of Student Performance and Progress [CAASPP] System includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities).

The CAASPP System encompasses the following assessments and student participation requirements:

1. **Smarter Balanced Summative Assessments and CAAs for ELA** in grades three through eight and grade eleven.
2. **Smarter Balanced Summative Assessments and CAAs for mathematics** in grades three through eight and grade eleven.
3. **California Science Test (CAST) and CAAs for Science** in grades five, eight, and once in high school (i.e., grade ten, eleven, or twelve).

College and Career Ready

The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

Percentage of Students Meeting or Exceeding the State Standard on CAASPP

This table displays CAASPP test results in ELA and mathematics for all students grades three through eight and grade eleven taking and completing a state-administered assessment.

Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

ELA and mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The “Percent Met or Exceeded” is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Subject	School 2021-22	School 2022-23	District 2021-22	District 2022-23	State 2021-22	State 2022-23
English Language Arts/Literacy (grades 3-8 and 11)	51	43	44	41	47	46
Mathematics (grades 3-8 and 11)	30	24	24	25	33	34

2022-23 CAASPP Test Results in ELA by Student Group

This table displays CAASPP test results in ELA by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment.

ELA test results include the Smarter Balanced Summative Assessment and the CAA. The “Percent Met or Exceeded” is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students	389	374	96.14	3.86	42.78
Female	210	201	95.71	4.29	46.77
Male	179	173	96.65	3.35	38.15
American Indian or Alaska Native	--	--	--	--	--
Asian	--	--	--	--	--
Black or African American	57	56	98.25	1.75	25.00
Filipino	--	--	--	--	--
Hispanic or Latino	191	184	96.34	3.66	48.91
Native Hawaiian or Pacific Islander	--	--	--	--	--
Two or More Races	39	37	94.87	5.13	35.14
White	85	80	94.12	5.88	45.00
English Learners	14	14	100.00	0.00	7.14
Foster Youth	0	0	0	0	0
Homeless	--	--	--	--	--
Military	0	0	0	0	0
Socioeconomically Disadvantaged	208	203	97.60	2.40	37.44
Students Receiving Migrant Education Services	0	0	0	0	0
Students with Disabilities	49	44	89.80	10.20	15.91

2022-23 CAASPP Test Results in Math by Student Group

This table displays CAASPP test results in Math by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment.

Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The “Percent Met or Exceeded” is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students	389	374	96.14	3.86	24.06
Female	210	201	95.71	4.29	24.88
Male	179	173	96.65	3.35	23.12
American Indian or Alaska Native	--	--	--	--	--
Asian	--	--	--	--	--
Black or African American	57	56	98.25	1.75	10.71
Filipino	--	--	--	--	--
Hispanic or Latino	191	184	96.34	3.66	25.54
Native Hawaiian or Pacific Islander	--	--	--	--	--
Two or More Races	39	37	94.87	5.13	29.73
White	85	80	94.12	5.88	27.50
English Learners	14	14	100.00	0.00	0.00
Foster Youth	0	0	0	0	0
Homeless	--	--	--	--	--
Military	0	0	0	0	0
Socioeconomically Disadvantaged	208	203	97.60	2.40	21.18
Students Receiving Migrant Education Services	0	0	0	0	0
Students with Disabilities	49	44	89.80	10.20	9.09

CAASPP Test Results in Science for All Students

This table displays the percentage of all students grades five, eight, and High School meeting or exceeding the State Standard.

Science test results include the CAST and the CAA. The “Percent Met or Exceeded” is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAAs divided by the total number of students who participated in both assessments.

The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

Subject	School 2021-22	School 2022-23	District 2021-22	District 2022-23	State 2021-22	State 2022-23
Science (grades 5, 8 and high school)	23.95	27.59	14.00	10.31	29.47	30.29

2022-23 CAASPP Test Results in Science by Student Group

This table displays CAASPP test results in Science by student group for students grades five, eight, and High School. Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	221	204	92.31	7.69	27.45
Female	120	111	92.50	7.50	29.73
Male	101	93	92.08	7.92	24.73
American Indian or Alaska Native	--	--	--	--	--
Asian	--	--	--	--	--
Black or African American	36	33	91.67	8.33	18.18
Filipino	--	--	--	--	--
Hispanic or Latino	99	92	92.93	7.07	32.61
Native Hawaiian or Pacific Islander	--	--	--	--	--
Two or More Races	21	21	100.00	0.00	19.05
White	56	49	87.50	12.50	24.49
English Learners	--	--	--	--	--
Foster Youth	0	0	0	0	0
Homeless	--	--	--	--	--
Military	0	0	0	0	0
Socioeconomically Disadvantaged	113	105	92.92	7.08	20.95
Students Receiving Migrant Education Services	0	0	0	0	0
Students with Disabilities	29	22	75.86	24.14	9.09

2022-23 Career Technical Education Programs

Career Technical Education (CTE) is an academic program designed to prepare students for postsecondary education and various College and Career options. This program offers students a distinctive chance to blend fundamental academic courses with practical technical skills and knowledge relevant to specific occupations. Elite Academic presents students with a range of pathways, allowing them to tailor their educational experience and prepare for their chosen field in post-secondary education or career. Graduates from Elite Academic CTE programs emerge well-equipped with 21st-century skills and industry certifications.

Sectors

- Arts, Media, & Entertainment
- Education
- Hospitality, Tourism, & Recreation
- Marketing, Sales, and Service
- Health Science and Medical Technology

CTE Pathways 9-12th

- Game Development and Animation
- Professional Dance
- Education
- Recreation
- Wilderness Adventure Recreation
- ESports
- Marketing
- Production Arts
- Mental and Behavioral Health
- Patient Care
- Visual Arts

CTE Staff

- CTE Associate Director (1)
- CTE Arts, Media, & Entertainment Teachers (2)
- CTE Education Teacher (2)
- Hospitality, Tourism, & Recreation Teachers (1)
- Marketing, Sales, and Service Teachers (2)
- Health Science and Medical Technology (1)

2022-23 Career Technical Education (CTE) Participation

Measure	CTE Program Participation
Number of Pupils Participating in CTE	80
Percent of Pupils that Complete a CTE Program and Earn a High School Diploma	1
Percent of CTE Courses that are Sequenced or Articulated Between the School and Institutions of Postsecondary Education	20%

Course Enrollment/Completion

This table displays the course enrollment/completion of University of California (UC) and/or California State University (CSU) admission requirements.

UC/CSU Course Measure	Percent
2022-23 Pupils Enrolled in Courses Required for UC/CSU Admission	89.9%
2021-22 Graduates Who Completed All Courses Required for UC/CSU Admission	47.06%

B. Pupil Outcomes

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8): Pupil outcomes in the subject area of physical education.

2022-23 California Physical Fitness Test Results

This table displays the percentage of students participating in each of the five fitness components of the California Physical Fitness Test Results. The administration of the PFT during 2021-22 and 2022-23 school years, only participation results are required for these five fitness areas. Percentages are not calculated and double dashes (--) appear in the table when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Grade Level	Component 1: Aerobic Capacity	Component 2: Abdominal Strength and Endurance	Component 3: Trunk Extensor and Strength and Flexibility	Component 4: Upper Body Strength and Endurance	Component 5: Flexibility
Grade 5	92	92	92	92	92
Grade 7	92	92	92	92	92
Grade 9	91	91	91	91	91

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3): Efforts the school district makes to seek parent input in making decisions regarding the school district and at each school site.

2023-24 Opportunities for Parental Involvement

- Elite Academic Academy educates and involves parents and community members to understand the school's purpose by:
- *Maintaining a robust website that has a parent resource section including access to student/parent handbook
 - *Inviting parents/students to virtual webinars, such as orientation, informational meetings, seminars, mental health, college and career readiness, and so much more!
 - *Hosting an annual Parent Advisory Committee Meetings to develop the LCAP and prepare for Assessment
 - *Providing parents with report cards and access to our Student information Parent Portal
 - *Distributing annual Survey(s) to get input and ensure we are meeting the needs of our stakeholders
 - *Conducting individual meetings with School Counselor and student/parent and SST team, as necessary
 - *Providing the Parent Square Communication App where parents get e-mails and direct access to their teacher at any time.
 - *Sending monthly newsletters to families from Counseling, Technology, VAPA, Athletics, Homeschool, Virtual, and Flex programs with contact information for parents to connect and get support from each department
 - *Joining student field trips

2023-24 Opportunities for Parental Involvement

- *Listening to the weekly student podcast to stay current on school topics
- *Hosting regularly scheduled Board Meetings open to the public

C. Engagement

State Priority: Pupil Engagement

The SARC provides the following information relevant to the State priority: Pupil Engagement (Priority 5):

- High school Dropout Rates;
- High school Graduation Rates; and
- Chronic Absenteeism

Dropout Rate and Graduation Rate (Four-Year Cohort Rate)

Indicator	School 2020-21	School 2021-22	School 2022-23	District 2020-21	District 2021-22	District 2022-23	State 2020-21	State 2021-22	State 2022-23
Dropout Rate	38.6	13.9	8.3	21	21	15.2	9.4	7.8	8.2
Graduation Rate	58.82%	80.6	87.5	42.1	46.2	46.5	83.6	87	86.2

2022-23 Graduation Rate by Student Group (Four-Year Cohort Rate)

This table displays the 2022-23 graduation rate by student group. For information on the Four-Year Adjusted Cohort Graduation Rate (ACGR), visit the CDE Adjusted Cohort Graduation Rate web page at www.cde.ca.gov/ds/ad/acgrinfo.asp.

Student Group	Number of Students in Cohort	Number of Cohort Graduates	Cohort Graduation Rate
All Students	48	42	87.5
Female	28	25	89.3
Male	20	17	85.0
Non-Binary			
American Indian or Alaska Native	0	0	0.00
Asian	0	0	0.00
Black or African American	--	--	--
Filipino	--	--	--
Hispanic or Latino	21	17	81.0
Native Hawaiian or Pacific Islander	0	0	0.00
Two or More Races	--	--	--
White	14	13	92.9
English Learners	--	--	--
Foster Youth	0.0	0.0	0.0
Homeless	--	--	--
Socioeconomically Disadvantaged	36	30	83.3
Students Receiving Migrant Education Services	0.0	0.0	0.0
Students with Disabilities	--	--	--

2022-23 Chronic Absenteeism by Student Group

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
All Students	1474	1138	159	14.0
Female	735	564	71	12.6
Male	736	571	87	15.2
Non-Binary	3	3	1	33.3
American Indian or Alaska Native	7	4	1	25.0
Asian	26	19	0	0.0
Black or African American	178	151	29	19.2
Filipino	23	21	1	4.8
Hispanic or Latino	827	584	96	16.4
Native Hawaiian or Pacific Islander	1	1	0	0.0
Two or More Races	106	92	15	16.3
White	284	245	16	6.5
English Learners	50	37	13	35.1
Foster Youth	3	2	1	50.0
Homeless	25	22	1	4.5
Socioeconomically Disadvantaged	693	542	106	19.6
Students Receiving Migrant Education Services	0	0	0	0.0
Students with Disabilities	140	114	23	20.2

C. Engagement

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety

Suspensions and Expulsions

This table displays suspensions and expulsions data.

Rate	School 2020-21	School 2021-22	School 2022-23	District 2020-21	District 2021-22	District 2022-23	State 2020-21	State 2021-22	State 2022-23
Suspensions	0.00	0.00	0.00	0.09	0.63	0.61	0.20	3.17	3.60
Expulsions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.07	0.08

2022-23 Suspensions and Expulsions by Student Group

Student Group	Suspensions Rate	Expulsions Rate
All Students	0	0
Female	0	0
Male	0	0
Non-Binary		
American Indian or Alaska Native	0	0
Asian	0	0
Black or African American	0	0
Filipino	0	0
Hispanic or Latino	0	0
Native Hawaiian or Pacific Islander	0	0
Two or More Races	0	0
White	0	0
English Learners	0	0
Foster Youth	0	0
Homeless	0	0
Socioeconomically Disadvantaged	0	0
Students Receiving Migrant Education Services	0	0
Students with Disabilities	0	0

2023-24 School Safety Plan

Elite Academic Academy is an independent study program where students are schooled in the home and through various contracted vendors in the community. Typically, students are in the primary care of their parent/guardian for their schooling. There are a few instances when the school sponsors events, such as field trips and state testing, when it is important to have a clear emergency preparedness plan. The school's procedures for evacuation and emergency preparedness are outlined in our comprehensive safety plan that is updated in March of each school year. The roles of the responsible parties, the training necessary to perform those responsibilities, necessary resources, and emergency response actions, if applicable, are defined for each site where school operations are conducted. Further, it is important to clearly define the responsibilities of the school and parent/guardian, as well as the school's dismissal procedures, in the event of an emergency or disaster. This plan can be found on our website for review.

D. Other SARC Information Information Required in the SARC

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

2020-21 Elementary Average Class Size and Class Size Distribution

This table displays the 2020-21 average class size and class size distribution. The columns titled “Number of Classes” indicates how many classes fall into each size category (a range of total students per class). The “Other” category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
K	N/A			
1	N/A			
2	N/A			
3	N/A			
4	N/A			
5	N/A			
6	N/A			
Other	N/A			

2021-22 Elementary Average Class Size and Class Size Distribution

This table displays the 2021-22 average class size and class size distribution. The columns titled “Number of Classes” indicates how many classes fall into each size category (a range of total students per class). The “Other” category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
K	N/A			
1	N/A			
2	N/A			
3	N/A			
4	N/A			
5	N/A			
6	N/A			
Other	N/A			

2022-23 Elementary Average Class Size and Class Size Distribution

This table displays the 2022-23 average class size and class size distribution. The columns titled “Number of Classes” indicates how many classes fall into each size category (a range of total students per class). The “Other” category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
K	N/A			
1	N/A			
2	N/A			
3	N/A			
4	N/A			
5	N/A			
6	N/A			
Other	N/A			

2020-21 Secondary Average Class Size and Class Size Distribution

This table displays the 2020-21 average class size and class size distribution. The columns titled “Number of Classes” indicates how many classes fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Subject	Average Class Size	Number of Classes with 1-22 Students	Number of Classes with 23-32 Students	Number of Classes with 33+ Students
English Language Arts	N/A			
Mathematics	N/A			
Science	N/A			
Social Science	N/A			

2021-22 Secondary Average Class Size and Class Size Distribution

This table displays the 2021-22 average class size and class size distribution. The columns titled “Number of Classes” indicates how many classes fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Subject	Average Class Size	Number of Classes with 1-22 Students	Number of Classes with 23-32 Students	Number of Classes with 33+ Students
English Language Arts	N/A	N/A		
Mathematics	N/A	N/A		
Science	N/A	N/A		
Social Science	N/A	N/A		

2022-23 Secondary Average Class Size and Class Size Distribution

This table displays the 2022-23 average class size and class size distribution. The columns titled “Number of Classes” indicates how many classes fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Subject	Average Class Size	Number of Classes with 1-22 Students	Number of Classes with 23-32 Students	Number of Classes with 33+ Students
English Language Arts	N/A			
Mathematics	N/A			
Science	N/A			
Social Science	N/A			

2022-23 Ratio of Pupils to Academic Counselor

This table displays the ratio of pupils to Academic Counselor. One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Title	Ratio
Pupils to Academic Counselor	231

2022-23 Student Support Services Staff

This table displays the number of FTE support staff assigned to this school. One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Title	Number of FTE Assigned to School
Counselor (Academic, Social/Behavioral or Career Development)	2
Library Media Teacher (Librarian)	
Library Media Services Staff (Paraprofessional)	
Psychologist	1
Social Worker	
Nurse	
Speech/Language/Hearing Specialist	1
Resource Specialist (non-teaching)	
Other	19.5

Fiscal Year 2021-22 Expenditures Per Pupil and School Site Teacher Salaries

This table displays the 2021-22 expenditures per pupil and average teacher salary for this school. Cells with N/A values do not require data.

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	12267	2049	10219	82643
District	N/A	N/A	18348	77946
Percent Difference - School Site and District	N/A	N/A	-56.9	5.8
State	N/A	N/A	10797	88508
Percent Difference - School Site and State	N/A	N/A	-5.5	-6.9

Fiscal Year 2022-23 Types of Services Funded

Elite Academic Academy-Lucerne (EAA-LU) TK-12, the premier independent study educational option, opened its doors July 1, 2018. We focus on flexible and individualized homeschool, virtual, and blended independent study academies for students who are not successful or choose not to attend traditional brick and mortar schools. EAA-LU provides high quality and rigorous state board approved standards-based curriculum options to support students in meeting the challenging state academic achievement standards. We also offer unique academies with emphasis on Athletic Training, Visual and Performing Arts (VAPA), and Career Technical Education (CTE) opportunities to ensure our students graduate ready for college, their future careers, and the 21st-century workforce.

All high school students have access to A-G approved courses through our own developed courses, as well as three online providers: Strongmind (primarily core/some elective), UC Scout (primarily core), and Edmentum (online elective classes). Credentialed teachers support the online classes through daily interactions via text, Zoom, and Canvas. Student achievement is assessed through a variety of measures such as: State standardized testing, teacher observations, teacher-created tasks, i-Ready assessments and personalized learning paths, school-created benchmark assessments, learning period meetings, weekly meetings, report cards, learning journals, portfolios, labs, quizzes, and finals. Students also have the opportunity to participate in concurrent enrollment with community colleges in the area.

Students in 6th -12th have the option of three learning academies: Virtual, Flex or Homeschool. Each learning options has highly qualified credentialed teachers who are meeting weekly with the student for 1- 4 hours to tutor and help ensure understanding. Middle school students participate in either online courses or use common core textbooks and curriculum to demonstrate learning.

Students who are in TK-5th grade are part of Elite Academic's Homeschool or Flex Academy where Elite's highly qualified, California credentialed teacher work with their assigned students and parents/guardians to identify and implement an individualized learning plan, (ILP). At least every 20 school days, the Elite teacher, student and parent/guardian meet so that the teacher can assess student understanding of the material covered thus far, reteach concepts not yet mastered, and administer benchmark assessments and other Common Core-aligned diagnostic tests to be sure that the students are gaining a true understanding of the concepts being presented.

Elite teachers provide weekly synchronous and live lessons aligned to the Common Core and all necessary materials to support these lessons. Elite students use Common Core SBE approved curriculum such as Pearson, Glencoe, Prentice Hall, Evan-Moor, Houghton Mifflin-Harcourt, and other textbooks as described in the parent curriculum list.

Students are required to complete their assignments in order to stay on track and meet their individualized goals. In addition to scheduled learning period meetings, students and parents/guardians have access to their teachers during the school day via phone, email, online domains, and one-on-one appointments, as needed. Elite's teachers act as partners of the parent/guardian to ensure student achievement through a flexible, rigorous, relevant, individualized, and standards-based aligned education.

Students have access to tutors, small group instruction, and enrichment opportunities to explore their passions and develop a solid foundation in the areas of their academic weaknesses as well. Students may choose to attend EAA-LU sponsored field trips and group activities.

Fiscal Year 2021-22 Teacher and Administrative Salaries

This table displays the 2021-22 Teacher and Administrative salaries. For detailed information on salaries, see the CDE Certification Salaries & Benefits web page at <http://www.cde.ca.gov/ds/fd/cs/>.

Category	District Amount	State Average for Districts in Same Category
Beginning Teacher Salary	N/A	\$47,616
Mid-Range Teacher Salary	N/A	\$75,580
Highest Teacher Salary	N/A	\$100,485
Average Principal Salary (Elementary)	N/A	\$114,067
Average Principal Salary (Middle)	N/A	\$123,622
Average Principal Salary (High)	N/A	\$125,386
Superintendent Salary	N/A	\$157,977
Percent of Budget for Teacher Salaries	N/A	27.82%
Percent of Budget for Administrative Salaries	N/A	5.78%

2022-23 Advanced Placement (AP) Courses

This table displays the percent of student in AP courses at this school.

Percent of Students in AP Courses	2.6
-----------------------------------	-----

This table displays the number of AP courses offered at this school where there are student course enrollments of at least one student.

Subject	Number of AP Courses Offered
Computer Science	0
English	2
Fine and Performing Arts	0
Foreign Language	0
Mathematics	2
Science	2
Social Science	6
Total AP Courses Offered Where there are student course enrollments of at least one student.	11

Professional Development

Elite Academic Academy Professional Development is targeted and designed to improve the instruction of all learners.

The essential focus for upper lever administration (Cabinet and Directors) is student work and data. Bi-weekly Leadership meetings include professional development centered on multiple topics in support of this work.

All staff participate in professional development focused on academic success; compliance; MTSS; and developing positive

Professional Development

relationships with families.

Teachers of Record, Specialized Academic Instructors, and Content Teachers are invited to participate in EliteX opportunities, which aim to elevate the personalized teaching and learning experience offered at Elite Academic Academy.

Content Teachers continue to attend Professional Development focused on high-quality curriculum and engaging delivery. Teachers meet weekly and receive coaching support as well.

EAA also believes in building leadership at every level. At Elite we hire instructional lead teachers who are experienced teachers to serve as professional coaches focused on curriculum, teaching strategies, independent study best practices, literacy, and English Learners. Lead teachers provide individualized ongoing professional development to support student learning in the charter. They provide one-to-one support for newly hired or struggling teachers. These leads work directly for their unique Academy Directors as well as working with the Chief Academic Officer to provide teacher workshops and family engagement workshops.

This table displays the number of school days dedicated to staff development and continuous improvement.

Subject	2021-22	2022-23	2023-24
Number of school days dedicated to Staff Development and Continuous Improvement	10+	10+	10+



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

Lucerne

EMPLOYEE HANDBOOK

Pending Board Approval

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



Lucerne

WELCOME!

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

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

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

Pending Board Approval

Contents

SECTION 1 - INTRODUCTORY POLICIES	8
1.1 The Purpose of this Handbook	8
1.2 Integration Clause/Right to Revise	8
1.3 Equal Employment Opportunity	9
1.4 Reasonable Accommodation	10
1.5 At-Will Employment Status	13
1.6 Harassment, Discrimination, and Retaliation Prevention Policy	13
1.7 Respect and Anti-Bullying	17
1.8 Gender Identity And Gender Expression In The Workplace	19
1.9 Employment Application, Background, and Reference Checks	22
1.10 Employment Eligibility Verification	23
1.11 Electronic Signature Policy	23
SECTION 2 - EMPLOYMENT POLICIES AND PRACTICES	23
2.1 Employee Classifications	23
2.2 Non-Exempt and Exempt Employees	25
2.3 Work Week	25
2.4 Work Schedule	25
2.5 Job Descriptions	25
2.6 Remote Work Policy	26
2.7 Performance Assessment and Employee Development	29
2.8 Meal and Rest Periods	29
2.9 Timekeeping Requirements	31
2.10 Payment of Wages	31
2.11 Payroll Direct Deposit	32
2.12 Overtime Work Hours	32
2.13 Overtime Pay	33
2.14 Double Time Work Hours and Pay	33
2.15 Wage Garnishments	34
2.16 Payroll Deductions	34
2.17 Compensation Philosophy	35

Pending Board Approval

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

2.18	Expense Reimbursement.....	35
2.19	Pay Deductions For Exempt Employees.....	36
2.20	Access to Employment Records	37
2.21	Personal Information	37
2.22	Nepotism Policy	38
2.23	Reference Requests.....	39
2.24	Open-Door Policy	39
2.25	Outside Employment.....	39
2.26	Conflicts Of Interest.....	40
2.27	Voluntary Separation of Employment.....	41
2.28	Request for Notice of Resignation	41
2.29	Involuntary Separation.....	41
2.30	Return of Property and Deletion of Data On Personal Devices	41
2.31	Employee Discipline	42
2.32	Reduction in Force	42
2.33	Final Pay	43
2.34	Exit Interview	43
2.35	Re-Employment.....	43
SECTION 3 - STANDARDS OF CONDUCT.....		44
3.1	Prohibited Conduct.....	44
3.2	Professional Boundaries.....	46
3.3	Social Media.....	48
3.4	Electronic Communications.....	50
3.5	Complaint Procedures	51
3.6	Whistleblower Policy.....	52
3.7	Violence-Free Workplace	53
3.8	Reporting Violent Behavior.....	54
3.9	Drug and Alcohol-Free Workplace.....	54
3.10	Cannabis	56
3.11	Alcohol at Organization-Sponsored Events and on Organization Premises	56
3.12	Employment Testing and Health Examinations	57

Pending Board Approval

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

3.13	Reasonable Suspicion	57
3.14	Reporting Substance Abuse	58
3.15	Attendance	58
3.16	Absences	58
3.17	Tardiness	59
3.18	Excessive Absenteeism and Tardiness	59
3.19	Failure to Report an Absence	59
3.20	Grooming and Attire	60
3.21	Customer Relations	60
3.22	Confidentiality	61
3.23	Business Ethics and Conduct Policy	63
SECTION 4 - OPERATIONS		63
4.1	Inclement Weather	63
4.2	Security and Safety	64
4.3	Restraining Orders and Domestic Violence	64
4.4	Workplace Safety	65
4.5	Communicable Illness	66
4.6	Safety Suggestions	66
4.7	Safety Equipment	66
4.8	On-The-Job Injuries	67
4.9	Workers' Compensation Insurance	67
4.10	Ergonomics	67
4.11	Workplace Smoking Ban	68
4.12	Housekeeping	68
4.13	Solicitations	68
4.14	Conducting Personal Business	68
4.15	Organization Property	69
4.16	Return of Organization Property	69
4.17	Personal Property/Employee Property	70
4.18	Searches and Inspections	70
4.19	Organization Equipment and Technology	72

Pending Board Approval

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

4.20	Internet Usage.....	74
4.21	Employee Emails.....	76
4.22	Personal Use of Organization Telephones.....	76
4.23	Cell Phone Usage.....	77
4.24	Use of Personal Cell Phones and Pagers.....	77
4.25	Keys and Key Cards.....	79
4.26	Media.....	79
4.27	Publicity.....	79
4.28	Internal Communication.....	79
4.29	Business Travel and Use of Organization Vehicles.....	80
4.30	Outside Use of Organization-Provided Equipment.....	81
4.31	Organization-Sponsored Social and Recreational Activities.....	82
SECTION 5 - EMPLOYEE BENEFITS.....		82
5.1	Eligibility.....	82
5.2	Vacation Time.....	82
5.3	Sick Time.....	84
5.4	Paid Holidays and “Non-contract” Days.....	86
5.5	Insurance Benefits.....	87
5.6	State Disability Insurance (SDI).....	88
5.7	Paid Family Leave.....	88
5.8	COBRA/Cal-COBRA.....	88
5.9	Health and Wellness.....	89
5.10	Retirement Savings Plan.....	89
SECTION 6 - LEAVE OF ABSENCE AND MISCELLANEOUS REQUEST FOR TIME OFF.....		89
6.1	Leaves of Absence.....	89
6.2	Family and Medical Leave of Absence.....	91
6.3	General Medical Leave.....	99
6.4	Personal Leave.....	101
6.5	Personal Leave To Obtain Services Due to Domestic Violence, Sexual Assault, Stalking, or Other Crimes.....	101
6.6	Personal Leave to Attend Court Proceedings or Seek Relief if a Victim of a Crime.....	102
6.7	Pregnancy Disability Leave.....	103

Pending Board Approval

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

6.8	Organ and Bone Marrow Donor Paid Leave	106
6.9	Military Leave	108
6.10	Leave For Spouses Of Qualified Military.....	109
6.11	Unpaid Family-School Partnership Leave	109
6.12	Jury Duty/Witness Leave.....	110
6.13	Bereavement Leave	111
6.14	Leave for Reproductive Loss	111
6.15	Time Off for School Appearance or to Attend Child’s School Discipline	111
6.16	Time Off for Civil Air Patrol.....	112
6.17	Voting	112
6.18	Volunteer Civil Service Leave / Emergency Responder	112
SECTION 7 - TITLE IX SEXUAL DISCRIMINATION POLICY AND GRIEVANCE PROCESS		
114		
ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK AND COMPLIANCE WITH HANDBOOK.....		
		122
Appendix A - MEAL & REST PERIOD ACKNOWLEDGMENT		
		124
Appendix B - ELECTRONIC SIGNATURE POLICY ACKNOWLEDGEMENT.....		
		126

Pending Board Approval

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

SECTION 1 - INTRODUCTORY POLICIES

1.1 The Purpose of this Handbook

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

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

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

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

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

1.2 Integration Clause/Right to Revise

This Handbook contains the employment policies and practices of the Organization in effect at the time of distribution. All previously issued handbooks and any inconsistent policy

Pending Board Approval

statements, or memoranda are superseded.

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

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

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

1.3 Equal Employment Opportunity

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

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

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

Pending Board Approval

1.4 Reasonable Accommodation

Religious Accommodation

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

Medical Accommodations

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

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

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

Drug and Alcohol Rehabilitation Accommodation

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

Pending Board Approval

require any employee who has gone through substance abuse treatment to be evaluated by an Organization-selected physician before being allowed to return to work.

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

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

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

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

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

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

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

Lactation Accommodation

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

The Organization will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child each time the employee has need to express milk. The Organization shall provide the employee with the use of a room or other location for the employee to express milk in private. A lactation room or location to express milk will not be a bathroom and shall be in close proximity to the employee's work area,

Pending Board Approval

shielded from view, and free from intrusion. The lactation room or other location to express milk will be safe, clean, and free from hazardous materials, contain a surface to place a breast pump and other personal items, contain a place to sit, and have access to electricity or alternative devices needed to operate an electric or battery-powered breast pump. The Organization will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's workspace.

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

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

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

Reasonable Accommodation for Adult Literacy Programs

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

An employee who wishes to reveal a problem of illiteracy and requests Organization assistance should contact the Human Resources Department. The Organization will take all reasonable steps to safeguard the employee's privacy. Employees may use accrued vacation pay if available to make up for the work that is missed to attend literacy classes.

Reporting Process:

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

Pending Board Approval

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

1.5 At-Will Employment Status

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

1.6 Harassment, Discrimination, and Retaliation Prevention Policy

Policy Against Harassment, Discrimination, And Retaliation

The Organization is committed to providing a work environment free of unlawful harassment, discrimination, intimidation, or retaliation. Harassment based on race (including natural hair style and hair texture), color, creed, gender, gender identity, gender expression, transgender status, pregnancy or related medical conditions, childbirth or related medical conditions, breastfeeding or related medical conditions, religion, including religious dress and grooming practices, marital status, registered domestic partner status, military and veteran status, age (40 and above), reproductive health decisions, national origin or ancestry, including language use and possession of a driver's license, citizenship, physical or mental disability, perceived disability, including HIV and AIDS, medical condition, including cancer or a record or history of cancer, genetic characteristics, genetic information, sexual orientation, status as a victim of crime, protected medical leaves (e.g., leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, **off-duty cannabis use away from the workplace**, an employer-required drug screening test that detects non-psychoactive cannabis metabolites in hair, blood, urine, or other bodily fluids, or any other basis protected by federal, state or local law or ordinance or regulation or any other proscribed factors or personal attributes ("Protected Categories") will not be tolerated by the Organization.

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

Pending Board Approval

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

Scope of Protection

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

Training

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

Discrimination

As used in this policy, discrimination is defined as the unequal treatment in any aspect of employment, including discrimination based solely or in part on the employee's, or applicant's, Protected Category. Discrimination may include, but is not necessarily limited to: hostile or demeaning behavior towards applicants or employees because of their Protected Category; allowing the applicant's or employee's Protected Category to be a factor in hiring, promotion, compensation or other employment related decisions unless otherwise permitted by applicable law, and providing unwarranted assistance or withholding work-related assistance, cooperation, and/or information to applicants or employees because of their Protected Category.

Harassment

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

Sexual Harassment

As used in this policy, sexual harassment is defined as harassment based on sex or conduct

Pending Board Approval

of a sexual nature, and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity or gender expression. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Harassment can also include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex. The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

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

- Verbal harassment such as derogatory comments or slurs, comments about an individual's body, use of sexually degrading words, suggestive or offensive notes, letters, or invitations;
- Physical harassment such as any touching of another, assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual;
- Visual forms of harassment, such as sexual gestures, displaying derogatory posters, cartoons or drawings that are offensive;
- Requests for sexual favors or unwanted sexual advances; and
- Any other conduct that unreasonably interferes with the performance of the job or that creates an intimidating, hostile or offensive working environment.

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

Retaliation

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

Pending Board Approval

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

Reporting Violations of this Policy:

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

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

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

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

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

Pending Board Approval

against you for filing a good faith complaint or for cooperating in providing information in the investigation of any complaint, and will not tolerate or permit retaliation by management, employees, or co-workers.

In addition, disciplinary action will be taken against anyone who attempts to discourage or prevent another from bringing harassment, retaliation, or discrimination to the attention of management. The Organization wants to assure all of its employees, volunteers, and interns that measures will be undertaken to protect those who complain about harassment and/or discrimination from any further acts of harassment, discrimination, coercion or intimidation, and from retaliation due to their reporting in good faith an incident of this type or participating in an investigation or proceeding concerning the alleged harassment, retaliation, or discrimination.

Filing Complaints Outside Our Organization

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

1.7 Respect and Anti-Bullying

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

Workplace Bullying Prohibited

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

Workplace Bullying Defined

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

Pending Board Approval

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

- Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets;
- Verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating;
- Inappropriate gestures or visual staring;
- Excessive yelling, repeated emotional outbursts, berating others, using a harsh tone of voice;
- Talking down to others;
- Criticizing or pointing out mistakes to others in front of a group or using a condescending tone;
- Social exclusion or ostracism, ignoring others, silent treatment;
- Gratuitous sabotage or undermining another's work performance, for example by giving impossible to meet deadlines or workloads;
- Withholding pertinent work-related information or undermining another's work by not giving them enough information to do what is required of them;
- Gossiping or spreading rumors;
- Manipulating a person's job content or unwarranted removal of core responsibilities;
- Making threats; using intimidating tactics; and
- Making humiliating or degrading remarks about a person online (i.e., cyberbullying).

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

Acceptable and Healthy Workplace Behaviors

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

- Using respectful, supportive, and encouraging language in all interactions, no matter the

Pending Board Approval

subject of conversation;

- Offering your thoughts or disagreements on an issue politely;
- Being open to innovative and creative ideas, even if they seem impossible to achieve at first listen;
- Giving peers direct, constructive feedback that is solution-oriented;
- Expressing appreciation when a peer does something correctly and in a timely manner;
- Approaching conflict with maturity and true desire for resolution, rather than as a fight or opportunity to belittle a co-worker; and
- Maintaining a positive attitude, even when you are having a bad day, with managers, peers, subordinates and customers.

Training

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

Reporting Complaints

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

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

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

1.8 Gender Identity And Gender Expression In The Workplace

As stated in our Harassment, Discrimination, And Retaliation Prevention Policy, we are an equal opportunity employer and are committed to providing a safe, supportive, and productive work environment that is free from discrimination, retaliation, and harassment. We will not

Pending Board Approval

tolerate any kind of discrimination, retaliation, or harassment, including discrimination or harassment based on an individual's gender identity or gender expression, including transitioning.

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

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

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

Guidelines for Transitioning in the Workplace

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

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

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

Privacy

All Organization employees have the right to discuss their gender identity or transition process openly, or to keep that information private. Information about an employee's gender

Pending Board Approval

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

Preferred Names and Pronouns

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

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

Internal Recordkeeping

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

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

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

Safe and Equal Access to Facilities

All Organization employees have a right to safe and appropriate restroom facilities, regardless of sex. Employees are permitted to use facilities that correspond to the employee's gender identity or gender expression, regardless of the employee's assigned sex at birth. "Facility" is broader than bathrooms and includes other types of company facilities including locker rooms with showers. For instance, transgender women are permitted to use the women's

Pending Board Approval

restroom, and transgender men are permitted to use the men's restroom. Any employee who has a need or desire for increased privacy, regardless of the underlying reason, will be provided access to a single-stall restroom where available. No employee, however, shall be required to use such a restroom.

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

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

1.9 Employment Application, Background, and Reference Checks

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

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

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

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

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

Pending Board Approval

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

1.10 Employment Eligibility Verification

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

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

1.11 Electronic Signature Policy

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

SECTION 2 - EMPLOYMENT POLICIES AND PRACTICES

2.1 Employee Classifications

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

The following define the Organization’s employment categories.

Pending Board Approval

Classified

Classified staff are non-certificated.

Certificated

Certificated staff are credentialed.

Directors

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

Regular Full-Time

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

Regular Part-Time

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

Temporary

An employee who is hired with the understanding that they are being employed temporarily, usually relating to special projects, abnormal workloads or emergencies. A temporary employee is not eligible for any benefits listed in this Handbook unless required by law.

Seasonal Employment

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

Inactive Status

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

Pending Board Approval

2.2 Non-Exempt and Exempt Employees

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

Non-Exempt

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

Exempt

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

2.3 Work Week

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

2.4 Work Schedule

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

2.5 Job Descriptions

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

Pending Board Approval

Organization reserves the right to change job responsibilities, transfer job positions, or assign additional job duties at any time.

2.6 Remote Work Policy

Elite Academic Academies (“EAA”) considers working remotely to be a viable, flexible work option when both the employee and the position are suited to such an arrangement. Working remotely may be appropriate for some employees and positions but not for others. Working remotely may also be appropriate in some circumstances, and not in other circumstances.

This Remote Work Policy outlines the guidelines for EAA employees who work from a location other than our EAA offices. It contains the terms and conditions for working remotely. It should act as a guide for both management and the employee and must be signed by the employee to acknowledge they read through and understood the details herein.

Scope

This policy applies to all employees whose *primary* work location is not at our offices.

Remote Work Outside of California

Remote work at EAA is only permitted in the state of California. EAA employees are not permitted to work remotely in another state, or in another country, for any period of time without pre-approval or authorization from the CEO or the board of directors. [Note: Short-term visits to other states would certainly be considered for an exception.]

If an employee is considering relocating to another state, in which EAA has already been established as a business, then the employee must immediately consult with their supervisor, as well as HR, regarding the proposed location. [Note: Currently EAA is established in Arizona, Michigan, Montana, Texas, Utah, and Washington]. Continued employment at EAA is not guaranteed for employees who relocate to another state or country.

If an employee is considering relocating to a state where EAA is not already established and would like to continue employment at EAA, again, the employee must immediately consult with their supervisor, as well as HR, regarding the proposed location. Continued employment at EAA is not guaranteed for employees who relocate to another state or country.

Eligibility

EAA will evaluate the suitability of a remote work arrangement for each employee, reviewing the following areas:

- *Job responsibilities*: EAA will determine if the job is appropriate for a remote work arrangement.
- *Business Needs*: EAA will determine whether the remote work arrangement meets its

Pending Board Approval

business needs.

- *Equipment needs, workspace design considerations and scheduling issues:* EAA will review the physical workspace needs and the appropriate location for the remote work.
- *Tax and other legal implications:* EAA, in conjunction with the employee, must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office.

EAA has the authority to establish, approve, or deny work arrangements for individual employees. If EAA, in its sole discretion, agrees, then the employee will be permitted to work remotely.

Work Expectations While Remote

Remote employees must follow the work schedules provided to them, be sure to meet deadlines, performance standards, and job requirements, uphold high-quality standards, and be responsive to their supervisors.

To ensure that employee performance will not suffer in remote work arrangements, we advise our remote employees to:

- Choose a quiet and distraction-free working space.
- Have an internet connection that's adequate for their job.
- Dedicate their full attention to their job duties during working hours.
- Adhere to break and attendance schedules agreed upon with their supervisor.
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively.

Employees must also be available to communicate with their supervisor and other members of management as required and appropriate for the job.

Employees who work remotely must be available to travel when required. This includes travel to EAA's primary office when necessary, regardless of the established remote work schedule. [Note: EAA provides employees with a travel and mileage stipend in this regard].

Equipment

On a case-by-case basis, EAA will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each remote work arrangement. EAA reserves the right to make determinations as to appropriate equipment, subject to change at any time.

Equipment supplied by the organization is to be used for business purposes only. The employee must sign an inventory of all EAA property received and agree to take appropriate action to protect the items from damage, theft, or misuse. Specifically, employees must store

Pending Board Approval

equipment in a safe and clean space when not in use and follow all other policies related to EAA equipment as detailed in EAA's Employee Handbook.

Upon termination of employment, all EAA property must be returned to the organization, unless other arrangements have been made.

EAA provides employees with access to desktop phone service and also provides needed business-related supplies when requested and approved.

Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee.

Security

Consistent with the organization's expectations of information security for employees working at the office as described in EAA's Employee Handbook, employees working remotely will be expected to ensure the protection of proprietary organization and student information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, locking your laptop screen when you step away from your workspace, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards.

Injuries sustained by the employee in a home office location while performing his or her regular work duties are normally covered by the organization's workers' compensation policy. Employees working remotely are responsible for notifying EAA of such injuries as soon as practicable.

Time Worked

Non-exempt employees working remotely will be required to accurately record all hours worked and strictly adhere to required rest and meal breaks using EAA's time-keeping system. Non-exempt employees must also obtain prior approval from their supervisor before working any overtime.

Compliance with Policies

Remote employees must follow all EAA policies, including those in our Employee Handbook. All EAA policies around conduct, confidentiality, benefits, etc. continue to apply regardless of location.

Pending Board Approval

Reasonable Accommodations

Employees who are new parents, suffer from short-term/long-term disability, or require accommodations to work from home should notify their supervisor as soon as possible.

2.7 Performance Assessment and Employee Development

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

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

2.8 Meal and Rest Periods

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

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

Number of Hours Worked Per Shift	Number of Meal Periods
5 hours or less	No meal period
More than 5 hours up to 6 hours	1 unpaid 30-min. meal period (may be waived in writing)
More than 6 hours up to 10 hours	1 unpaid 30-min. meal period
More than 10 hours up to 12 hours	2 unpaid 30-min. meal periods (may not be combined, 2nd meal period may be waived in writing if first meal period taken)

Pending Board Approval

More than 12 hours	2 unpaid 30-min. meal periods (may not be combined)
--------------------	---

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

Duty-free uninterrupted paid rest breaks are provided at the rate of ten (10) consecutive minutes for each four (4) hour work period or major fraction thereof for non-exempt employees. No break is provided for employees working less than 3.5 hours. Those employees who work between 3.5 hours and six (6) hours are provided a paid ten (10) minute break. Those employees working between six (6) and ten (10) hours are provided two paid ten (10) minute breaks. The rest period should occur as near as possible to the middle of the work period. Upon request, reasonable accommodations, including privacy and increased break time, will be made to accommodate lactating employees.

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

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

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

Pending Board Approval

2.9 Timekeeping Requirements

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

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

Time records are required by law and are used for computing paychecks to ensure that you are compensated correctly for the work you have performed. Employees are required to record time taken off (vacation, holiday, sick days, jury duty, bereavement, etc.).

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

Prohibition Against Off The Clock Work

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

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

2.10 Payment of Wages

For Semi-Monthly employees:

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

Pending Board Approval

For Monthly Employees:

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

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

Overpayment of Wages

If the Organization inadvertently overpays an employee, the Organization will notify to the employee and afford the employee an opportunity to respond before commencing recoupment actions. The Organization will work with the employee to find a mutually agreeable method to obtain reimbursement. Absent mutual agreement, the Organization shall implement installment payments through payroll deduction covering at least the same number of pay periods in which the error occurred. If an employee's employment is terminated before full repayment, the Organization may deduct the remaining amount from the final paycheck as permitted by law. If full repayment is not made to the Organization by the employee, the Organization may exercise all other legal means to recover the additional amount owed.

2.11 Payroll Direct Deposit

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

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

2.12 Overtime Work Hours

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

Pending Board Approval

2.13 Overtime Pay

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

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

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

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

2.14 Double Time Work Hours and Pay

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

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

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

Mandatory Time Off/Day of Rest

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

Reporting Time Pay

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

Pending Board Approval

(2) hours and not more than four (4) hours of pay.

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

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

2.15 Wage Garnishments

We hope you will manage your financial affairs so that we will not be obligated to execute any court ordered wage garnishments. However, when court-ordered deductions are to be taken from your paycheck, you will be notified, and we will be required to comply with any court order instructing us to garnish wages.

2.16 Payroll Deductions

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

Deductions Mandated by Federal and State Law

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

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

Pending Board Approval

2.17 Compensation Philosophy

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

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

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

2.18 Expense Reimbursement

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

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

The Organization maintains a meal reimbursement policy as follows:

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

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

Pending Board Approval

Designee.

2.19 Pay Deductions For Exempt Employees

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

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

Deductions from pay are permissible:

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

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

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

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

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

Pending Board Approval

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

2.20 Access to Employment Records

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

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

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

2.21 Personal Information

Personal Information Changes

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

Pending Board Approval

Protection Of Medical and Personal Information

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

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

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

2.22 Nepotism Policy

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

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

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

Pending Board Approval

2.23 Reference Requests

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

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

2.24 Open-Door Policy

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

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

2.25 Outside Employment

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

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

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

Pending Board Approval

2.26 Conflicts Of Interest

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

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

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

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

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

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

Pending Board Approval

2.27 Voluntary Separation of Employment

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

2.28 Request for Notice of Resignation

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

2.29 Involuntary Separation

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

2.30 Return of Property and Deletion of Data On Personal Devices

All Organization property, including but not limited to, electronic information, laptops, scanners, uniforms, badges, timekeeping materials, keys, cellphones, and equipment, must be returned to the Organization promptly upon separation of employment for any reason. Employees unable to present the equipment in good working condition within the time period requested (for example, 24 hours) may be requested to pay the cost of a replacement.

As discussed in further detail in the Confidentiality section of the Handbook (3.22), employees must return all copies of documents the Organization considers to contain Confidential Information (as defined in the above referenced section), and employees must continue to maintain the confidentiality of such Confidential Information. Should such Confidential Information be kept in electronic form on a personal device, whether in a computer, a cell phone, or other electronic device or memory, including any online file system, each employee must provide those records and documents to the Organization on an Organization-issued flash memory card or other device. Employees must also delete and destroy such records and documents from their respective electronic devices and memory locations, including any backup records and documents on any device or online file system. In the event an employee later discovers any other Organization records or documents, then they must either deliver them to the Organization or destroy them. The Organization does not agree to, nor authorize, the

Pending Board Approval

delivery of Organization records or documents to any third party.

2.31 Employee Discipline

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

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

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

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

When verbal warnings are given, they will be noted in the employee's personnel file. Written warnings and suspension notices should be signed both by the supervisor and employee. The employee's signature is not an admission of guilt, but merely acknowledges receipt of the notice. If an employee disagrees with the warning and desires to make comments, the employee is entitled to write these comments on the warning memorandum form. When written warnings are given, the employee will receive a copy of the warning or suspension notice and a copy will be placed in the employee's personnel file.

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

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

2.32 Reduction in Force

Under certain circumstances, the Organization may need to restructure, reduce working hours, or reduce its workforce. In that event, decisions regarding lay off, job retention, transfers, or adjustment of hours, will be based upon management's judgment of the Organization's need. If

Pending Board Approval

it becomes necessary to restructure operations, reduce or modify working hours, or reduce the number of employees, the Organization will attempt to provide advance notice, if possible, so as to minimize the impact on those affected. Also, if possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

2.33 Final Pay

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

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

Employees separated from employment will be paid as follows:

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

2.34 Exit Interview

Employees who voluntarily leave the Organization may be interviewed about the reason for resignation. Constructive suggestions offered by terminating employees are valued by the Organization. Employees involuntarily terminated may also have an exit interview.

2.35 Re-Employment

If you leave the Organization and are rehired within six (6) months, you will receive credit
Pending Board Approval

for your prior service date. In this case, you will be given the original hire date as the adjusted service date.

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

SECTION 3 - STANDARDS OF CONDUCT

3.1 Prohibited Conduct

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

Certain conduct may subject an employee to appropriate discipline. The following conduct is prohibited and will not be tolerated by the Organization. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and Organization operations or other things may also be prohibited.

- Falsifying employment records, employment information, or other Organization records;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any timecard, either your own or another employee's;
- Theft and deliberate or reckless damage or destruction of any Organization property, or the property of any employee or student;
- Removing or borrowing Organization property without prior authorization;
- Unauthorized use of Organization equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on Organization property;
- Participating in horseplay or practical jokes on Organization time or on Organization premises;
- Fighting, threatening bodily harm, or provoking such misconduct;
- Carrying firearms or any other dangerous weapons on Organization premises at any time to the extent permitted by law;
- Insubordination, including but not limited to failure or refusal to obey the orders or

Pending Board Approval

instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;

- Incompetent or inefficient performance of assigned duties and responsibilities;
- Interference with the work performance of any employee(s);
- Using threatening or abusive language at any time on Organization premises;
- Failing to notify a supervisor when unable to report to work;
- Unreported absence of three consecutive scheduled workdays, except in cases of emergency;
- Repeated tardiness or absence;
- Failing to obtain permission to leave work for any reason during normal working hours, except in cases of emergency;
- Failing to observe working schedules, including rest and lunch periods;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency;
- Using Organization's computer to access the Internet for personal use during working hours, beyond reasonable incidental or brief usage;
- Violation(s) of Company policies concerning security or unauthorized disclosure of confidential Company information to any person(s);
- Working overtime without authorization or refusing to work assigned overtime;
- Violating any safety, health, security or Organization policy, rule, or procedure;
- Conduct that disrupts the learning environment;
- Committing a fraudulent act under any circumstances; and
- Committing, or involvement in, any act of unlawful harassment or discrimination of another individual.

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

Pending Board Approval

3.2 Professional Boundaries

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

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

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

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

DUTY TO REPORT:

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

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

Pending Board Approval

USE OF ELECTRONIC & SOCIAL MEDIA:

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

EXAMPLES OF ACCEPTABLE AND RECOMMENDED BEHAVIORS:

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

Pending Board Approval

EXAMPLES OF UNACCEPTABLE BEHAVIORS (VIOLATIONS OF THIS POLICY):

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

3.3 Social Media

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

GUIDELINES:

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

The same principles and guidelines found in the Organization’s policies apply to your

Pending Board Approval

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

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

BE RESPECTFUL

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

BE HONEST AND ACCURATE

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

OBEY THE LAW

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

HANDLING ORGANIZATION INFORMATION & CONFIDENTIALITY

Maintain the confidentiality of Organization business and trade secrets and confidential proprietary information such as information regarding the development of systems, processes,

Pending Board Approval

products, know-how and technology. Do not post internal reports, policies, procedures, or other internal Organization-related confidential communications.

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

NON-USE OF SOCIAL MEDIA WHILE ON WORK TIME

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

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

EMPLOYEE AND JOB APPLICANT RIGHTS:

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

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

3.4 Electronic Communications

All employees, independent contractors, advisors, and volunteers (“Personnel”) have a
Pending Board Approval

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

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

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

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

3.5 Complaint Procedures

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

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

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

Pending Board Approval

employee disagrees with the decision, the complainant employee may direct complaints to the Human Resources Department.

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

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

3.6 Whistleblower Policy

Introduction. The Organization is committed to integrity and ethical behavior. The Organization thus encourages employees and affiliated non-employees (such as a board member) of the Organization (collectively, "Persons") who reasonably believe that they are aware of any actual or suspected violation of a federal or state law, or of a local rule or regulation (each, a "violation"), to report any such violation, without any fear of retaliation, discrimination, or harassment with respect to their employment or affiliation. This policy does not replace or supersede the Organization's Harassment, Discrimination, and Retaliation Prevention Policy (Section 1.6 above), other grievance procedures and any relevant local, state and/or federal laws governing whistleblowing applicable to the Organization. Such policies, procedures and laws are important components of the Organization's commitment to providing a professional work environment.

Prohibition: Reporting in Good Faith. The Organization strictly prohibits any retaliation, discrimination, or harassment against any person who reports what the employee reasonably believes to be violations of a federal or state law, or of a local rule or regulation. This includes non-retaliation against an employee because a family member of the employee has engaged in or perceived to have engaged in a protected whistle-blowing activity. The Organization will not retaliate against any person who participates in an investigation of such complaints. The Organization also strictly prohibits any retaliation or harmful action against any person on the basis that the person provided truthful information to law enforcement authorities relating to the violation (or possible violation) of any federal or state law.

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

Pending Board Approval

violation, such individual should contact such officer of the Organization as designated below.

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

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

43414 Business Park Drive Temecula, CA 92590

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

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

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

3.7 Violence-Free Workplace

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

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

Pending Board Approval

3.8 Reporting Violent Behavior

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

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

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

- Outer clothing, packages, handbags, briefcases, backpacks, lunch bags, boxes and/other containers being taken in or out of the Organization's buildings or to or from the Organization's premises;
- Vehicles parked on Organization property (owned, leased, or occupied) or Organization-owned vehicles; and
- All workstations, computer files, files, books shelves, storage, desks, credenzas, work stations, file cabinets, storage rooms and other areas on the Organization's premises

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

3.9 Drug and Alcohol-Free Workplace

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

Pending Board Approval

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

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

- Possession, ingestion, or having an illegal or controlled substance (unless it is a legally-used prescription drug that does not affect safety or job performance), including alcohol, in your system while at work or on Organization business.
- Driving an Organization-provided vehicle or your own vehicle on Organization business while under the influence of a substance that alters or impairs judgment.
- Distribution, manufacture, sale, or purchase of an illegal or controlled substance, including alcohol, while on the job.
- Providing false or misleading information about any of the foregoing with regard to themselves or others.

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

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

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

Pending Board Approval

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

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

No employees will suffer an adverse employment action based on their off-duty use of cannabis away from work, and the Organization's drug screening practices with respect to cannabis are used solely to detect impairment **and non-psychoactive cannabis metabolites**.

3.10 Cannabis

The Organization will comply with all applicable state and local laws and regulations regarding cannabis. As used in this policy, the term "cannabis" includes marijuana in accordance with applicable state law.

Pursuant to California law, the Employee Handbook does not apply to an employee's or applicant's use of cannabis off the job and away from the workplace. The Organization will not discriminate against or otherwise penalize an employee, any individual who performs work for the Organization, or an applicant, based on non-psychoactive cannabis metabolites found in any Organization-required drug screening test. However, the Organization may refuse to hire an applicant, and take action against or otherwise penalize an employee or any other individual who performs work for the Organization, based on a scientifically valid preemployment drug screening test conducted through methods that do not screen for non-psychoactive cannabis metabolites. Moreover, all employees, and any other persons who perform work for the Organization, are still prohibited from possessing, being impaired by, or using, cannabis on the job.

3.11 Alcohol at Organization-Sponsored Events and on Organization Premises

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

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

Pending Board Approval

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

3.12 Employment Testing and Health Examinations

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

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

The Organization will not use or rely on the results of a drug screening test that has found individuals to have non-psychoactive cannabis metabolites in their hair, blood, urine, or other bodily fluids.

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

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

3.13 Reasonable Suspicion

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

Pending Board Approval

missed during the suspension. Refusal to participate in the testing procedures will be grounds for immediate termination of employment. An employee may be disciplined, up to and including termination, if the test is positive. The Organization's drug screening practices with respect to cannabis are used solely to detect impairment **and not non-psychoactive cannabis metabolites**.

3.14 Reporting Substance Abuse

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

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

3.15 Attendance

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

3.16 Absences

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

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

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

Excessive absences and failure to report absences on time may lead to discipline. Absences are excessive if they occur frequently (6 or more occasions in a rolling calendar year) and are not

Pending Board Approval

pre- approved; they may also be excessive if they show a pattern. Absences immediately before or after holidays and weekends are suspect.

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

3.17 Tardiness

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

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

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

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

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

3.18 Excessive Absenteeism and Tardiness

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

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

3.19 Failure to Report an Absence

Should you fail to report to work for one or more of your scheduled workdays without notice to, or approval by, your supervisor, you will be deemed to have voluntarily terminated

Pending Board Approval

your employment unless a reasonable excuse is offered at the earliest possible time and accepted by the Organization. Notifying a supervisor consists of speaking in person or by telephone with the supervisor or their superior. Voicemail or email messages do not constitute notifying the supervisor.

3.20 Grooming and Attire

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

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

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

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

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

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

3.21 Customer Relations

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

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

Never place a telephone caller on hold for an extended period. Direct incoming calls to

Pending Board Approval

the appropriate person and make sure the call is received.

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

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

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

We have developed certain guidelines to reflect what we believe are good business practices. We strive to develop and maintain a pleasant, efficient, and fair work environment that fosters cooperation and understanding. All employees are expected to be:

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

3.22 Confidentiality

Employees must keep matters relating to the Organization's business confidential. Business matters which must be kept confidential and not disclosed to anyone outside of the Organization includes but are not limited to any of the following items:

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

Pending Board Approval

- Confidential information regarding business partners, vendors, or customers.

No employee may use trade secrets, or confidential or proprietary information obtained during or through employment with the Organization for the purpose of furthering current or future outside employment or activities, for obtaining personal gain or profit, or for any other purpose not related to the employee's work with the Organization. Proprietary information is information that is the property of the Organization and includes all information obtained by employees from the Organization during the course of their work. Confidential information is any Organization information that is not known generally to the public or the industry.

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

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

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

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

This policy also applies in a cybersecurity context.

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

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

Pending Board Approval

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

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

3.23 Business Ethics and Conduct Policy

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

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

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

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

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

SECTION 4 - OPERATIONS

4.1 Inclement Weather

The Organization, through the Executive Office, may decide to close its offices due to inclement weather. All employees will be paid for such time off if normally scheduled to work that day and only for those hours which the employee would normally work.

Pending Board Approval

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

4.2 Security and Safety

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

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

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

4.3 Restraining Orders and Domestic Violence

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

If you have a civil order, like an Emergency Protective Order, a Stay-Away Order, or a Temporary Restraining Order, you should tell your supervisor and Human Resources Department about it. We will keep it on a confidential basis, and we will work with you to develop a workplace safety plan.

Employees are encouraged to team up with a co-worker leaving at the same time of day, as the parking lot may be dark. When leaving your vehicle in the parking lot, be sure to lock your vehicle to secure personal property and your safety when returning to your vehicle at the end of your shift. When you get into your vehicle, immediately lock your doors and fasten your seatbelt. When departing from the parking lot, and if you feel you are being followed, you should contact

Pending Board Approval

911 via your cell phone or drive to the nearest police/sheriff station to get help. Once you have contacted the authorities and are safe, be sure to report any incidents to your site administrator or supervisor immediately.

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

4.4 Workplace Safety

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

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

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

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

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

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

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

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

Pending Board Approval

4.5 Communicable Illness

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

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

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

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

4.6 Safety Suggestions

You are encouraged to suggest better and safer methods and routines. Please present and discuss your suggestions with your supervisor, the Safety Manager, or Human Resources Department. You have the right to report safety and security related matters anonymously to our Safety Manager without fear of retaliation.

4.7 Safety Equipment

If needed or legally required, the Organization will provide you with Personal Protective Equipment (PPE). Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor.

Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to discipline.

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

Pending Board Approval

4.8 On-The-Job Injuries

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

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

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

4.9 Workers' Compensation Insurance

The Organization provides Workers' Compensation insurance coverage for all employees to protect them in the event of an on-the-job injury, illness, or exposure. The Organization pays the full cost of the insurance. If the applicable insurance carrier determines that you cannot work because of a work-related injury, illness, or exposure, you will be placed on a Workers' Compensation leave of absence in accordance with the laws of the State of California. A Workers Compensation leave may be designated in conjunction with State and Federal family and medical leaves.

You must notify your supervisor immediately upon knowledge of any accident, injury, illness, or occupational exposure. Failure to report any accident, injury, illness, or occupational exposure may result in discipline.

Your supervisor, in conjunction with the Human Resources Department, will take the necessary steps, in accordance with applicable state law, to report a Workers' Compensation injury.

4.10 Ergonomics

The Organization is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The Organization will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The Organization encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

Pending Board Approval

The Organization believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being and is essential to our business. We intend to provide appropriate resources to create a risk-free environment. If you have any questions about ergonomics, please contact the Safety Manager or the Human Resources Department.

4.11 Workplace Smoking Ban

The Organization is committed to providing a healthy and safe workplace. Smoking, vaping, or use of any tobacco product or e-cigarettes is strictly prohibited in any Organization building or within 25 feet of it, or in any enclosed premises of the Organization, including restrooms. Smoking will be permissible in outside areas designated by the Organization. This policy applies to all employees, customers, and visitors. Smoking is prohibited while inside Organization-owned, rented, or leased vehicles.

4.12 Housekeeping

All employees are expected to keep their work areas clean and organized. Common areas such as lunchrooms, locker rooms and rest rooms should be kept clean by those using them. Please clean up after meals. Please dispose of trash properly.

4.13 Solicitations

No soliciting or distribution is allowed during working time (working time means times when you are expected to be performing your work duties, as opposed to non-working time such as rest and meal periods and before and after your shift) or in working areas (working areas means areas where work duties are being completed, as opposed to nonworking areas such as break rooms and parking lots). We recognize an employee's right to be provided with working conditions free from the distractions which could result from fund-raising appeals or other solicitations on Organization premises.

The Organization recognizes the importance of community outreach and may engage in certain fund-raising campaigns for 501(c)3 Non-Profits only. Special campaigns on Organization premises may be conducted upon specific approval from Executive Management after liability review. Employee participation is completely voluntary and is not intended to interfere, advance, conflict, or be discriminatory in nature to an employee's employment relationship with the Organization. We respect an employee's individual right to voluntarily contribute to such campaigns.

4.14 Conducting Personal Business

Employees may not conduct personal business or business for another employer on Organization premises. However, employees may conduct reasonable personal business on

Pending Board Approval

Organization premises in case of emergency, or during meal or break periods, provided Organization property is not used in ways prohibited by Organization policies.

4.15 Organization Property

Lockers, desks, vehicles, computers, Internet access, and certain other property, are property of the Organization and must be maintained according to Organization rules and procedures. Organization property must be used only for work-related purposes, unless otherwise specified below. The Organization reserves the right to inspect all of its property to ensure compliance with its rules and procedures, without notice to the employee and/or in the employee's absence.

Telephones, voicemail and/or electronic mail (e-mail) and Internet access are to be used for business purposes, unless otherwise specified below. Chatting online, instant messaging, surfing and other similar misuses of Organization time, property and Internet services are strictly prohibited. Transmitting, retrieving, downloading, or storing messages or images that are offensive, derogatory, defamatory, off-color, sexual in content (including all forms of pornography) are considered inappropriate in the business environment. Gambling, monitoring sports scores and playing electronic games are also restricted activities on Organization time.

The Organization reserves the right to listen to, monitor and record Organization phone and voicemail messages and to access and disclose Organization computer files, e-mail messages and Internet records to ensure compliance with this policy, without notice to the employee and/or in the employee's absence. Employees should not have, and do not have, an expectation of privacy in their workplace electronic communications, including e-mail messages and their use of the Internet. Violation of these guidelines may result in discipline.

It may be necessary to assign and/or change passwords and personal codes for Organization voicemail, e-mail, and computers. These items are to be used for the Organization's business and they remain the property of the Organization. The Organization may keep a record of all passwords/codes used and/or may be able to override any such password system.

4.16 Return of Organization Property

Any Organization property issued to you, such as keys, tools, badges, cell phones or any other items issued must be returned to the Organization at the time of your termination. You will be responsible for any lost or damaged items.

Regardless of whether your employment ends on a voluntary or involuntary basis, it is your responsibility to return all equipment, computers, telephones, Organization passwords, tools, keys, clothing, or any other property issued to you by the Organization. Failure to return property in good working condition may result in your being invoiced for the fair market value of such property in accordance with applicable state law.

Pending Board Approval

4.17 Personal Property/Employee Property

Employees should not leave or store personal belongings of value in the workplace, for security reasons. The Organization is not responsible for personal belongings that are lost or stolen.

Terminated employees should remove all personal items at the time they leave the Organization. Personal items left in the workplace by previous employees are subject to disposal if not claimed at the time of the employee's termination.

4.18 Searches and Inspections

The Organization believes that maintaining a workplace that is free of weapons, illegal or controlled drugs, alcohol, and other harmful materials is vital to the health and safety of its employees and to the Organization's success. Accordingly, the Organization has established this Policy concerning inspections, searches, and monitoring on Organization premises. The Organization intends to protect against the unauthorized use and removal of Organization property. In addition, the Organization intends to assure its access at all times to Organization premises and Organization property, equipment, records, documents, and files. This Policy applies to all employees of any and all subsidiaries and/or affiliates.

For purposes of this Policy:

“Prohibited materials” means firearms or other weapons; explosives and/or hazardous materials or articles; alcoholic beverages, illegal drugs, or other controlled substances; drug-related paraphernalia; and Organization property that an employee is not authorized to have in their possession.

“Organization property” includes all documents, records, software, data, and files belonging and relating to Organization business; and all inventories, equipment, hardware, and other property of any kind, whether owned, leased, rented, or used by the Organization.

“Reasonable suspicion” includes a suspicion that is based on specific and articulable personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech, or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.

“Possession” means that an employee has the substance on their person or otherwise under their control on Organization property.

In order to assure access at all times to Organization property, and because employees properly in possession of Organization property or information related to Organization business may not always be available to produce the property or information when needed in the ordinary course of Organization business, the Organization reserves the right to conduct a routine

Pending Board Approval

inspection or search at any time for Organization property on Organization premises. (In addition, the Organization reserves the right to access information and communications and e-mail stored in Organization computer files, on Organization disk drives, and in employee voice mailboxes).

Routine searches or inspections of Organization property may include an employee's office, desk, file cabinet, closet, computer files, voice mail, e-mail, Internet records or similar places where employees may store Organization property or Organization-related information, (whether or not the places are locked or protected by access codes). Employees should have no expectation of privacy with regard to these areas.

Because even a routine search for Organization property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the work place any item of personal property that they do not wish to reveal to the Organization during the course of an inspection. Inspections or searches for prohibited materials in or on Organization premises also will be conducted whenever the Organization has reasonable suspicion to believe that a particular employee (or other employees) may be in possession of such materials in violation of this Policy.

In cases involving an inspection or search of an employee's pockets, purse, briefcase, or other item of personal property that is being worn or carried by the employee, the employee will be requested to conduct a self-search (i.e., by turning out or emptying pockets, purses, etc.) in the presence of an observer.

Employees who refuse to cooperate during an inspection or search will not be forcibly detained or searched. They will be informed, however, that the Organization will base any corrective action decision on the information that is available, including their refusal to consent to the search as well as the information that gave rise to a reasonable suspicion that the employee was in possession of prohibited materials, if applicable, and that their failure or refusal to cooperate could deprive the Organization of information that may clear them of suspicion. In addition, the Organization reserves the right to take appropriate action to prevent the unauthorized removal of Organization property from Organization premises.

The Organization reserves the right to monitor the use by employees of Organization telephones, computer networks, and electronic mail systems. Monitoring may be performed by observation, or through aural, mechanical, electronic, or other means.

Monitoring of Organization property (as referenced above) may take place on a regular or random basis and will be used to monitor an employee's job performance, for training or quality control purposes, or in instances in which the Organization has a reasonable suspicion that an employee is using Organization property in an unauthorized manner.

All inspections or searches of Organization property may be conducted as necessary and will be approved in advance by the Human Resources Department, who will inform supervisors of the impending inspection prior to its occurrence.

Pending Board Approval

Employees who are found to be in possession of prohibited materials in violation of this Policy and the Drug and Alcohol-Free Workplace policy, or employees who are found to have used Organization property in an unauthorized manner, will be subject to discipline regardless of the Organization's reason for conducting the search, or inspection or monitoring.

Any prohibited materials, or any materials that are suspected of being prohibited by this Policy, that are found in an employee's possession during an inspection or search will be collected by the Organization or by the independent security service, and will be placed in a container, sealed, and marked with (1) the date collected, (2) names of persons present, (3) circumstances of discovery, and (4) a general description of the contents placed in the container.

The employee who was in possession, or who was suspected of being in possession of the prohibited materials will be given a receipt for the materials collected during the search. If, after further investigation, it is determined that the materials collected were not prohibited by this Policy, the collected materials will be returned to the employee, except as provided below, and a receipt will be obtained from the employee. In cases in which it is suspected that the collected materials consist of illegal drugs or other controlled substances, the Organization will arrange for disposition in accordance with advice from the Drug Enforcement Administration or other appropriate law enforcement authorities. In cases in which the collected materials consist of, or are suspected of consisting of, firearms or other weapons, explosives, or other hazardous materials or articles, the Organization reserves the right to dispose of the materials in whatever manner it deems to be in the interest of its employees' safety or to return the materials to the employee at a designated time and location.

In cases in which it is suspected that the collected materials consist of illegal drugs or other controlled substances, the Organization reserves the right to arrange for the materials to be tested and to be notified of the results, for the purpose of determining whether the employee has violated this Policy.

Supervisors should restrict communications concerning a violation or possible violation of this Policy to persons who have an important work-related reason to know.

4.19 Organization Equipment and Technology

The Organization maintains all rights pertaining to the use of its equipment. All Organization equipment, including desks, computer systems, computer software, diskettes, computer or computing device—specifically including but not limited to laptops, iPads, workstations, printers, servers, and handhelds—is to be used for Organization business only.

The Organization maintains all rights pertaining to the use of its resources. All Organization resources—specifically including but not limited to its electronic network, electronic mail, voicemail, and the data residing on its computer systems—are to be used for Organization business only, unless otherwise stated in this Handbook.

The primary purpose of the electronic mail (email) is to expedite necessary business

Pending Board Approval

communications between two or more individuals. Use of e-mail is a privilege and may be revoked at any time.

All employees are expected to maintain proper and ethical use of electronic mail.

Employee Privacy

Neither permission to use the Organization's computing resources, nor the issuance to any employee of a password, authentication credential, or digital certificate confers any right of privacy upon any employee of the Organization. Thus, employees must not expect that any information maintained on or transferred over the Organization's systems, including electronic and voicemail messages, are private.

Employees are encouraged and advised to retain personal records and engage in personal business using personal equipment at home, as employees have no right to privacy for information contained on the Organization's computer, electronic or telephonic systems.

DO NOT USE ORGANIZATION EQUIPMENT, COMPUTERS, OR INFORMATION SYSTEMS, FOR NON-ORGANIZATION BUSINESS, UNLESS OTHERWISE STATED IN THIS HANDBOOK.

Organization Access to Information

At all times, the Organization retains the right to access and search all directories, indices, diskettes, files, databases, e-mail messages, and other electronic transmissions contained in, or used in conjunction with, the Organization's computer, electronic, and voicemail systems and equipment without prior notice. This right applies both during your employment with the Organization, as well as after its cessation, whether the cessation is voluntary or involuntary, or by death or disability.

The Organization purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Organization does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Organization prohibits the illegal duplication of software and its related documentation.

The Organization retains the right to enter any of its systems or any system connected to its network, at its sole discretion. The Organization reserves the right to monitor the use by employees of Organization telephones, computer networks, and electronic mail systems. Monitoring may be performed by observation, or through aural, mechanical, electronic, or other means. Monitoring may take place on a regular or random basis and may be used to monitor an employee's job performance, for training or quality control purposes, or in instances in which the

Pending Board Approval

Organization has a reasonable suspicion that an employee is using Organization property in an unauthorized manner, or other lawful reasons.

Employees should not place any personal information on the Organization's computer system.

Computer, electronic, or voicemail messages deleted or erased by employees may remain stored in the Organization's computer or telephone systems. Accordingly, the Organization retains the right to access computer, electronic, and voicemail messages for as long as the information may be obtained from any source.

Employees should notify their immediate supervisor, the Human Resources Department, or any member of management, upon learning of violations of this policy. Employees who violate this policy will be subject to discipline.

Appropriate Use

Employees are expected to present a professional and business-like image when using Organization technology and e-mail. Employees may not send offensive or discriminatory messages, nor may they access inappropriate images or materials. Employees will be subject to discipline, for violations of this rule.

Passwords

Passwords, authentication credentials, and/or digital certificates are designed to allow employees access to all or part of the Organization's computer, electronic, and/or telephone systems, and to prevent unauthorized access to information. Employees are expected to maintain their passwords as confidential and must not access co-workers' systems without express authorization.

In the event of the cessation of employment, you will deliver to the Organization, if requested, all passwords or other authentication credentials to access all Organization documents, disks, computer, electronic or voicemail systems, whether these were issued to by the Organization or created by you or any other party.

4.20 Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by the Organization to assist employees in obtaining work-related data and technology. Remember, the truth and accuracy of information on the Internet should be considered suspect until confirmed by a separate reliable source. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

Pending Board Approval

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the Organization and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the Organization. As such, the Organization reserves the right to monitor Internet traffic, and inspect, retrieve and/or read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or similarly disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, gender identity, gender expression, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not received authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

To ensure a virus-free environment, no files may be downloaded from the Internet without prior authorization from your Supervisor. Downloading of any executable files or programs which change the configuration of your system by anyone other than Information Systems personnel is prohibited. Installing programs or accessing sites that circumvent the Organization's Internet filtering system is prohibited.

In addition to this policy, employees must also comply with the other applicable policies contained in this Handbook, including but not limited to the Organization's Social Media policy.

Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are expressly prohibited and can result in discipline:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the Organization's time and resources for personal advantage
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting trade secrets or confidential proprietary information such as information regarding the development of systems, processes, products, know-how

Pending Board Approval

- and technology outside of the Organization
- Violating laws protecting the privacy of student information
 - Violating copyright law
 - Failing to observe licensing agreements
 - Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted internet services and transmissions
 - Participating in the viewing or exchange of pornography or obscene materials
 - Sending or posting messages that defame or slander other individuals
 - Malicious tampering with or attempting to break into the computer system of another organization or person
 - Refusing to cooperate with a security investigation
 - Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
 - Using the Internet for any sort of gambling
 - Jeopardizing the security of the Organization's electronic communications systems
 - Sending or posting messages that disparage another organization's products or services
 - Passing off personal views as representing those of the Organization
 - Engaging in any illegal activities

Abuse of the Internet access provided by the Organization in violation of law or Organization policies will result in discipline.

Refer to Section 3.3 of this Handbook for the Organization's Social Media Policy. Both the Social Media and the Internet Usage policies must be followed.

4.21 Employee Emails

Routine emails generated by personnel will automatically be deleted from the Inbox, Sent and Deleted folders 180 days after they are generated. All personnel are to move any e-mails requiring retention beyond this period to a specific folder other than Inbox, Sent or Deleted.

4.22 Personal Use of Organization Telephones

Personal telephone calls should generally not be made during work time, except in the case of an emergency. Instead, they should be made during breaks or meal periods. Because telephones are a significant expense to the Organization, you should not use Organization telephones (including Organization-owned cell phones) for personal calls, unless it is an emergency. If you must make a personal call either during work hours or from an Organization telephone, please practice discretion and refrain from doing so in the presence of customers, vendors or visitors. Should circumstances require that you place a long-distance call, we ask that you use a personal calling card, call collect, or ask for authorization from your supervisor.

Pending Board Approval

If the Organization determines that an employee is using Organization telephones to conduct personal business or is making or receiving excessive personal calls during work hours (whether or not using an Organization telephone), the employee may be subject to discipline or may be asked to pay for the charges associated with use of the Organization telephone.

4.23 Cell Phone Usage

The Organization provides cellular telephones to some employees as a business tool. They are provided to assist employees in communicating with management and other employees, their customers, associates, and others with whom they may conduct business. Organization cell phone use is primarily intended for business-related calls but may be used for personal reasons in emergency situations. 411 Calls are to be made only when business and telephone directories are not readily available. *Downloads* and *text messaging* are for business purposes only.

However, occasional, brief personal use is permitted within a reasonable limit. Cell phone invoices will be regularly monitored.

Employees may have access to a cell phone while in their cars and should remember that their primary responsibility is driving safely and obeying the rules of the road. Employees are prohibited from using cell phones for any reason when driving an Organization-provided vehicle or when driving on Organization business, unless they are using hands-free technology.

As employees of the Organization, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.

4.24 Use of Personal Cell Phones and Pagers

All use of personal cell phones during work hours is not allowed. Personal cell phones should remain in silent mode or turned off during working hours. Use of personal cell phones is limited to break and mealtimes only.

Use Of Personal Mobile Devices

Employees are not permitted to use any personal mobile device to store Organization information, communicate, transmit and/or connect to the Organization's computer systems or otherwise conduct any Organization business, unless agreed to in advance by the Organization.

Personal mobile devices ("PMD") include any technology resources not owned or issued by the Organization. PMD's include, but are not limited to, the following: computers (desktop and portable), tablets (iPads), cameras, cellular or home telephones, pagers, personal data assistants, fax machines, copiers, printers, scanners, wearable technology, and any other products, communication systems and/or services that permit access to Organization information, networks, databases, services and/or resources for Organization use.

Pending Board Approval

The Organization reserves the right to revoke and/or change an employee's eligibility for PMD use and/or access at any time in its sole discretion. The Organization reserves the right to disconnect any PMD'S to the Organization's computer systems and discontinue use, without notification to the employee, at any time. Use will be discontinued immediately if employment ends for any reason.

Employees who use PMDs agree to protect all Organization information stored or transmitted by PMD's. Any Organization information, including, student contact information, data, and communications transmitted or stored on an approved PMD is Organization property. Employees may not initiate wiping any portion of the PMD containing Organization information, without the express authorization of the Organization's IT Department.

If you choose to connect personal or Organization devices to the Organization's computing and communication systems, you should be aware that the Organization may remotely "wipe" all information on any device that has been configured to access the Organization's systems without any notice. If the Organization chooses to exercise this option, all information on the device will be remotely deleted and reset to its factory settings. This could occur if the device is lost, when your employment ends, or at other times during your employment. The Organization will not be responsible for loss or damage of personal applications or data resulting from the use of Organization applications or the wiping of Organization information. You must notify IT immediately in the event an authorized personal device is lost or stolen.

Cloud-based applications or backup that allows Organization-related data to be transferred to unsecure parties are prohibited. Additionally, personal devices may not be synchronized to other devices that have not been authorized. Making any modifications to the device hardware or software beyond authorized and routine installation updates is prohibited unless approved by IT. You may not use unsecure Internet sites.

Non-exempt associates may not use their personal devices for work purposes outside of their normal work schedule without authorization in advance from management. Additionally, any employee who is on unpaid leave may not use a personal device for work without authorization from management. The Organization reserves the right to deactivate the Organization's application and access on the employee's personal device during periods of leave.

While using for work-related purposes, you are expected to exercise the same discretion in using your personal device(s) as is expected for the use of Organization devices. Organization policies pertaining to harassment, discrimination, retaliation, trade secrets, confidential information and ethics apply to the use of personal devices for work-related activities. Audio and/or video recording anywhere on Organization property during working time (breaks are not considered working time) is prohibited.

Upon request by the Organization and/or upon termination of employment, employees who have sent or received any Organization-related emails, documents, or any confidential information on any PMDs must delete any such Organization information from each of their PMDs in their possession in front of a Human Resources representative or another authorized Organization representative, regardless of how such information was placed on their electronic

Pending Board Approval

device. Upon further request, the employee will show such Organization representative that no files or other Organization information still exists on the employee's PMD(s).

4.25 Keys and Key Cards

Certain positions within the Organization, approved by a member of the management team, will be issued a key/key card to the premises. Each individual to whom an Organization key/key card is given is responsible for proper use of that key/key card and will be required to sign for it. A lost or misplaced key/key card must be reported immediately. Never duplicate or loan a key/key card to anyone for any reason. Keys/key cards must be returned in the exit interview to either the Human Resources Department or a direct supervisor. Employees who take a leave of absence must turn in any keys prior to beginning their leave.

4.26 Media

The Organization strives to anticipate and manage crisis situations in order to reduce disruption to our employees and to maintain our reputation as a high-quality organization. To best serve these objectives, the Organization will respond to the news media in a timely and professional manner only through the designated spokespersons. Only Officers of the Organization are authorized to speak on behalf of the Organization. Please refer all inquiries to the CEO. If unavailable, please refer inquiries to any Cabinet member. Events may occur at our locations that will draw immediate attention from the news media. It is imperative that one person speaks for the Organization to deliver an appropriate message and to avoid giving misinformation in any media inquiry. Every employee is expected to adhere to the following media policy. Answer all media/reporter questions like this: "I am not authorized to comment for the Organization or I do not have the information you want. Let me have our public affairs office contact you."

4.27 Publicity

In the course of advertising, public relations or other similar conduct for business purposes, the Organization may utilize media resources. With employee prior consent, the Organization may use employee photographs, pictures, and/or voice transcriptions for promotion or advertising at any time without compensation.

4.28 Internal Communication

We use bulletin boards, Intranet, and office email to communicate important information to employees on a regular basis. Each of our employees is responsible for reading posted or distributed information on a timely basis.

Pending Board Approval

4.29 Business Travel and Use of Organization Vehicles

Employees who drive an Organization vehicle (a vehicle owned, rented, or leased by the Organization) will be required to show proof of a current driver's license. Employees who drive a non-Organization vehicle (a vehicle that is not owned, rented, or leased by the Organization) for Organization business will be required to show proof of a current driver's license and proof of California minimum insurance. The Organization participates in a system that checks the DMV records of all such employees, with employee consent.

Before an employee may engage in Organization business travel or drive an Organization vehicle, the employee must speak with the Business Department regarding additional policies. The Business Department must verify that the employee meets Organization requirements for business travel and use of Organization vehicles, and the employee must agree to the additional Organization policies regarding business travel and use of Organization vehicles. All employees are prohibited from engaging in Organization business travel and driving Organization vehicles until this process has been completed.

Employees will be reasonably reimbursed for mileage. Reimbursement rates are subject to change at the Organization's discretion, but the rate will always be at least that of the Internal Revenue Service.

If an employee whose position involves any driving is unable to maintain a valid California driver's license, obtain or maintain insurance coverage for his or her own vehicle, and/or is declined coverage as a driver by the Organization's insurance carrier, management shall decide whether that employee will be terminated, retained, transferred, or have his or her hours adjusted based upon management's judgment of the Organization's needs.

Only hands-free technology cell phone use is permitted while driving on Organization business or when driving an Organization vehicle. In the event of a traffic accident, employees are encouraged to cooperate fully with law enforcement authorities, collect as much information as possible and return it to the Human Resources Department. Employees injured as a result of the accident should seek immediate medical care and report information concerning the accident following receipt of medical treatment.

General Driving Safety:

PREPARING AND PLANNING

Poor weather conditions such as rain, ice, snow, high winds, and fog will reduce visibility. They will also reduce the ability to stop quickly and affect steering and braking. In addition, traffic congestion may cause long delays or cause rerouting onto unfamiliar roads. The following advice will help you judge when it is safe to drive:

- Ensure the vehicle is in good working order.
- Spend time planning the route.
- Consult the Internet for driving directions and maps.

Pending Board Approval

- Dress appropriately for the weather conditions.
- Carry food and warm drink in case the journey becomes prolonged or delayed.
- Do not drive if suffering from illness.
- Remember that prescription drugs can cause drowsiness.
- Be prepared to delay or cancel the trip if weather or traffic conditions worsen.
- Maintain contact with the Organization to apprise them of your whereabouts at all times.

SEAT BELTS SAVE LIVES

All available evidence shows that people are much less likely to be hurt in an accident if they are wearing a seat belt.

It is Organization policy that all drivers wear their seatbelt at all times when operating an Organization-provided vehicle and while driving on Organization business. There are no exceptions to this rule as it is the law. If you have an accident and are cited for not wearing a seatbelt, you may face discipline.

KEEP A SAFE DISTANCE

Failure to stop a car in time is one of the most dangerous and common mistakes that drivers make. To ensure safety, drivers must be confident that a complete stop can be made in the distance that is seen to be clear.

Typical stopping distances are listed below to help driver's judge safe speeds.

In good road conditions:

- At 30mph: The average car stops in 75 feet
- At 60 mph: The average car stops in 240 feet, or 18 car lengths

SAFE DRIVING

It is important that you drive safely at all times. Do not engage in distracting activities such as reading, eating, make-up application, attending to children, or making calls on a hand-held cell phone.

While driving on Organization business or while driving an Organization vehicle, you are responsible for complying with all traffic, parking and other vehicular laws. You will be individually responsible for all driving, traffic, parking, etc. violations that you commit.

4.30 Outside Use of Organization-Provided Equipment

Some employees use Organization-provided equipment outside of the standard work environment as a regular part of their job. If you use Organization-provided equipment, you are responsible for:

Pending Board Approval

- Ensuring the equipment is properly maintained and that only Organization authorized personnel performs all maintenance or repairs to the equipment.
- Ensuring that Organization equipment is not used in an unauthorized manner. You are the only one authorized to use the equipment. Third parties are not authorized to use your equipment unless approved, in advance, by senior management.
- Taking adequate safeguards to avoid loss, damage, or theft. If loss, damage, or theft occurs and it is determined to have occurred due to your negligence, the Organization may take discipline and/or you may be financially responsible for repair or replacement costs.
- Immediately reporting to your supervisor all incidents of loss, damage, or theft including a written account describing the events surrounding the incident. If necessary, a police report must be filed.
- Immediately returning all Organization-provided equipment when you transfer, are reassigned, or terminate employment.

4.31 Organization-Sponsored Social and Recreational Activities

The Organization may from time to time sponsor social and/or recreational activities for its employees. Employee attendance at such activities is completely voluntary and is not work-related. Neither the Organization nor its insurer will be liable for the payment of workers' compensation benefits for any injury that arises out of any employee's voluntary participation in any activity that is not part of work-related duties.

SECTION 5 - EMPLOYEE BENEFITS

5.1 Eligibility

Regular, full-time employees are those who regularly work at least thirty-two (32) hours per week. Generally and unless otherwise stated, they will be entitled to participate in the employee benefits offered by the Organization.

For more information about insurance, benefits, and eligibility, please contact our Human Resources Department.

5.2 Vacation Time

We offer paid vacation time to eligible employees for their rest and recreation away from work. Because we believe that time away from work is beneficial for rest and rejuvenation, we do not allow staff members to take pay in lieu of vacation time.

Pending Board Approval

Accrual:

Employees eligible to earn vacation as described below are eligible to begin accruing vacation on their first day of full-time employment.

Regular, full-time classified employees (non-Directors and non-Certificated) accrue a maximum of 5 days of paid vacation per calendar year.

Regular full-time Coordinators/Assistant Directors (classified and/or certificated) accrue a maximum of 10 days of paid vacation per calendar year.

Regular, full-time Directors (classified and/or certificated) accrue a maximum of 15 days of paid vacation per calendar year.

Certificated employees (other than full-time Directors and Coordinators/Assistant Directors), and part-time, seasonal, and temporary employees are **not eligible** for vacation benefits.

To earn vacation time, an employee must be “actively employed.” “Actively employed” does not include any period of unpaid absence, and no vacation time shall be earned during such absence. Employees out on paid sick time will still be accruing vacation time.

To use accrued vacation time, new hires must be employed for a period of 90 calendar days.

Cap:

An employee may roll-over up to 40 hours per year (the year begins July 1). The maximum benefits that an employee may have at any time will equal two year’s benefits. If an employee’s earned but unused benefits equal the total maximum benefits that the employee could earn, the employee will not accrue any additional benefits. If the employee later uses enough benefits to fall below the maximum, he or she will resume earning benefits from the date forward.

Use:

You should tell your supervisor as early as possible the dates you want for vacation time. The date on which the employee’s vacation takes place should be arranged 30 days or more in advance, and the dates must be approved by the employee’s supervisor. Vacation dates shall be arranged so as not to conflict with departmental peak work periods and shall not be arranged in a manner that might cause undue hardship to the Organization.

Every effort will be made to accommodate your request. Conflicts concerning priority for vacation dates will be resolved by seniority and date of vacation request, subject, of course, to our staffing requirements. Extenuating circumstances will be reviewed by a supervisor. Employees may utilize vacation time to observe religious holidays not covered in the Holiday policy (refer to Section 5.4 below). Vacation time may be used when an employee is unable to

Pending Board Approval

report to work due to severe weather conditions.

Accrued vacation must be taken in increments of no less than one day. Employees may not take more than 1 week of vacation time at any one time without the approval of management.

The Organization reserves the right to require employees to utilize their accrued vacation or to pay them for accrued vacation when the Organization deems it necessary.

Payment:

Payment of vacation time shall be made at the employee's regular rate of pay at the time of vacation and shall not include any premium or differential payment. Vacation time is not considered "hours worked" for purposes of calculating overtime. Employees who quit or are terminated will be paid their accrued and unused vacation benefit upon termination.

5.3 Sick Time

We provide paid sick time to eligible employees to provide protection against loss of income if you are ill or injured or if you need time off from work for necessary or routine health care for yourself or an immediate family member. Immediate family includes: a biological, adopted or foster child, stepchild, legal ward or a child to whom the employee stands in loco parentis; a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor; a spouse; a registered domestic partner; a grandparent; a grandchild; a sibling; or a designated person. "A designated person" is a person the employee identifies at the time the leave is requested. Employees are limited to one "designated person" in a 12-month period. The designation of sick leave taken for a family member shall be made at the sole discretion of the employee.

Accrued paid sick leave time is available to all employees who have worked in California for 30 or more days within a year from the beginning of employment. As the Organization continues to grow and expand outside of its current area of operation, other state, city, and local ordinances may become applicable. The Organization intends to comply with all applicable laws regarding sick leave. If you have any questions about a local law and its applicability, please do not hesitate to talk to Human Resources.

Accrual:

Accrual of paid sick leave shall begin on the first day of employment.

All employees of the Organization, including part-time, seasonal, and temporary employees, will earn at least one hour of paid sick leave for every 30 hours.

Unused accrued paid sick leave shall carry over to the following year of employment.

Pending Board Approval

No paid sick leave will accrue during an unpaid leave of absence.

The Organization shall provide employees with written notice of the amount of paid sick leave available for use each payday on the employee's paycheck or in a separate writing.

Use:

Eligible employees who are ill or injured and anticipate being away from work for more than 5 business days should speak with their health care provider or our Human Resources Department for information about Leave of Absence (LOA) or State Disability Insurance benefits.

Basis for Paid Sick Leave

Paid sick leave may be used for the following purposes:

1. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's immediate family member;
2. Bereavement (beyond the provided bereavement leave amount) or public emergencies; and
3. For an employee who takes time off pursuant to the Organization's policy on Leave Due to Domestic Violence, Sexual Assault, or Stalking.

Permissible Increments of Paid Sick Leave

Paid sick leave may be taken in increments of two hours. If an employee must be away from work for a portion of any workday for the bases listed above, the hours missed will be charged against the employee's paid sick leave.

Compensation for Paid Sick Leave

The rate of pay for paid sick leave shall be the employee's regular rate of pay. If the employee had different hourly rates, was paid by commission or piece rate, or was a nonexempt salaried employee during the ninety (90) days prior to taking accrued sick leave, the hourly wage will be calculated by dividing the employee's total wages, not including any overtime premium, by the total number of hours the employee worked during the 90-day period.

Payment for sick leave will be made no later than the payday for the next regular payroll period after the sick leave was taken.

Requesting Paid Sick Leave

If the need for paid sick leave is foreseeable, employees shall provide reasonable advance notice to their supervisor. If the need for paid sick leave is not foreseeable, employees must provide notice of the need for the leave to their supervisor as soon as practicable and at least one-half hour in advance, if possible. If your supervisor is not available, leave a message with the Human Resources Department.

Pending Board Approval

Payment of Sick Leave Upon Separation of Employment

Any accrued and unused paid sick leave will not be paid at the time of termination, resignation, retirement, or other separation of employment.

However, if an employee who has separated from employment is rehired by the Organization within one year from the date of separation, the previously accrued and unused paid sick leave will be reinstated, and the employee may use the previously accrued and unused paid sick leave. The employee may also accrue additional paid sick leave upon rehiring as set forth in this policy.

No Discrimination

The Organization will not discharge, threaten to discharge, demote, suspend, or in any manner discriminate or retaliate against any employee for using accrued sick leave, attempting to use accrued sick leave, filing a complaint regarding paid sick leave, cooperating in an investigation or prosecution regarding paid sick leave, or opposing any policy or practice or act regarding sick leave that is prohibited by law.

5.4 Paid Holidays and “Non-contract” Days

For regular full-time employees, the Organization provides certain paid holidays per year (please see the chart below), as well as a certain number of paid “non-contract” days (please refer to your staffing calendar for these dates).

Paid Holidays
New Years Day
Martin Luther King Day
President’s Day/Washington’s and Lincoln’s Birthday
Memorial Day
Juneteenth National Independence Day (June 19)
Independence Day
Labor Day
Veteran’s Day
Thanksgiving Day
Day After Thanksgiving
Christmas Day
Any other days the President, Governor, or governing board of the school district appoints as a holiday.

Employees must work their full scheduled workday immediately before and after the holiday unless prior written management approval has been received.

Pending Board Approval

Holidays will be paid at the straight time hourly rate for regularly scheduled hours. If a paid holiday falls on a Saturday or Sunday, the preceding Friday or following Monday may be observed as the holiday. If a holiday falls during your vacation period, you may either be paid for the holiday, or you may take one additional day off with pay as part of your vacation.

Management, at its discretion, may designate additional days, or parts of days, as unscheduled holidays. Management reserves the right to require employees to work on holidays when management deems it necessary. Payment of holiday pay is not considered as time worked in the computation of overtime.

Part-time and temporary employees are not eligible for this benefit.

5.5 Insurance Benefits

For all regular full-time employees, the Organization offers Health and Welfare benefits, totaling *\$10,800 a year (or *\$900 a month), which can be used to purchase medical, dental, and vision insurance benefits offered through the Charter providers. Regular full-time employees may “opt out” of medical insurance provided by the charter and retain a monthly allotment of \$200. Employees are eligible for the Health and Welfare benefits, after one month of employment.

[*Note: The above referenced amounts are subject to change and are not resolute.]

The Organization may offer Short-Term and Long-Term Disability Insurance, Long Term Care, Basic and Voluntary Life Insurance, Basic and Voluntary Accidental Death and Dismemberment and other supplemental insurance benefits as well.

As with most policies, our insurance benefits are subject to change, and employees may be subject to a waiting period before coverage and benefits begin. For more information about insurance and retirement benefits and eligibility, please speak with our Human Resources Department.

Part-time employees are only eligible for voluntary benefits.

Temporary employees are not eligible for this benefit.

Benefits during a Medical Leave:

The Organization will continue to provide insurance benefits to eligible employees during an approved medical leave depending on the type of leave as described below, provided that the employee regularly continues to pay their share of the premium, if applicable.

Benefits that accrue for hours worked, including sick time and vacation accrual, will not accrue during an unpaid medical leave. Leave time will be counted toward your years of service.

Pending Board Approval

5.6 State Disability Insurance (SDI)

Employees who are absent because of their own disability may be eligible for State Disability Insurance (SDI) benefits.

As a California employee, you pay for State Disability Insurance through payroll deduction and should apply for State Disability Insurance benefits whenever you are medically unable to work due to an illness or injury outside of the workplace and are unable to work for one week. Claim forms are available from your doctor, hospital, or the Employment Development Department.

SDI benefits do not replace all of your usual wages. Your SDI benefits may be supplemented with any accrued sick or vacation time up to the amount of your regular wages.

Decisions regarding eligibility for SDI are made by the state, not by the Organization.

5.7 Paid Family Leave

The state-operated plan may pay employees directly if he or she is out of work due to the illness or injury of certain family members or to bond with a new child. This protection is provided through employee contributions (the S.D.I. deduction on your payroll check stub).

Decisions regarding eligibility for Paid Family Leave are made by the state, not by the Organization.

5.8 COBRA/Cal-COBRA

Federal Law and California State Law require most employers sponsoring health plans, or their insurance carrier, to offer employees and their families the opportunity to elect a temporary extension of health coverage through the Consolidated Omnibus Budget Reconciliation Act (COBRA) (called “continuation coverage” or “COBRA coverage”) in certain instances where coverage under the health plan would otherwise end. You will have to pay the entire premium for your continuation coverage and applicable third-party administrator service fees. The Human Resources Department can assist you with respect to your COBRA or Cal-COBRA needs.

If you resign or leave the Organization, or if your hours are reduced below 30 per week due to a schedule change or leave of absence; or if another “qualifying event” such as death, divorce or legal separation occurs; or if a dependent child no longer meets eligibility requirements, you and/or your eligible dependents may be eligible for continuation of your benefits through COBRA. However, it is the employee’s responsibility to notify the Human Resources Department in writing of any qualifying events and to keep the Human Resources Department informed of current addresses for the employee and all covered family members. At

Pending Board Approval

the time you become eligible, you will receive information regarding COBRA and HIPAA benefits.

For more information about COBRA and HIPAA benefits, please contact the Human Resources Department.

5.9 Health and Wellness

The Organization provides voluntary physical and recreational activities to support the health and well-being of its employees (i.e. FitBit challenge).

The Organization values the health of its employees and encourages staff to take advantage of the organizational wellness opportunities provided. Participation is completely voluntary and does not require disclosure of medical history nor will it discriminate against an employee based on their health status.

5.10 Retirement Savings Plan

The Organization participates in the California State Teachers Retirement System (STRS) for credentialed employees.

Full-time regular classified employees of the organization may participate in a 403(b) retirement savings plan. You may make pre-tax contributions to the plan and the Organization may make matching contributions to the amounts you have contributed. You will receive a quarterly statement of your retirement benefits through the plan.

[Note: Credentialed employees participating in STRS may also participate in the Organization's 403(b) plan; however, the company will not make any matching contributions.]

SECTION 6 - LEAVE OF ABSENCE AND MISCELLANEOUS REQUEST FOR TIME OFF

6.1 Leaves of Absence

Sometimes employees may need to take a Leave of Absence (LOA) from their employment. Employees of the Organization are eligible for leaves of absence insofar as required by applicable federal and state leave laws.

Generally, leaves are unpaid. However, some leaves such as up to two hours for voting leave may be paid, as set forth below, and that portion of leaves in which vacation or sick time, if any, are used are also paid. Employees may also apply for State Disability Insurance benefits or workers' compensation insurance benefits, if appropriate. Staff members are considered inactive when they are no longer being paid and are on a leave of absence. No vacation benefits or sick

Pending Board Approval

time will accrue while you are on unpaid leave. You do not receive payment for holidays or Organization breaks that occur while you are on unpaid leave.

Request/Notification:

You must provide a written (or email) request, to the Human Resources Department, for a Leave of Absence. Typically, you must ask for approval in advance to take a LOA. *If the need for leave is foreseeable (for example, in cases of military or pregnancy leave), or intermittent leave is required*, the Organization requires 30 days' written notice of the intention to take leave, prior to the date leave is to begin. *If the leave is not foreseeable*, as in cases of medical emergency or other unforeseen events, such as a premature birth, or unexpected pregnancy complication, 30 days' advance notice is not required. Instead, you must give verbal notice as soon as possible. This verbal notice must be followed with written notice as soon as possible, but not later than 72 hours after you have begun the emergency leave, unless the emergency makes that impossible.

Use of Accruals:

Use of your accrued sick or vacation benefits provides pay for you during the LOA until the accrued time is exhausted; however, using accrued time does not extend the period of the leave. Employees must use any accrued sick leave at the beginning of a medical leave. After accrued sick leave is exhausted, an employee may use accrued vacation time.

Return to Work/Reinstatement:

If you take a LOA, you must return to work on the next regular working day after your leave of absence ends. If you fail to return to work promptly at the end of your leave, without prior approval of the Organization, the Organization may assume that you voluntarily resigned.

If you are ready to return from a leave of absence before the scheduled date of return, you are to notify the Human Resources Department as soon as practical to request a new scheduled date of return.

Under most circumstances, you will be reinstated to the same position held at the time the leave began. If your original position is no longer available or has been filled or eliminated, the Organization will try to find you an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

An employee returning from a LOA has no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if an employee on a LOA would have been laid off had they not gone on leave, or if the employee's position has been eliminated during the leave and there is no equivalent or comparable job available, the employee would not be entitled to reinstatement.

Employees returning from a medical LOA are required to provide a signed release from their physician that releases them from care and outlines any job duty limitations, if applicable.

Pending Board Approval

The Organization reserves the right to determine whether a limited/modified duty release can be accommodated.

Benefit Continuation:

If you are eligible for health insurance benefits at the time you begin a LOA, the Organization will maintain your health benefits to the extent required by law; however, you must pay your portion of the premium costs, if applicable. The Human Resources Department will notify you of your payment obligations and you must pay this amount each month you are on leave in order to maintain your insurance benefits. If paid leave is used for any portion of an approved LOA, premium payments may be deducted from your paycheck. If benefits are canceled during the leave, you may re-enroll during a subsequent Open Enrollment period. If an employee does not return to work after an approved leave, then they may be required to reimburse the Organization for any premiums paid on the employee's behalf during the leave.

Accumulated fringe benefits such as retirement and service credit shall be preserved at the level accrued as of commencement of the leave but shall not accrue further during any such unpaid leave period.

Listed below are the types of leaves of absence or accommodations available.

6.2 Family and Medical Leave of Absence

Eligible employees may be entitled to take family care and personal medical leave in accordance with the provisions of the California Family Rights Act ("CFRA") and the federal Family and Medical Leave Act ("FMLA"). If you have any questions about such benefits, please contact the Human Resources Department.

The Organization will not discriminate against employees as a result of the approved use of family care or medical leave or a proper request for such leave. Requests for family care and medical leave will be considered without regard to race, color, citizenship status, national origin, ancestry, gender, genetic characteristics, genetic information gender identity, gender expression, transgender status, sexual orientation, age, religion, creed, physical or mental disability, perceived disability or perceived potential disability, marital status, military and veteran status, and a status as a victim of crime or any other unlawful basis for consideration.

Eligible employees may be entitled to job-protected family or medical leaves of absence if they are unable to come to work due to pressing family or medical concerns as described within this Family and Medical Leave of Absence Policy. This policy shall be administered in accordance with applicable state and federal laws, and the Organization will not interfere with, restrain, or deny the exercise of employee rights provided by these laws.

Eligibility Requirements

- Employees are eligible for CFRA/FMLA leaves if they have been

Pending Board Approval

employed for twelve (12) months with the Organization at any time prior to the commencement of the CFRA/FMLA leave and worked at least 1250 hours in the 12-month period immediately preceding the date the employee wants to begin his/her leave. This twelve (12) month period “rolls back” from the date of leave to the prior twelve (12) month period.

- If an employee is not eligible for CFRA leave at the start of a leave because the employee has not met the 12-month length of service requirement, the employee may nonetheless meet this requirement while on leave, because leave to which he/she is otherwise entitled counts toward length of service (although not for the 1,250 hour requirement) and the Organization will designate the portion of the leave in which the employee has met the 12-month requirement as CFRA/FMLA leave.
- Employees may request one (1) or more CFRA/FMLA leaves, however, the total amount of leave taken cannot exceed twelve (12) work weeks in any twelve (12) month period except for certain military leaves as described below.

Leave Reasons

An eligible employee may take a CFRA/FMLA leave of absence for the following reasons:

- For reason of the birth of a child of the employee or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee;
- To care for a child, parent, parents-in-law, grandparent, grandchild, sibling, spouse, domestic partner, or designated person who has a serious health condition;
- For incapacity due to pregnancy, prenatal medical care or childbirth (FMLA only);
- Because the employee’s own serious health condition makes the employee unable to perform the essential functions of their job. In appropriate circumstances and as permitted by law, we may require you to be examined by an Organization-designated physician, at Organization’s expense;
- For reasons related to service member military leave as described below.

Military

- Qualifying Exigencies Leave. Eligible employees with a spouse, domestic partner, child, or parent on active duty or call to active duty status in the Regular Armed Services, National Guard or Reserves in support of a contingency operation may use their 12 week entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, leave for certain activities related to the care of the military member’s parent who is incapable of self-care where those activities arise from the military member’s covered active duty, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Pending Board Approval

- Injured Servicemember Leave (FMLA Only). Eligible employees may take up to 26 weeks of leave to care for a covered servicemember or covered veteran who is the employee's spouse, parent, child, or relative for whom the employee is the next of kin during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, and certain covered veterans who have a serious injury or illness incurred or aggravated in the line of duty on active duty that may render the servicemember or veteran medically unfit to perform his or her duties.
- Requests for Military Family Leaves. A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a servicemember shall be supported by a certification by the servicemember's healthcare provider. These certifications may be obtained from Human Resources.
- Intermittent Leave. Leave due to qualifying exigencies may be taken on an intermittent basis.

Military families taking family and medical leaves should contact the Human Resources Department for additional relevant information.

Making A Request for a FMLA/CFRA Leave

If the employee's need for CFRA/FMLA leave is foreseeable, the employee shall provide the Organization with reasonable (generally 30 days) advance notice of the need for leave.

If the employee's need for CFRA/FMLA is foreseeable due to a planned medical treatment or supervision, the employee shall make a reasonable effort to schedule the treatment or supervision to avoid disruption to the operations of the Organization, subject to the approval of the health care provider of the individual requiring the treatment or supervision.

If the need for leave is not foreseeable, employees must submit the request for leave as far in advance as practicable and generally must comply with the Organization's normal call-in procedures.

Failure to comply with these notice rules or respond to permissible Organization inquiries regarding the leave request is grounds for, and may result in either, deferral of the requested leave until you comply with this notice policy or Organization request or denial of leave protection if the Organization is unable to determine whether the leave is CFRA qualifying.

Certification for CFRA/FMLA Leave

If you wish to take a CFRA/FMLA leave, you must provide sufficient information for the Organization to determine if the leave may qualify for CFRA/FMLA protection.

For an employee's request for leave to care for a child, parent, grandparent, grandchild,

Pending Board Approval

sibling, spouse, domestic partner, or designated person who has a serious health condition, the employee must provide a certification issued by the health care provider of the individual requiring care that includes all of the following:

- A. The date on which the serious health condition commenced.
- B. The probable duration of the condition.
- C. An estimate of the amount of time that the health care provider believes the employee needs to care for the individual requiring the care.
- D. A statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the individual requiring care.

Upon expiration of the time estimated by the health care provider in subparagraph C., the Organization may require the employee to obtain recertification, in accordance with these procedures if additional leave is required.

For leave because of the employee's own serious health condition, the employee must provide a certification issued by the employee's health care provider that includes all of the following:

- A. The date on which the serious health condition commenced.
- B. The probable duration of the condition.
- C. A statement that, due to the serious health condition, the employee is unable to perform the function of the employee's position.

The Organization may require that the employee obtain subsequent recertification regarding the employee's serious health condition on a reasonable basis, in accordance with these procedures if additional leave is required.

Employees must also inform the Organization if the requested leave is for a reason for which the leave was previously taken or certified.

Please see the Organization for a copy of a medical certification form to give to your health care provider to complete. The certification must be submitted within no less than 15 calendar days of the Organization's request for such certification unless it is not practicable for the employee to do so despite the employee's good faith efforts. Absent extenuating circumstances (e.g., unavailability of healthcare provider), if the employee fails to timely return the certification, the Organization may deny protections for the leave following the expiration of the 15-day time period until a sufficient certification is provided.

In any case in which the Organization has reason to doubt the validity of the certification provided by the employee's health care provider, the Organization may require, at its expense, that the employee obtain the opinion of a second health care provider, designated or approved by the Organization. In any case in which the second opinion differs from the opinion in the original

Pending Board Approval

certification, the Organization may require, at its expense, that the employee obtain the opinion of a third health care provider, designated or approved jointly by the Organization and the employee, concerning the information previously certified by the employee's health care provider. The opinion of the third health care provider concerning the information certified by the employee's health care provider shall be considered to be final and shall be binding on the Organization and the employee.

Designation of Leave

The Organization will respond to the leave request as soon as practicable and in any event no later than five business days after receiving the employee's request. The Organization will inform employees requesting leave whether they are eligible under the FMLA or CFRA. If an employee is eligible, the Organization will advise the employee of any additional information required as well as the employees' rights and responsibilities. If an employee is not eligible for leave under the FMLA or CFRA, the Organization will provide the reason for the ineligibility. In addition, the Organization will inform employees if leave will be designated as FMLA or CFRA protected and the amount of leave counted against the employee's leave entitlement. If the Organization determines that the leave is not FMLA or CFRA protected, the Organization will notify the employee.

Definitions:

- A parent is defined as the employee's or their spouse's biological, adoptive, or foster parent, step-parent, loco parentis, or legal guardian.
- "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, a child of a domestic partner, or a person to whom the employee stands in loco parentis.
- "Grandchild" means a child of the employee's child.
- "Grandparent" means a parent of the employee's parent.
- "Sibling" means a person related to another person by blood, adoption, or affinity through a common legal or biological parent.
- "Designated person" means any individual related by blood or whose association with the employee is the "equivalent of a family relationship," including a domestic partner. A designated person must be identified at the time the employee requests the leave. Employees may be limited to one designated person per 12-month period.
- A serious health condition is an illness, injury (including, but not limited to, on- the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse or registered domestic partner of the employee that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.

Pending Board Approval

- “Inpatient care” means (i.e., an overnight stay) in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity.
- “Incapacity” means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

An employee is not to perform any work duties during an approved LOA. Employees are not to be contacted for work purposes while on a LOA. An employee who is engaged in outside employment during a LOA may be subject to disciplinary action.

Intermittent or Reduced Leave

Employees do not need to take FMLA or CFRA leave in one block. The leave may be taken intermittently or on a reduced work schedule when medically necessary as determined by the treating health care provider. However, intermittent or reduced work schedule leave may be taken for absences where the employee or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition, even if he or she does not receive treatment by a health care provider.

If you are taking a leave for the birth, adoption or foster care placement of a child, the basic minimum duration of the leave is two weeks, and you must conclude the leave within one year of the birth or placement for adoption or foster care. However, the Organization will grant a request for a leave of less than two weeks' duration on any two occasions and may grant requests for additional occasions of leave lasting less than two weeks. Employees must make reasonable efforts to schedule leave for planned medical treatments so as not to unduly disrupt the employer's operations.

Whether CFRA/FMLA Leave Is Paid

CFRA/FMLA leave is unpaid; however, employees will be required to take accrued vacation time as part of their family care leave and both accrued vacation and sick time as part of their personal medical leave.

For leave for an employee's own serious health condition, the employee may also substitute leave taken pursuant to a short- or long-term disability leave plan, if applicable, as determined by the terms and conditions of the plan, during the otherwise unpaid portion of the CFRA/FMLA leave. This paid disability leave runs concurrently with CFRA/FMLA leave and may continue longer than the CFRA/FMLA leave if permitted by the disability leave plan. An employee receiving any form of disability payments is not on “unpaid leave” and, therefore, the Organization will not require the employee to use sick leave or accrued vacation.

An employee receiving paid family leave to care for the serious health condition of a family member or to bond with a new child is not on “unpaid leave,” and, therefore, the

Pending Board Approval

Organization will not require the employee to use accrued vacation.

State Paid Family Leave While on FMLA/CFRA Leave

Employees who are granted a leave of absence to care for a family member who is seriously ill or to bond with a new child may be eligible for California State paid family leave benefits through the State Disability Insurance (SDI) program, whether or not that leave of absence is approved and granted by the Organization. Decisions regarding eligibility for SDI are made by the state, not by the Organization.

Pregnancy Disability Leaves Under the FMLA and CFRA

Pregnancy disability leaves may run concurrently with medical leaves under the FMLA but not under the CFRA. An employee who is no longer entitled to pregnancy disability leave because the employee has given birth and is no longer disabled may be eligible to take a CFRA leave for the care of a newborn child if the CFRA leave has not been previously exhausted.

The time that the Organization maintains and pays for group health coverage during pregnancy disability leave shall not be used to meet the Organization's obligation to pay for 12 weeks of group health coverage during leave taken under CFRA. This shall be true even where the Organization designates pregnancy disability leave as family and medical leave under FMLA. The entitlements to Organization-paid group health coverage during pregnancy disability leave and during CFRA leave are two separate and distinct entitlements.

Physician's Release Upon Return to Work

A physician's release will be required prior to your returning to work from a personal CFRA or FMLA leave of absence. The Organization reserves the right to have any employee examined at its expense by a physician of its choice to verify fitness for work following a CFRA/FMLA leave of absence if job-related and consistent with business necessity.

Reinstatement/Return to Work:

When a definite date of return has been determined at the beginning of the leave, the employee must return to work on the designated date. If an employee's health care provider determines that an extension of the original agreed upon date of return is necessary, the employee must notify the Organization not less than four working days prior to the agreed upon date of return and present to the Organization a doctor's verification of continued need for leave. If the employee has not requested an extension of the original leave return date or that of any subsequent agreed upon extension and does not return to work on the last agreed upon return date, the employee will be considered to have abandoned his/her job.

When an employee returns from a CFRA/FMLA leave, the Organization will restore the employee to the same position the employee held prior to the CFRA/FMLA leave or a comparable position that is equivalent to the employee's former position in terms of pay, benefits, shift, schedule, geographic location, and working conditions, including privileges,

Pending Board Approval

perquisites, and status, subject to defenses allowable by law. The comparable position will involve the same or substantially similar duties and responsibilities and entail substantially equivalent skill, effort, responsibility, and authority. An approved CFRA/FMLA leave does not guarantee in every situation that your prior position, a comparable position, or that any position will be available at the conclusion of your leave. An employee returning from a CFRA/FMLA leave has no greater right to reinstatement than if the employee had been employed continuously rather than on leave. For example, if an employee on CFRA/FMLA leave would have been laid off had he/she not gone on leave, or if an employee's position is eliminated during the leave, then the employee would not be entitled to reinstatement.

Returning employees retain all benefits they had accrued at the start of their leave but do not accrue any benefits, including vacation, during an unpaid leave. Benefits such as vacation and sick time will continue to accrue only during the paid portion of your leave of absence.

An employee who fraudulently obtains or uses CFRA/FMLA leave from the Organization is not protected by CFRA/FMLA's job restoration or maintenance of health benefits provisions. Employees cannot be employed elsewhere or apply for unemployment benefits while on CFRA/FMLA leave.

Benefits:

While an employee is on CFRA or FMLA leave of absence, the Organization will normally continue to pay the health insurance premiums for the employee under the same conditions as coverage would have been provided if the employee had not taken CFRA/FMLA leave for up to (i) 12 weeks for CFRA/FMLA leave or (ii) 26 weeks for an injured service member leave under the FMLA.

If an employee's approved leave of absence exceeds this amount of time (and any other applicable leave time), the employee must make arrangements with the Human Resources Department to pay the insurance premium at his/her own expense to the extent permitted by the plan. Failure to do so may result in cancellation of coverage. If employees are required to pay premiums for any part of their group health coverage, the Organization will provide the employee with advance written notice of the terms and conditions under which premium payments must be made. If the employee does not return to work from the leave, the employee may be required to reimburse the Organization for the cost of his/her medical benefits during the leave.

If your leave extends beyond twelve (12) weeks and any other applicable leaves, you shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules.

During a CFRA/FMLA leave, employees shall retain their employee status with the Organization, and the leave will not constitute a break in service for purposes of longevity or seniority.

While an employee is on CFRA/FMLA leave of absence, the employee will be entitled to

Pending Board Approval

participate in benefits plans, including life insurance or short-term or long-term disability or accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as apply to other unpaid leaves of absences. However, the employee may be required to pay his/her premiums during any unpaid leave.

Job Abandonment

You will be considered to have abandoned your job if either of the following occurs:

1. You start a leave of absence or extend a leave of absence without following these procedures for having a leave of absence properly approved.
2. You do not return from a leave of absence or an extension of a leave of absence on the stated return date.

Unlawful Acts by Employers and Enforcement

CFRA/FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under the FMLA or CFRA or related regulations; or
- Discharge, discriminate, or retaliate against any person for having exercised or attempting to exercise family leave rights for him or herself or another person or for opposing any practice made unlawful by the FMLA or CFRA or for involvement in any proceeding under or relating to the FMLA or CFRA.

An employee may file a complaint with the U.S. Department of Labor or the Department of Fair Employment and Housing and may bring a private lawsuit against an employer. Neither the FMLA nor CFRA affects any Federal or State law prohibiting discrimination or supersedes any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

6.3 General Medical Leave

Employees who are not eligible for a medical leave under the CFRA or FMLA, and who are temporarily disabled and unable to work due to either a work related or non-work related medical condition, may be granted a general medical leave of absence for the period of their disability.

Employees shall be required to take accrued vacation time and accrued sick time as part of their medical leave of absence.

To obtain a general medical leave you must submit to your supervisor a letter from your attending physician as soon as you learn that you are, or will become, temporarily disabled and unable to work due to a medical condition. The letter must contain the following information: (a) the date the leave will begin; (b) the estimated date of your return to work; and (c) that the leave

Pending Board Approval

is requested due to a medical condition.

It is the employee's responsibility to make certain that any and all written verifications by physicians of illness or disability are received by the Organization. Thus, if anyone other than an employee provides a physician verification to the Organization, the employee must contact the Organization to make sure that it received the verification. Employees may also be required to provide a certification and periodic recertification supporting the need for leave.

When a definite date of return has been determined at the beginning of the leave, the employee must return to work on the designated date. If an employee's health care provider determines that an extension of the original agreed upon date of return is necessary, the employee must notify the Organization not less than four working days prior to the agreed upon date of return and present to the Organization a doctor's verification of continued need for leave. If the employee has not requested an extension of the original leave return date or that of any subsequent agreed upon extension and does not return to work on the last agreed upon return date, the employee will be considered to have abandoned his/her job.

While an employee is on general medical leave of absence, the Organization will normally continue to pay the health insurance premiums for the employee, to the same extent it paid for the employee's premium before the leave, for up to 12 weeks. If an employee's approved leave of absence exceeds this amount of time, the employee must make arrangements with the Human Resources Department to pay the insurance premium at his/her own expense, to the extent permitted by the plan. Failure to do so may result in cancellation of coverage. If the employee does not return to work from the leave, the employee may be required to reimburse the Organization for the cost of his/her medical benefits during the leave.

A physician's release will be required prior to your returning to work from a medical leave of absence. The Organization reserves the right to have any employee examined at its expense by a physician of its choice to verify fitness for work, to verify the existence or continuation of a disability/serious health condition, to verify fitness for work following a disability/serious health condition, or for any other reason the Organization deems necessary in accordance with applicable law.

When an employee is ready to return to work following a general medical leave of absence, the Organization will endeavor to place the employee in the same or similar position held by the employee before the leave. An approved leave of absence does not guarantee in every situation that your prior position, a comparable position, or that any position will be available at the conclusion of your leave. An employee returning from a leave has no greater right to reinstatement than if the employee had been employed continuously rather than on leave. For example, if an employee on leave would have been laid off had he/she not gone on leave, or if an employee's position is eliminated during the leave, then the employee would not be entitled to reinstatement.

Returning employees retain all benefits they had accrued at the start of their leave but do not accrue any benefits, including vacation, during an unpaid leave. Benefits such as vacation,

Pending Board Approval

holidays and sick time will continue to accrue only during the paid portion of your leave of absence.

Employees cannot be employed elsewhere or apply for unemployment benefits while on leave.

You will be considered to have abandoned your job if either of the following occurs: (a) you start a leave of absence or extend a leave of absence without following these procedures for having a leave of absence properly approved; or (b) do not return from a leave of absence or an extension of a leave of absence on the stated return date.

The Organization may offer Long Term Disability Insurance and Long-Term Care coverage. Information can be obtained from the Human Resources Department.

6.4 Personal Leave

A personal leave of absence without pay may be granted at the discretion of the Organization. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay. Personal leaves of absence will be limited to thirty (30) calendar days in duration. Request for extended time off under a Personal Leave designation requires approval from the Human Resources Department.

6.5 Personal Leave To Obtain Services Due to Domestic Violence, Sexual Assault, Stalking, or Other Crimes

An employee who is a victim of stalking, domestic violence, sexual assault, a crime that caused physical injury or mental injury and a threat of physical injury, or whose immediate family member is deceased as the direct result of a crime or whose immediate family member is a victim of domestic violence, sexual assault, or stalking may request a leave of absence:

- To seek medical attention for injuries caused by crime or abuse.
- To obtain services from a domestic violence shelter, program, or rape crisis center, or victim services organization or agency as a result of the crime or abuse.
- To obtain psychological counseling or mental health services related to an experience of crime or abuse, including temporary or permanent relocation.
- To participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent location.

Immediate family member means any of the following: a biological, adopted or foster child, stepchild, legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis or stood in loco parentis when the person was a minor; a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or domestic partner, or a person who stood in loco parentis when the employee or employee's

Pending Board Approval

spouse or domestic partner was a minor; a spouse; a domestic partner; a biological, foster, or adoptive sibling a stepsibling, or a half sibling; or any other individual whose close associate with the employee is the equivalent of a family relationship described herein.

Employees who wish to take a leave under this policy must give reasonable advance notice, unless advance notice is not feasible. The Organization will require certification of the need for a leave such as a police report, a court order, or a note from a healthcare professional.

The Organization will maintain confidentiality of the employee's request for time off pursuant to this policy to the extent required by law. No employee will be subject to discrimination or retaliation because of his/her status as a victim of a crime.

Employees are encouraged to use benefits, services and resources available through the Employee Assistance Program.

Leave under this policy is without pay; however, employees may use accrued and unused paid vacation or sick time. Please contact the Human Resources Department for additional information.

6.6 Personal Leave to Attend Court Proceedings or Seek Relief if a Victim of a Crime

Employees may take time off of work to attend court proceedings and the Organization will not discharge or in any manner discriminate or retaliate against an employee for taking time off under the following circumstances:

- When the employee has been subpoenaed to appear and testify as a witness.
- When the employee is a victim of domestic violence, sexual assault, or stalking and needs to attend court proceedings related to those matters or needs to obtain or attempt to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child.
- When the employee or a member of the employee's immediate family is a victim of a crime and needs to take time off from work to appear in court at any proceeding, including any delinquency proceeding, any proceeding involving a post-arrest release decision, plea, sentencing, postconviction release decision, or any proceeding in which a right of the victim is at issue. "Immediate family" includes an employee's spouse, domestic partner, parent, guardian, child, or sibling.
- When the employee is a victim of a crime takes time off from work to obtain or attempt to obtain any relief, including but not limited to a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child.

Employees must give the Organization reasonable advance notice of their need to take time off under this policy. A copy of the relevant subpoena, police report, court order, or other

Pending Board Approval

documentation regarding the court proceeding at issue or that verifies that the crime or abuse occurred should be brought to Human Resources immediately after it is served or received so that we can make appropriate arrangements to cover your work in your absence.

The Organization will not discharge or in any manner discriminate or retaliate against an employee because of the employee's status as a victim of a crime or abuse if the employee provides notice to the Organization of the status or the Organization has actual knowledge.

Employees can use accrued sick and vacation time for this leave or take the leave unpaid. The Organization will maintain the information surrounding an employee's absence from work for this purpose as confidential as possible.

Please contact the Human Resources Department for additional information.

6.7 Pregnancy Disability Leave

Length of Leave and Bases for Pregnancy Disability Leave

Employees who are temporarily disabled and unable to work due to a pregnancy-related medical condition (e.g., pregnancy, childbirth, or a related medical condition) will be granted a leave of absence for the period of their disability up to a maximum total leave of four months for each pregnancy. A "four-month leave" means time off for the number of days or hours the employee would normally work within four calendar months (one-third of a year or 17 1/3 weeks). For a full-time employee who works 40 hours per week, "four months" means 693 hours of leave entitlement, based on 40 hours per week times 17 1/3 weeks. For employees who work more or less than 40 hours per week, or who work on variable work schedules, the number of working days that constitutes four months is calculated on a pro rata or proportional basis.

Time off needed for prenatal or postnatal care, doctor-ordered bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, childbirth, postpartum depression, loss or end of pregnancy, or recovery from childbirth would all be covered by pregnancy disability leave.

Intermittent or Reduced Leave

Pregnancy disability leave does not need to be taken in one continuous period of time. When medically necessary, leave may be taken on an intermittent or reduced work schedule, all of which counts against your four-month entitlement to leave.

Reasonable Accommodation

The Organization will also reasonably accommodate your medical needs (such as allowing more frequent breaks) and transfer you to a less strenuous or hazardous position if it is medically advisable because of your pregnancy.

Pending Board Approval

Pregnancy Disability Leaves Under the FMLA and CFRA

Pregnancy disability leaves will run concurrently with medical leaves under federal law, but not under state family and medical leave law (the CFRA). When an employee has completed her pregnancy disability leave, she may apply for additional leave for the birth of her child under the CFRA provided that the CFRA leave was not exhausted prior to the pregnancy disability leave.

The time that the Organization maintains and pays for group health coverage during pregnancy disability leave shall not be used to meet the Organization's obligation to pay for 12 weeks of group health coverage during leave taken under CFRA. This shall be true even where the Organization designates pregnancy disability leave as family and medical leave under FMLA. The entitlements to Organization-paid group health coverage during pregnancy disability leave and during CFRA leave are two separate and distinct entitlements.

Whether Pregnancy Disability Leave Is Paid

The Organization shall provide pay for 4 weeks of pregnancy disability leave; thereafter, employees are required to use any accrued and unused paid sick leave during their pregnancy disability leave. Employees may also elect to use accrued paid vacation during a pregnancy disability leave. Employees may also be eligible for state disability insurance or Paid Family Leave (PFL), administered by the California Employment Development Department.

Making A Request for Pregnancy Disability Leave

To obtain a pregnancy disability leave, you must submit to your supervisor a letter from your attending physician as soon as you learn that you are, or will become, temporarily disabled and unable to work due to a pregnancy-related condition. If possible, you must provide at least 30 days advance notice for foreseeable events (such as expected birth of a child or a planned medical treatment for yourself). For events that are unforeseeable, you must notify the Organization, at least verbally, as soon as you learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.

The letter must contain the following information:

- A. The date the leave will begin;
- B. The estimated date of your return to work; and
- C. A written communication that the employee is disabled because of pregnancy or a pregnancy-related medical condition or that it is medically advisable for the employee to be transferred to a less strenuous or hazardous position or duties or otherwise to be reasonably accommodated.

Please see the Organization for a copy of a medical certification form to give to your health care provider to complete.

Pending Board Approval

Employees may also be required to provide a certification and periodic recertification supporting the need for leave.

Date of Return

When a definite date of return has been determined at the beginning of the leave, the employee must return to work on the designated date. If an employee's health care provider determines that an extension of the original agreed upon date of return is necessary, the employee must notify the Organization not less than four working days prior to the agreed upon date of return and present to the Organization a doctor's verification of continued need for leave. If the employee has not requested an extension of the original leave return date or that of any subsequent agreed upon extension and does not return to work on the last agreed upon return date, the employee will be considered to have abandoned her job.

Health Insurance While On Leave

While an employee is on a pregnancy disability leave of absence, the Organization will normally continue to pay the health insurance premiums for the employee, to the same extent the Organization paid for the employee's premium before the leave, for up to four months. If an employee's approved leave of absence exceeds this amount of time (and CFRA time, if applicable), the employee must make arrangements with the Human Resources Department to pay the insurance premium at her own expense, to the extent permitted by the plan. Failure to do so may result in cancellation of coverage. If the employee does not return to work from the leave, the employee may be required to reimburse the Organization for the cost of her medical benefits during the leave.

Physicians Release Upon Return to Work

A physician's release will be required prior to your returning to work from a pregnancy disability leave of absence. The Organization reserves the right to have any employee examined at the Organization's expense by a physician of its choice to verify fitness for work, to verify the existence or continuation of a disability to verify fitness for work following a disability, or for any other reason the Organization deems necessary in accordance with applicable law.

Job And Benefits Upon Return From Leave

When an employee returns from a pregnancy disability leave, the Organization will restore the employee to the same or comparable position at the same rate of pay and same benefits subject to defenses allowable by law. An approved leave of absence does not guarantee in every situation that your prior position, a comparable position, or that any position will be available at the conclusion of your leave. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been employed continuously rather than on leave. For example, if an employee on a pregnancy disability leave would have been laid off had she not gone on leave, or if an employee's position is eliminated during the leave, then the employee would not be entitled to reinstatement.

Pending Board Approval

Returning employees retain all benefits they had accrued at the start of their leave but do not accrue any benefits, including vacation, during an unpaid leave. Benefits such as vacation and sick time will continue to accrue only during the paid portion of your leave of absence.

Employees cannot be employed elsewhere or apply for unemployment benefits while on leave.

Job Abandonment While On Leave

YOU WILL BE CONSIDERED TO HAVE ABANDONED YOUR JOB IF EITHER OF THE FOLLOWING OCCURS:

a. You start a leave of absence or extend a leave of absence without following these procedures for having a leave of absence properly approved.

b. You do not return from a leave of absence or an extension of a leave of absence on the stated return date.

6.8 Organ and Bone Marrow Donor Paid Leave

Leave Entitlement for Organ Donation

Employees who have been employed by the Organization for at least 90 days and need to take a leave of absence for the purpose of donating his or her organ to another person shall be entitled to a paid leave of absence for up to a maximum of thirty (30) days in any one-year period. Employees who are organ donors who exhaust this thirty (30) days of paid leave shall be entitled to an additional unpaid leave of absence, not exceeding 30 business days in a one-year period, for the purpose of donating the employee's organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months.

Leave Entitlement for Bone Marrow Donation

Employees who have been employed by the Organization for at least 90 days and need to take a leave of absence for the purpose of donating his or her bone marrow to another person shall be entitled to a paid leave of absence for up to a maximum of five (5) days in any one-year period. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months.

Payment for Leave

Leave taken in accordance with this policy will be paid by the Organization. However, employees who take leave for bone marrow donation shall be required to take five (5) days of their accrued and unused sick or vacation time for the leave and employees who take leave for organ donation shall be required to take up to two (2) weeks of their accrued and unused sick or

Pending Board Approval

vacation time for the leave.

Making A Request

To receive an organ or bone marrow donation leave of absence, employees must provide written verification that he or she is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow. The verification should also state the date the leave will begin and the estimated date of return to work. The verification must be submitted to the Organization at least 15 calendar days prior to the expected date of the leave of absence, unless doing so is not possible because of emergent circumstances.

Intermittent or Reduced Leave

Employees do not need to take organ or bone marrow donation leave in one block. The leave may be taken intermittently or on a reduced work schedule when medically necessary as determined by the treating health care provider. Employees must make reasonable efforts to schedule leave for planned medical treatments so as not to unduly disrupt the Organization's operations.

Leave Not Concurrent with FMLA or CFRA

Leave for organ or bone marrow donation will not run concurrently with any medical leaves under federal or state law. When an employee has exhausted his or her paid organ or bone marrow donation leave, he or she may request additional unpaid leave from the Organization, in accordance with state or federal family and medical leave law, if applicable.

Date of Return

When a definite date of return has been determined at the beginning of the leave, the employee must return to work on the designated date. If an employee's health care provider determines that an extension of the original agreed upon date of return is necessary, the employee must notify the Organization not less than four working days prior to the agreed upon date of return and present to the Organization a doctor's verification of continued need for leave. If the employee has not requested an extension of the original leave return date or that of any subsequent agreed upon extension and does not return to work on the last agreed upon return date, the employee will be considered to have abandoned his/her job.

Health Insurance While On Leave

While an employee is on a paid organ or bone marrow leave, the Organization will pay the health insurance premiums for the employee, to the same extent it paid for the employee's premium before the leave, for the full duration of the permitted leave. If the employee's leave of absence is longer than the period of time he/she is entitled to paid or partially paid premiums, the employee is entitled to continue insurance benefits at his/her own expense, to the extent permitted by COBRA.

Pending Board Approval

Benefits While On Leave

Any period of time during which an employee is on leave by reason of being an organ or bone marrow donor is not a break in continuous employment for the purpose of his or her right to salary adjustments, sick leave, vacation, annual leave, or seniority.

Physicians Release Upon Return to Work

A physician's release will be required prior to your returning to work from an organ or bone marrow leave of absence. The Organization reserves the right to have any employee examined at its expense by a physician of its choice to verify fitness for work.

Job And Benefits Upon Return From Leave

When an employee is ready to return to work following a paid leave of absence for organ or bone marrow donation, the Organization will restore the employee to the position held by him or her when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment, unless conditions unrelated to the exercise of the right to the leave prevent restoration to the same or equivalent position.

No Discrimination Because of Leave

The Organization shall not discharge, fine, suspend, expel, discipline, or in any other manner discriminate against an employee because he or she exercises the right to take paid leave under this policy or because he or she opposes any practice made unlawful by this policy or by state or federal law.

Job Abandonment While On Leave

YOU MAY BE CONSIDERED TO HAVE ABANDONED YOUR JOB IF EITHER OF THE FOLLOWING OCCURS:

- a. You start a leave of absence or extend a leave of absence without following these procedures for having a leave of absence properly approved.
- b. You do not return from a leave of absence or an extension of a leave of absence on the stated return date.

6.9 Military Leave

The Organization will allow qualified military leave and will re-employ an individual returning from military leave, pursuant to the standards established by law.

Pending Board Approval

Military Leave is also available for employees who are members of the National Guard in another state and are called into service by the other state or by the President.

Job Protection

Employees will be granted all military service leave provided under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and California law. In addition, the Organization will not discharge or otherwise discriminate against an employee because he or she is a member of the state or U.S. military or is ordered to duty or training.

- a. extended period, if any, as their rights are protected by law.

Returning to Work

Employees returning from Military Leave are entitled to the seniority and other rights and benefits determined by seniority that they would have attained had they not gone on leave. Thus, returning employees are entitled to accrue vacation time upon their return at the rate they otherwise would have attained if they had continued working.

6.10 Leave For Spouses Of Qualified Military

In addition to the federal military service leave set under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), the Organization also provides up to 10 days of unpaid leave for spouses or registered domestic partners of qualified military personnel (including those serving in the National Guard and reserves) who work an average of 20 or more hours per week.

Employees must notify the Organization within two business days of receiving official notice of a spouse/registered domestic partner's leave from deployment of the intent to take spousal/registered domestic partner leave. The employee must also provide documentation certifying that the time period of the leave from deployment corresponds to the dates that the employee is requesting leave.

Employees may, but are not required to, use accrued unused paid time off during military spouse/registered domestic partner leave.

The Organization will not retaliate against any employee who requests or takes military spouse/registered domestic partner leave. Employees who take leave under this policy will be reinstated to their position upon return from leave.

6.11 Unpaid Family-School Partnership Leave

Employees may be eligible for forty (40) hours of unpaid leave in a calendar year, not

Pending Board Approval

exceeding eight (8) hours in any calendar month of the year, to participate in school-related activities, school or childcare emergencies, or licensed child care provider activities for your children, grandchildren, step child, foster child or ward kindergarten age through grade 12.

“Childcare provider or school emergency” means that an employee’s child cannot remain in a school or with a childcare provider due to one of the following:

- A. The school or childcare provider has requested that the child be picked up, or has an attendance policy, excluding planned holidays, that prohibits the child from attending or requires the child to be picked up from the school or childcare provider.
- B. Behavioral or discipline problems.
- C. Closure or unexpected unavailability of the school or childcare provider, excluding planned holidays.
- D. A natural disaster, including, but not limited to, fire, earthquake, or flood.

Employees must submit a request in writing to their respective supervisor in order to obtain approval for such leave and, if granted, must provide evidence of attending such school-related activity to their supervisor. Employees shall use accrued vacation time for this leave.

Eligible Parent employees include the following: Parents, Guardians, Grandparent, Step-parent, Foster-parent, and a person standing in loco parentis to a child.

No disciplinary action or discrimination will be taken against the employee for taking time off for this purpose or for taking time off to appear at their child’s school to discuss possible suspension as long as the employee gives reasonable notice to their supervisor.

6.12 Jury Duty/Witness Leave

Both regular full-time exempt and non-exempt employees are eligible for up to 5 work days paid leave when called on to serve as a juror or witness at a trial, unless otherwise approved by Senior Management. Any time served by the employee beyond this 5 day period shall be without pay. However, the salary of an exempt employee will not be reduced for any week in which they perform work, even if they miss part of the week due to jury duty. Any compensation however may be reduced by the amount of jury duty pay (other than travel expenses) received by the employee from other sources and employees are required to immediately advise Human Resources about any such pay. The employee is required to notify their supervisor within 48 hours of receiving any Jury Summons and/or subpoena. You are required to provide documentation showing your required days of attendance. If the court releases you after serving a partial day, you are expected to report to work and complete your normal workday unless you make other arrangements with your supervisor. Employees are required to notify the Organization and promptly return to work upon completion of jury duty service

Part-time, seasonal, and temporary employees will be granted a leave of absence to serve as a juror or witness at a trial in accordance with their legal obligation to do so but are not eligible for paid leave for these purposes.

Pending Board Approval

6.13 Bereavement Leave

Employees who have completed at least thirty (30) days of service will be granted up to five (5) days of leave for the death of a “family member.” A family member is defined as a spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law.

The days of bereavement leave need not be consecutive, but the bereavement leave shall be completed within three months of the date of death of the family member.

Three (3) days of bereavement leave may be paid, and the remaining two (2) days, if taken, are unpaid; however, employees may elect to use other available paid time off (such as vacation or paid sick leave).

Verification of the need for bereavement leave is required and is to be submitted with the leave request, and/or directly to the HR Department. The Organization shall maintain the confidentiality of any employee requesting leave under this section.

The Organization understands the deep impact that death can have on an individual or a family, therefore special circumstances will be considered in the area of bereavement leave.

Part-time, seasonal, and temporary employees are only eligible for unpaid bereavement leave (or may use any sick hours that have been accrued).

6.14 Leave for Reproductive Loss

Employees who have completed at least thirty (30) days of service will be granted up to five (5) days of unpaid leave following a “reproductive loss event.” A “reproductive loss event” means the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction.

If an employee experiences more than one reproductive loss leave event within a 12-month period, the total amount of reproductive loss leave time taken shall not exceed twenty (20) days within a 12-month period.

The days of leave for reproductive loss need not be consecutive, but the leave shall be completed within three (3) months of the date of loss.

Leave for reproductive loss is unpaid, but employees may use other available paid time off, such as vacation or paid sick leave.

6.15 Time Off for School Appearance or to Attend Child’s School Discipline

Any employee who is a parent or legal guardian of a child that has received written notice from the child’s school requesting their attendance at a disciplinary conference is entitled to take unpaid leave to attend the conference. Please notify your Supervisor regarding a request for time

Pending Board Approval

off and provide a copy of the notice or document from the school stating that the employee's presence is required.

6.16 Time Off for Civil Air Patrol

Eligible employees who are volunteer members of the California Wing of the civilian auxiliary of the US Air Force, commonly known as the Civil Air Patrol, who have been directed by the US Air Force, the California Emergency Management Agency or other authorized state agency to respond to an emergency operational mission are entitled to 10 days per calendar year of unpaid leave. Leave for a single emergency operational mission shall not exceed three days, unless an extension of time is granted by the authorizing governmental entity and the extension is approved by the Organization.

An eligible employee requiring Civil Air Patrol leave must give the Organization as much notice as possible of the intended dates upon which the leave will begin and end. Please notify the Human Resources Department of requested leave under this section. The Organization may require certification from the proper Civil Air Patrol authority to verify the employee's eligibility and may deny the leave if the employee fails to provide the required certification.

Time off taken for Civil Air Patrol will be unpaid, but employees may use accrued and unused paid time off upon request.

6.17 Voting

If an employee does not have sufficient time outside of working hours to vote in an official state- sanctioned election, the employee may, without loss of pay, take off enough working time (up to 2 hours) to vote. No more than two hours of the time taken off for voting shall be without loss of pay. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed. When possible, an employee requesting time off to vote shall give their supervisor at least two days' notice.

6.18 Volunteer Civil Service Leave / Emergency Responder

Volunteer emergency responders include reserve peace officers, volunteer firefighters, and emergency rescue personnel. Non-exempt employees will be granted time off (without pay) to perform emergency duties as a recognized volunteer emergency responder. Exempt employees who work any portion of a workweek in which they also perform emergency duties as a recognized volunteer emergency responder will receive their full salary for that workweek. Otherwise, exempt employees will be granted time off without pay. A Request for Time Off is to be submitted to your Supervisor.

Volunteer emergency responders are eligible for time off, up to 14 days per calendar

Pending Board Approval

year, to engage in training. Employees may substitute accrued vacation time for any unpaid portion of leave to perform emergency duties as a recognized volunteer emergency responder. Retaliation for time off is prohibited.

California Workers' Rights In Emergencies Law

In the event of an emergency condition, the Organization shall not do either of the following:

(1) Take or threaten adverse action against any employee for refusing to report to, or leaving, a workplace or worksite within the affected area because the employee has a reasonable belief that the workplace or worksite is unsafe.

This paragraph does not apply to the following:

- A. A first responder, as defined in Section 8562 of the Government Code.
- B. A disaster service worker, as defined in Section 3101 of the Government Code.
- C. An employee required by law to render aid or remain on the premises in case of an emergency.
- D. An employee or contractor of a health care facility who provides direct patient care, provides services supporting patient care operations during an emergency, or is required by law or policy to participate in emergency response or evacuation.
- E. An employee of a private entity that contracts with the state or any city, county, or political subdivision of the state, including a special district, for purposes of providing or aiding in emergency services.
- F. An employee working on a military base or in the defense industrial base sector.
- G. An employee performing essential work on nuclear reactors or nuclear materials or waste.
- H. An employee of a company providing utility, communications, energy, or roadside assistance while the employee is actively engaged in or is being called upon to aid in emergency response, including maintaining public access to services such as energy and water during the emergency.
- I. An employee of a licensed residential care facility.
- J. An employee of a depository institution, as defined in Section 1420 of the Financial Code.
- K. A transportation employee participating directly in emergency evacuations during an active evacuation.

Pending Board Approval

- L. An employee of a privately contracted private fire prevention resource.
- M. An employee whose primary duties include assisting members of the public to evacuate in case of an emergency.

(2) Prevent any employee from accessing the employee's mobile device or other communications device for seeking emergency assistance, assessing the safety of the situation, or communicating with a person to verify their safety.

This paragraph shall not apply to the following:

- A. An employee of a depository institution as defined in Section 1420 of the Financial Code.
- B. An employee of any correctional facility.
- C. An employee who is actively operating equipment permitted under applicable law.

"Emergency condition" means the existence of either of the following: (i) Conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act; and (ii) An order to evacuate a workplace, a worksite, a worker's home, or the school of a worker's child due to natural disaster or a criminal act. "Emergency condition" does not include a health pandemic.

When feasible, an employee shall notify the Company of the emergency condition requiring the employee to leave or refuse to report to the workplace or worksite prior to leaving or refusing to report. When prior notice is not feasible, the employee shall notify the Company of the emergency condition that required the employee to leave or refuse to report to the workplace or worksite after leaving or refusing to report as soon as possible.

SECTION 7 - TITLE IX SEXUAL DISCRIMINATION POLICY AND GRIEVANCE PROCESS

In compliance with Title IX of the Education Amendments of 1972 ("Title IX"), Elite Academic Academy (the "Organization") does not discriminate on the basis of sex in its educational programs and activities, recruitment, admissions, course offerings, benefits or pay, athletics, or employment.

Applicability

This policy applies to all students, employees, volunteers, independent contractors, vendors, and members of the Organization community. It applies to conduct that occurs on the Organization's campus, at Organization-sponsored events, and to events on or off campus that have sufficient ties to the Organization.

The purpose of this document is to outline the steps the Organization will take to provide the

Pending Board Approval

prompt and equitable and reliable resolution of student and employee complaints under the Organization's Title IX Policy. These procedures apply only to complaints alleging sex-based discrimination, harassment, and/or violence prohibited by Title IX and as outlined in this policy. For all other complaints, please consult the relevant policies in the Organization's Parent/Student Handbook, or Employee Handbook, as applicable.

Students, parents/guardians, and employees are also encouraged to communicate with the Human Resources Department, with any questions or concerns regarding these policies. The Organization believes that open communication about these sensitive topics is integral to preventing serious misconduct from occurring and is essential to fostering a culture of personal responsibility, mutual accountability, and positive leadership.

Discrimination Based on Sex Prohibited

Our organization is an equal opportunity employer and committed to providing a work environment that is free of discrimination, harassment, and retaliation. In keeping with this commitment, the Organization maintains a strict policy prohibiting sexual discrimination or sexual harassment in any of its operations.

The Organization shall not, on the basis of sex, exclude from admission or participation, deny the benefits of, or discriminate against any person in any academic, extracurricular, research, occupational training, or other education program or activity it offers or operates. Similarly, the Organization shall not discriminate against any student or exclude any student from any education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity. Additionally, the Organization shall not discriminate against any person in employment, recruitment, hiring, selection, benefits, pay, or any other term condition, or privilege of employment on the basis of sex.

As used in this policy, sexual harassment is defined as harassment based on sex or conduct of a sexual nature, and includes harassment based on pregnancy, childbirth, breastfeeding, or related medical conditions, gender, gender identity or gender expression. It may include unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Organization's education program activity. It may also include an employee of the Organization conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct. It may also include sexual violence, including sexual assault, domestic violence, stalking, or violence while dating.

Sexual harassment may occur between students, between students and employees, between employees, between students and third parties, and between employees and third parties and is strictly prohibited.

Pending Board Approval

Compliance Coordinator

The responsibility for administering and ensuring the Organization's compliance with Title IX has been assigned to the Compliance Coordinator. The Compliance Coordinator will coordinate with the administration to implement and administer this policy and the Organization's remedies for resolving Title IX complaints. The Compliance Coordinator is also responsible for working with law enforcement regarding such complaints when necessary; and ensuring that complaints are resolved promptly and appropriately to the extent possible. The Compliance Coordinator may delegate these duties to other school employees or external investigators, as necessary and in his or her sole discretion, to ensure the prompt and appropriate resolution of any complaint.

The Compliance Coordinator (or his or her designee) may also meet with the Organization's students, parents/guardians, and/or employees regarding their rights and obligations under Title IX and to address any questions regarding the Organization's compliance with such obligations. Inquiries concerning this policy, Title IX, and any related issues of sex-based discrimination or harassment should be directed to the School's Compliance Coordinator:

Name: Tracy Hasper

Title: Chief Personnel Officer

Office Address: 43414 Business Park Drive, Temecula, CA 92590 Telephone Number: (866) 354-8302 Ext. 706

Email Address: thasper@eliteacademic.com

Reporting Complaint

Any person may report sexual discrimination and harassment in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Complaints may be reported orally or by submitting the Organization's Title IX Complaint Form to the Compliance Coordinator. The Title IX Complaint Form may be obtained from the Human Resources Department.

The complaint, whether reported orally or in writing, shall contain information that describes the conduct that has allegedly occurred and caused the violation of the Organization's policy and Title IX prohibitions against sex-based discrimination, harassment, and/or violence and identifies the complainant, respondent(s), and any witnesses to the alleged conduct.

Notification of Complaint

When the Organization receives a complaint, the Coordinator will promptly contact the

Pending Board Approval

complainant and explain the process to file a formal complaint.

Supportive Measures During Complaint Process

Once it has notice of a complaint, the Organization will take steps to ensure equal access to its educational programs and activities by providing “supportive measures” (as defined below) to the complainant, as appropriate, before the final outcome of an investigation.

“Supportive measures” mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, to restore or preserve equal access to the Organization’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

The Organization will maintain as confidential any supportive measures provided, to the extent that maintaining such confidentiality would not impair the ability of the Organization to provide the supportive measures.

The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures during the complaint process, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

Grievance Process: Response to Formal Complaints

Step 1: Notice of Allegations

When the Organization receives a formal complaint (which must be signed by the complainant, or complainant’s parents if a minor), the Coordinator will promptly provide written Notice of Allegations to the parties who are known. Such written notice will contain the following:

1. Notice of the Organization’s grievance process;
2. Notice of the allegations of sexual harassment, including sufficient details known and with sufficient time to prepare a response before any initial interview;
3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
4. Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and
5. Notice of any provision in the Organization's code of conduct that prohibits knowingly making false statements or knowingly submitting false information.

Pending Board Approval

Step 2: Determining if Complaint is Covered by this Policy.

The Compliance Coordinator will review the information provided to determine whether the matter falls within the scope of this policy.

Within **ten (10)** days after receipt of a complaint, the Compliance Coordinator will either initiate an investigation or inform the complainant in writing that the conduct alleged in the complaint is not within the scope of this policy and an investigation will not be conducted. If the matter does not involve allegations of sex-based discrimination, harassment, or violence within the scope of this policy, the Compliance Coordinator will forward the matter to the appropriate administrator to handle a review in accordance with applicable Organization policies and procedures.

If the complaint is determined to be within the scope of this policy and an investigation is initiated, the Organization may remove a respondent from its education program or activity on an emergency basis, provided that it undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. Additionally, the Organization may place a respondent non-student employee on administrative leave during the pendency of any investigation.

Step 3: Investigation if Complaint is Covered by this Policy.

If the complaint falls within the scope of this policy, the Compliance Coordinator will promptly and no later than **ten (10)** days after receipt of the complaint initiate an investigation.

The Compliance Coordinator may designate other school employees or an external investigator (the “Investigator”) to assist with an investigation, as necessary, in his or her sole discretion. The Compliance Coordinator will advise the parties of the name of the Investigator assigned to the complaint. The Investigator will maintain a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the investigation.

To the extent practicable, the investigation shall:

1. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
3. Provide the parties with the same opportunities to have others present during any proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, though the Organization may establish restrictions regarding the extent to which the advisor may participate in the proceedings;
4. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with

Pending Board Approval

- sufficient time for the party to prepare to participate; and
5. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised, including the evidence upon which the recipient does not intend to rely in reaching a determination so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The Investigator may take any additional actions as necessary to complete the investigation.

The Investigator will maintain documentation of all proceedings related to the investigation, which may include, but is not limited to, notes or transcripts from witness interviews, evidence provided by witnesses or involved parties, audio recordings, or written findings of fact.

The Organization will strive to complete investigations, including issuance of the Investigator's written report to the complainant and respondent, in as timely and efficient a manner as possible **within sixty (60) days** of receipt of a complaint. However, this timeframe may be extended based on factors such as, but not limited to, schedule and availability of witnesses, holidays or semester breaks including summer break, and complexity of the complaint. If an investigation cannot be completed within sixty (60) days of receipt of the complaint, then the Investigator will notify the complainant and respondent of that fact in writing and provide a timeframe for completing the investigation. Both parties will be given periodic updates throughout the investigation process.

Prior to completion of any report by the Investigator, the Organization shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the Investigator will consider prior to completion of the investigative report.

After the completion of the 10-day period, the Investigator will create an investigative report with the results of the investigation that fairly summarizes relevant evidence, including the Investigator's findings and conclusions supporting the determination.

At least 10 days prior to the time of **determination** regarding responsibility, the Investigator will send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. The **Decision Maker** must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Step 4: Making a Finding - Determination regarding Responsibility.

In reaching its finding, the Decision Maker will engage in an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a complainant, respondent, or witness. The standard of evidence to be used by the Investigator to determine responsibility will be the preponderance of evidence standard.

Pending Board Approval

Step 5: Dismissal or Remedies.

Where the Decision Maker determines sexual harassment has not been found against the respondent, the Organization will dismiss the complaint and send written notice of the dismissal and the reason(s) therefore simultaneously to the parties. [Note: A Discretionary Dismissal will also be issued if: the respondent leaves the school; the complainant withdraws the complaint; and/or there are circumstances that prevent the school from making a determination.]

Where a determination of responsibility for sexual harassment has been found against the respondent, the Organization will provide the written determination to the parties simultaneously and after the determination becomes final, will impose remedies/disciplinary actions designed to restore or preserve equal access to the Organization's education program, activity, or employment. Such remedies may include counseling, course or class related adjustments, mutual restrictions on contact between parties, changes in work locations, leaves of absence, increased security and monitoring, or disciplinary action including suspension, warnings, termination of employment, or expulsion. The written determination will include the following: identification of allegations; description of procedural steps taken; findings of fact supporting the determination; conclusions based on the school codes; and procedures for appeals.

The Organization recognizes that false accusations, especially of sex-based harassment, discrimination, and/or violence may have serious effects on innocent persons. Any individual found to have made false accusations of sex-based harassment, discrimination, and/or violence may also be subject to appropriate disciplinary action.

Step 6: Appeals.

Any party not satisfied with the results of an investigation under this policy or the remedies taken because of: (a) a procedural irregularity that affected the outcome of the matter; (be) new evidence that was not reasonably available at the time the determination was made that could affect the outcome of the matter; or (c) the Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents that affected the outcome of the matter may submit a written appeal to the Compliance Coordinator within 10 days of receiving the final finding. Appeals shall be decided by the Appeal Decision Maker.

The written appeal shall state the nature of the disagreement with the result of the investigation, the reasons support the appeal, and how the outcome would be changed by reconsideration of the determination. The Appeal decision maker will consider all issues presented by the appealing complainant, respondent, or their parent/guardian and the relevant documentation.

As to all appeals, the Organization will:

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

Pending Board Approval

3. Ensure that the decision-maker(s) for the appeal does not have a conflict of interest and is not biased;
4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
5. Issue a written decision describing the result of the appeal and the rationale for the result; and
6. Provide the written decision simultaneously to both parties.

The Appeal Decision Maker will issue a written determination *no later than fifteen (15) days* after receipt of the appeal.

Confidentiality

The Organization shall keep confidential the identity of any complainant or individual who has made a report or complaint of sex discrimination or harassment, any respondent or individual who has been reported to be the perpetrator of sex discrimination or harassment, and any witness, except as may be permitted by law.

Any information gathered during the investigation will only be shared with those who have a need-to-know, except in limited circumstances, including but not limited to, when the Organization is required by law to report the information or when such disclosure is necessary to protect the health, safety, or well-being of members of the Organization community.

Retaliation Prohibited

The Organization shall not intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the policy.

Retaliation or reprisal by any student or employee against complainants, witnesses, or any other individual who reports allegations of sex-based harassment, discrimination, and/or violence or provides information to assist in an investigation is strictly prohibited. Individuals who believe they have been retaliated against in connection with such action should immediately report such conduct to the Compliance Coordinator. Anyone who is found to have retaliated against a student or employee under this section will be subject to disciplinary action, up to and including expulsion and/or termination of employment.

Pending Board Approval

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK AND COMPLIANCE WITH HANDBOOK

I hereby acknowledge that I have received a copy of the Employee Handbook (the “Handbook”) for Elite Academic Academy – Lucerne (the “Organization”), which specifically includes a policy on unlawful harassment, discrimination, and retaliation and I will read all of its provisions. If I have any questions or if there is anything I do not understand I will ask my supervisor.

I shall abide and comply with all the procedures, policies and rules contained in the Handbook and understand that failure to do so can result in discipline, including termination. I understand that by continuing in my employment. I am reaffirming my agreement to abide by then-current Organization policies.

I understand that the Organization retains the right and sole discretion to modify, delete, or add to any of the policies set forth in the Handbook at any time, with the exception of the policy on at-will employment, which may only be modified by a written agreement signed by the CEO of the Organization.

I also understand and agree that nothing in the Handbook creates or is intended to create a promise or representation of continued employment and that my employment with the Organization is at-will and not for any specific period of time. This means that I am free to resign my employment with the Organization at any time, with or without cause, and with or without notice, and that the Organization has the right to terminate my employment at any time, with or without cause, and with or without notice. Employment at-will also means that the terms and conditions of my employment may be changed at any time, with or without cause and with or without notice, including but not limited to transfer, promotion, demotion, compensation, benefits, duties, work hours, and location of work.

I further understand that I will continue to be an at-will employee at all times during my employment with the Organization regardless of my job position, status, compensation, or length of employment. The Organization’s discretionary use of any discipline, counseling, or warning does not in any way change my at-will employment status.

I understand that the only way in which the Organization’s at-will policy can be amended or modified is by a written agreement signed by me and the CEO of the Organization.

My signature certifies that I understand the foregoing regarding the Handbook and that the agreement on at-will status is the sole and entire agreement between the Organization and me concerning the duration of my employment, the terms of my employment and the circumstances under which my employment may be terminated.

Unless another written agreement signed by the CEO of the Organization provides otherwise, it supersedes all prior agreements, understandings, and representations concerning my employment with the Organization both oral and written.

Pending Board Approval

Employee Name: _____

Employee Signature

Date Signed

Pending Board Approval

Appendix A - MEAL & REST PERIOD ACKNOWLEDGMENT

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

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

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

A meal break may not be skipped in order to accommodate a late arrival or early departure from an employee's normal workday unless waived in writing and approved by the employee's immediate supervisor.

Rest breaks are provided at the rate of ten (10) consecutive minutes for each four (4) hour work period or major fraction thereof for non-exempt employees. No break is provided for employees working less than 3.5 hours. Those employees who work between 3.5 hours and six (6) hours are provided a ten (10) minute break. Those employees working between six (6) and (10) hours are provided two ten (10) minute breaks. The rest period should occur as near as possible to the middle of the work period. Upon request, reasonable accommodations, including privacy and increased break time, will be made to accommodate lactating employees.

Non-exempt employees will be relieved of all duties during the rest break and are permitted to leave the Organization's premises during their rest breaks. Rest breaks will be scheduled as close to the middle of each four-hour period work period (or major fraction thereof). Check with your manager for the appropriate time to take your rest break.

Pending Board Approval

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

I hereby certify that I fully understand the rules regarding meals and rest periods and will comply fully with those rules. If I am denied a meal or rest period to which I am entitled or fail to take a meal or rest period as required by law or by my employer's policies, I agree to notify the Human Resources Department within 24 hours so that the matter can be fully and carefully investigated and appropriate corrective action taken.

EMPLOYEE SIGNATURE

DATE

PRINT EMPLOYEE NAME

SIGNATURE, EMPLOYER REPRESENTATIVE

DATE

Pending Board Approval

Appendix B - ELECTRONIC SIGNATURE POLICY ACKNOWLEDGEMENT

I hereby acknowledge that I have read and agree to the Organization’s electronic signature policy designed to comply with California’s Uniform Electronic Transaction Act (UETA, Cal. Civ. Code §§ 1633.1-1633.17) which policy reads as follows:

I understand, agree and authorize all transactions relating to my potential employment or actual employment to be conducted by electronic means.

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

I understand that my electronic signature is any electronic sound, symbol or process attached to or logically associated with a record executed by me or adopted by me with the intent to sign the record.

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

I hereby acknowledge that this authorization is voluntary on my part and may be relied upon by the Organization when determining whether I have received, understood and signed any and all employment related documents.

EMPLOYEE SIGNATURE

DATE

PRINT EMPLOYEE NAME

SIGNATURE, EMPLOYER REPRESENTATIVE

DATE

Pending Board Approval

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



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

CONTENTS

Fiscal Policies

1. Purchases	2
2. Banking	4
3. Accounting	5
4. Travel Policies	5
5. Fraud Prevention	6
6. Other Practices	8

APPENDICES

- **APPENDIX A, Certification Of Signatures**
- **APPENDIX B, General Ledger Accounts**
- **APPENDIX C, Segregation of Duties Matrix**

FISCAL POLICIES

The Board of Directors for Elite Academic Academy has reviewed and adopted the following policies to ensure that the school's funds are used to effectively support the school's mission and to ensure that the funds are budgeted, accounted for, expended, and maintained in order to maintain the fiscal stability of the school. The financial policies and procedures will implement all applicable State and Federal regulations regarding expenditure of, and accounting for, public funds. To provide an accurate and auditable record of all financial transactions, the school's books, records, and accounts are maintained in conformity with generally accepted accounting principles as required by the CDE, applicable to Charter Schools.

1. PURCHASES

a. Authorization of Expenditures:

- i. All purchases of goods and services shall be consistent with the Board approved budget. All proposed expenditures must be approved by the CEO (Chief Executive Officer), who will review the proposed expenditure to determine whether it is consistent with the Board adopted budget and sign the check request and purchase order forms. Professional consulting services, in total annual amounts greater than \$10,000, will require Board approval/execution.

b. Contracts:

- i. All professional consulting services require a board approved contract.
- ii. Contracts for other goods and services, exceeding \$10,000 on an annual basis, shall be presented to the Board for approval.
- iii. The CEO may make a finding to the Board for sole sourcing a contract, exceeding \$10,000; in this case, the Board may approve the contract retroactively at the time of the contract execution. (The basis for such a finding may include; time/urgency issues; the absence of competitors; high service/quality for a particular contractor; etc.)

c. Commitments and Purchase Orders:

- i. Purchase orders under \$10,000 must receive final approval by one of the following authorized positions: CEO or any board approved designee.
- ii. Purchase Orders over \$10,000, must be presented to the Board for approval and approved by the CEO or board approved designee. The CEO may make a finding to the Board for sole sourcing a purchase order, exceeding \$10,000; in this case, the Board may approve the contract retroactively, at the time of the contract execution. (The basis for such a finding may include: time/urgency issues; the absence of competitors; high service/quality for a particular contractor; etc.)

d. Accounts Payable:

- i. The school shall abide by all accounts payable policies and procedures set forth separately.

- e. **Credit Card Usage:**
 - i. The use of credit cards shall be allowed for school purchases only in instances where executing payment through the General Checking Account is not practical.
 - ii. A single charge exceeding \$10,000, not Board approved, will need to be approved by the CEO.
 - iii. There shall be a maximum of ONE card issued to the CEO. Sub account cards, which cannot function independent of the main card, will be issued for use by Cabinet Level employees and are subject to board approval and CEO oversight per individual transaction. Use by any other person not stated herein is prohibited.
 - iv. Authorized credit card holders are responsible for submitting itemized receipts, or other printed documentation from the vendor, for all transactions; and providing sufficient reporting as to the necessity of the charge.
 - v. For any purchases that are charged without adequate supporting documentation as provided above, the authorized user/card holder shall explain the purchase and witnesses to the expense; and, if necessary, pay the school the amount of such purchase(s).
 - vi. Credit card balances shall be paid in full each month unless a different amount is pre-approved by CEO and/or Chief Financial Officer.

- f. **Debit Card Usage:**
 - i. Unless otherwise specified by the Board of Directors and/or school management, the use of school debit cards shall not be allowed for any school purchases.

- g. **Other Electronic Payments:**
 - i. Board approved electronic methods (wire, ACH, transfer between bank accounts, etc.) shall not be permitted for payment of any expenses or reimbursements without express written consent of CEO.

- h. **Employee Reimbursements:**
 - i. Business meals, travel expenses, or mileage shall be reimbursed using standard applicable IRS guidelines. All reimbursements must receive prior approval from their direct supervisor. Under no circumstances shall alcohol be reimbursed.

- i. **Petty Cash - Purpose and Usage:**
 - i. All efforts to eliminate usage of petty cash shall be taken. The following protocols shall only be implemented for contingency purposes.
 - ii. The purpose of the Petty Cash Checking Account is for payment of incidental expenses when there is insufficient time for processing through the General Checking Account. Petty cash shall not be used for teacher reimbursements, employee expense reimbursements, or independent contractor payments.
 - iii. The CEO and Cabinet shall have access to petty cash not to exceed \$2,000. Such funds shall be used at the discretion of the CEO, subject to Board oversight and consistent with the approved budget and school rules and

regulations. Use of the petty cash shall require original receipts for all purchases.

- iv. All cash must be submitted to the Business Office. The CEO, or an authorized administrator, shall keep supporting documentation when cash is received indicating the amount(s). Cash must be stored in a safe with access limited to an authorized administrator and CEO. An authorized administrator or the CEO will deposit the cash at the bank at minimum once per week if the amount exceeds \$500. For amounts below \$500, the designated school personnel will wait until the amount reaches \$500 before making a bank deposit. Replenishment and/or deposit of the Petty Cash Checking Account shall be processed through the General Checking Account under the normal accounts payable process.

j. **Personal Use of School Funds:**

- i. Use of School funds for personal use is prohibited. Violation of this policy shall result in discipline up to and including dismissal.

2. **BANKING**

a. **General Checking Account**

- i. The Board shall authorize the establishment of commercial bank accounts for the purposes of School operations. Funds will be deposited in non-speculative accounts, including federally-insured savings or checking accounts, or invested in non -speculative federally-backed instruments, or standard money market accounts.
- ii. The General Checking Account shall be the primary account for School needs. Authorized signatories to this account shall be the CEO and any board approved designees. Checks for amounts greater than \$10,000, and checks payable to an authorized signer, must be approved/signed by two authorized signatories.

b. **Stripe Account**

- i. The Stripe specific checking account shall be used for collection of donations and/or fees related to school fundraisers, events and activities.
- ii. As funds become available, all funds in excess of \$10,000 shall be removed from this account and deposited into the General Checking Account.
- iii. Every transaction which occurs between purchasers and Elite staff, or between Stripe balances and Elite's Stripe checking account, includes a digital receipt. These receipts are subject to monthly business department audit and CEO oversight in order to ensure accuracy and verification of total account balances.
- iv. All receipts shall be recorded to Elite's accounting records on at least a monthly basis. Transfers between Stripe balances and Elite's Stripe checking account shall be recorded as a journal entry that includes each individual transaction intrinsic to Stripe activity which makes up the total of the transfer.

- v. Access to the Stripe specific checking account shall be restricted to board approved signers.

c. Deposits of Receipts

- i. The school will deposit all funds received as soon as practical upon receipt. An authorized administrator will open all mail daily, immediately sort all checks, and forward such to the CEO or designee. The CEO or designee will immediately endorse the checks to the appropriate school account, and prepare appropriate deposits as soon as practical, ideally the same day, and in no case later than three working days.

3. ACCOUNTING

a. Accounting Methods:

- i. All bookkeeping tasks and practices shall be conducted in accordance with Generally Accepted Accounting Practices (GAAP) and the most current revision of the California Department of Education's School Accounting Manual (CSAM).
- ii. The school shall utilize the accrual basis of accounting.

b. Journal Entry Approval:

- i. All entries into the General Ledger shall be reviewed and approved by the CEO in writing. All revisions of prior approved journal entries are subject to CEO approval as well, in writing. Review and approval of the General Ledger in its totality by the CEO will be conducted during the first and second interim submission process, and the budget submission/end year reconciliation period.

c. Wage/Benefit Allocation:

- i. Wages and benefits will be properly allocated between appropriate employee object codes three times during the fiscal year. This process will be conducted during First Interim, Second Interim, and during the budget creation process/year end closing of the books. This allocation will be calculated as a function of FTE and/or case load, which shall be dependent upon each individual employee's contractual duties.

d. Administrative Oversight:

- i. Accounts Payable Aging Reports, Bank Reconciliations and Credit Card Reconciliations will be conducted monthly. Internal General Ledger audits shall be conducted by the business department, with oversight by the CEO or designees, in order to ensure accuracy of accounting practices and alignment with CDE fiscal performance standards.

4. TRAVEL POLICIES

a. Employee Mileage Reimbursement:

- i. Unless they receive a mileage stipend as part of their regular pay, all employees are reimbursed at the standard mileage rate per mile, as determined by the Internal Revenue Service, for use of their own vehicle for preapproved business-related travel. In addition, parking fees and tolls paid are reimbursable if supported by receipts.
- ii. All employees requesting such mileage reimbursement are required to furnish an Expense Report containing the destination of each trip, its purpose and the miles driven, parking fees and tolls, within one month after the travel date, supported by receipts, if applicable.

5. FRAUD PREVENTION

a. Policy Statement

Elite Academic Academy acknowledges the potential risks associated with fraud, including misappropriation of funds, misrepresentation of financial information, and other activities meant to obfuscate fiscal malfeasance. It is the school's policy to maintain a robust system of internal controls and procedures to prevent, detect, and respond to fraudulent activities promptly.

b. Board of Directors Responsibilities

- i. The Board of Directors is responsible for overseeing the school's financial integrity and ensuring that appropriate fraud prevention measures are in place.
- ii. The Board should periodically review and approve fraud prevention policies and procedures.
- iii. The Board will review independent, annual audits for indicators of fraud risk, and shall direct the Business Office to conduct periodic reviews of bank account reconciliations and other bookkeeping activities, in order to ensure balances are accurate and reflect best practices as set in this handbook for purchasing behavior.

c. School Administration Responsibilities

- i. Elite Academic Academy administration is responsible for implementing and enforcing fraud prevention policies and procedures.
- ii. The CEO shall designate the CFO to conduct annual interviews with Directors and Chiefs, with the intent of highlighting any potential risks or vectors for fraud. This annual interview process shall be summarized and reported to the Board for their review.
- iii. Elite Academic Academy leadership shall ensure that all staff members are aware of their role in preventing and reporting fraud.

d. Financial Controls

- i. Elite Academic Academy, in partnership with the Business Office, shall establish and maintain sound financial controls, including segregation of duties, to prevent unauthorized access to financial assets and records.
- ii. All financial transactions shall require proper documentation and authorization.
- iii. As per section 3.d., periodic reconciliations of financial records to detect discrepancies shall be conducted.

e. Procurement Controls

- i. A competitive bidding process will be utilized for procurement to ensure transparency and prevent fraud in purchasing.
- ii. Elite Academic Academy leadership shall conduct annual reviews of vendor contracts and invoices to verify accuracy, through the standard fiscal reconciliation process.

f. Cash Handling

- i. As stated in section 1.i., all efforts to eliminate usage of cash shall be taken. However, if cash is to be utilized in the case of a necessary contingency, access shall be limited to \$2,000, with all transactions requiring CEO review and approval.
- ii. Any cash transactions will require two-person verification.
- iii. All cash must be submitted to the Business Office. The CEO, or an authorized administrator, shall keep supporting documentation when cash is received indicating the amount
- iv. An authorized administrator or the CEO will deposit the cash at the bank at minimum once per week if the amount exceeds \$500. For amounts below \$500, the designated school personnel will wait until the amount reaches \$500 before making a bank deposit.

g. Reporting and Whistleblower Protection

- i. An email address and phone number for the board will be provided for employees, students, and other stakeholders to report suspected fraudulent activities.
- ii. Elite Academic Academy policy regarding whistleblowers will be to provide full protection from retaliation and provide clear and regularly reviewed guidelines for reporting fraud.

h. Fraud Investigations

- i. The CEO shall designate individuals from an external party to conduct fraud investigations when necessary.
- ii. The CEO or designated party shall document all investigations, evidence and actions taken, implementing appropriate legal action when fraud is confirmed.

i. Training and Awareness

- i. Elite Academic Academy will provide ongoing training to staff members on fraud prevention, detection, and reporting.
- ii. Elite Academic Academy will promote a culture of ethics, integrity, and transparency within the Elite Academic Academy community.

j. Review and Evaluation

- i. Elite Academic Academy Administration will regularly review and update these procedures to adapt to changing risks and regulations, through consistent engagement with external, contracted auditors and they're in-house fraud prevention experts.
- ii. Administration, in concert with the Business Office, will conduct quarterly internal audits and assessments to evaluate the effectiveness of fraud prevention measures. These internal audits will primarily follow the procedures set in place for quarterly financial reviews.

k. Compliance with Applicable Laws

- i. Elite Academic Academy will continue to ensure that all fraud prevention efforts comply with relevant state and federal laws and regulations, through continual engagement with contracted auditors and legal advisors.

6. OTHER PRACTICES

a. Budget Adoption:

- i. A balanced budget shall be adopted by the Board of Directors no later than June 30 prior to the start of each new fiscal year, or earlier if required by the authorizing entity. During the course of the year, the Board may adopt an amended budget as expenses and revenue projections change.

b. Audit:

- i. An annual audit, by an outside firm, shall be performed each year on the close of the prior year's books. The audit shall be performed in advance of the December 15th statutory audit deadline. The audit shall include, but not be limited to:
 - 1. an audit of the accuracy of the school's financial statements;
 - 2. an audit of the school's attendance accounting and revenue claims practices;
 - 3. an audit of the school's attendance accounting and revenue claims;
 - 4. an audit of the school's internal controls practices.
- ii. At the conclusion of the audit, the CEO will present the report to the board of finding and recommendations.

c. Board Meetings:

i. The Board shall review financial statements (cash flow forecasts, and profit and loss) at periodic Board meetings. The Board shall also review and approve the monthly check registers from the General Checking, Petty Cash, and Stripe Accounts.

ii. Conflict of Interest:

1. Any Board member with a financial interest in a matter presented to the Board shall fully disclose such interest prior to Board discussion on the issue, and shall recuse themselves from the discussion and voting on the matter. The Board shall develop a more comprehensive policy on conflict of interest, hiring of relatives, and compliance with Government Code 1090 and the Fair Political Practices Act.

d. Payroll:

- i. New Employees: Requests for new employees shall be consistent with approved annual personnel budget. New hires are approved by the CEO or designee.
- ii. New employees shall complete an application for employment and all necessary paperwork for payroll. New employees shall also be fingerprinted and TB tested before starting work.
- iii. Employees sick and vacation time is outlined in the employee handbook.
- iv. Timekeeping (hourly staff) is outlined in the employee handbook.

e. Independent Contractors:

- i. The school shall only engage with Independent Contractors if all the following practices are followed:
 - 1. The expense is within the approved budget or separately approved by the board;
 - 2. The contractor provides proof of insurance;
 - 3. IRS rules/California Education Code are followed regarding classification of staff as contractors vs. employees; and
 - 4. The work is done under contract.

f. Capitalization and Depreciation:

- i. The school will capitalize and depreciate all assets costing \$5,000 or more. All other assets are charged to expense in the year incurred. Capitalized assets are recorded at cost and depreciated under the straight-line method over their estimated useful lives which range from:
 - 1. Leasehold improvement -Lease term or 5 years, whichever is shorter.
 - 2. Equipment-3 years.
 - 3. Furniture- 5 years.
- ii. Repair and maintenance costs, which do not extend the useful lives of the assets, are charged to expense. The cost of assets sold or retired and related amounts of accumulated depreciation are eliminated from the asset accounts, and any resulting gain or loss is included in the earnings in the year.
- iii. Disposal of Surplus Property and Donations:
 - 1. Surplus property shall mean property that is no longer in use, is damaged beyond repair, or that the school feels will have no future value to the

school's program; and that is declared to be surplus property by the Board. If the school wishes to dispose of equipment or other surplus property, the Board shall declare the property surplus and shall direct the staff on the actual means of disposal of the property, such as sale, donation, or destruction and disposal.

2. If the school wishes to sell equipment or other surplus property, the Board shall direct the staff by giving specific guidance regarding the manner in which such property is to be sold.
3. If the school wishes to donate equipment or other surplus property, the Board shall declare the property surplus and authorize the donation. Requirements for potential donee organizations shall include:
 - a. the donee organization is fully independent of the school, with none of the school's Board members are key personnel involved in the donee organization; and
 - b. the donee organization shall be a non-profit or government entity related to education.
4. In addition, the school shall secure a receipt from the donee organization for the donated property, and shall remove the asset from the school's books and record the donation as required by state and federal audit guidelines.

The Elite Academic Academy Board of Directors approves the attached FINANCIAL POLICIES and PROCEDURES.

President _____

Date: 2/01/2024

Secretary/Treasurer _____

Date: 2/01/2024

CEO _____

Date: 2/01/2024

APPENDIX A

Certification of Signatures

Elite Academic Academy - Lucerne
DISTRICT

CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the district. These certifications are made in accordance with the provisions of Education Code Sections:

K-12 Districts: 35143, 42632, and 42633
Community College Districts: 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: **July 1, 2023** to **June 30, 2024**
In accordance with governing board approval dated **February 1st**, 20 **24**.

Signature _____
Clerk (Secretary) of the Board
Typed Name **Nicole Aguirre, M.Ed.**
Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature.

Column 1
Signatures of Members of the Governing Board

SIGNATURE	INITIALS
TYPED NAME	
Dr. Susan McDougal	
President of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Nicole Aguirre, M.Ed.	
Clerk/Secretary of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Ms. Cody Simms	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	

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

Column 2
Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE	INITIALS
TYPED NAME	
Meghan Freeman	
TITLE Chief Executive Officer	
SIGNATURE	INITIALS
TYPED NAME	
Teresa Schaffer	
TITLE Director of Educational Business Services	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS	ORDERS FOR COMMERCIAL PAYMENTS
NOTICES OF EMPLOYMENT	CONTRACTS

APPENDIX B

General Ledger Accounts

1000	UNALLOCATED WAGES
1100	Teachers
1145	Special Education Teachers
1200	Pupil Support & Counselors
1300	Certificated Supervisors & Administrators
1900	Other Certificated
2100	Non-certificated Instructional Aides'
2200	Non-certificated Pupil Support & Counselors
2300	Non-certificated Supervisors' and Administrators'
2400	Clerical and Office
2900	Other Non-certificated
3101	STRS
3202	Social Security
3301	Medicare
3401	Health Insurance
3501	SUI/ETT
3601	Workers Compensation
3901	Other Employee Benefits
4100	Approved Core Curriculum, Teacher Manuals & Textbooks
4150	Core Teaching/Student Supplies
4200	Library Books & Other Reference Materials
4300	Materials & Supplies - Office
4340	Parent & Staff meeting food & supplies
4410	Technology Equipment - Staff
4420	Technology Equipment - Students
5201	Board Stipends - Attendance
5210	Registration Fees - conferences
5212	Professional Development
5215	Mileage, Parking & Tolls
5220	Travel, Lodging & Meals
5300	Dues & Memberships
5400	General Liability Insurance
5505	Janitorial Services
5510	Utilities - Gas/Electric/Water
5511	Fire, Alarm & Pest control
5605	Copier Lease, Service, Toner & Repair
5611	Rent - Facilities Lease
5615	Repairs & Minor Site Improvements
5801	Educational Services
5803	Accounting Fees / Audit
5804	County STRS Fees
5805	District Oversight Fees
5806	Special Education Oversight Fees
5807	Accreditation
5809	Banking Fees
5812	Business Services
5815	Back Office Fees
5830	Physical Examination - employees
5836	Fingerprinting
5845	Legal Fees
5851	Marketing

5855 Staff Recruiting
 5857 Payroll Processing Expenses
 5878 Student Assessments
 5880 Special Education Services
 5886 Technology Services & Software - Business
 5887 Technology Services & Software - Educational
 5899 Misc. Operating Expense
 5910 Phone / Internet / Website Fees
 5914 Postage & Delivery - Business
 5915 Postage & Delivery - Educational
 6900 Depreciation Expense
 6901 Exchange Rate Gain/Loss
 7438 Interest
 8011 State Aid
 8012 EPA
 8019 PY Adjustments
 8096 In Lieu Property Taxes
 8181 Federal:Special Ed
 8290 Federal:PCSGP
 8291 Title I Revenue
 8292 Title II Revenue
 8297 Coronavirus Relief
 8299 Other Federal Revenue
 8381 Special Ed - State
 8550 K-12 Mandate Block Grant
 8551 K-12 Mandate - One Time Outstanding Claims
 8560 Lottery NonProp 20 (Unrestricted)
 8561 Lottery Prop 20 (Restricted)
 8570 GF-Learning Loss Mitigation Funding
 8590 All Other State Revenue
 8660 Interest Earned
 8690 Donations
 8695 Fundraising Events
 8699 Misc. Revenue
 9101 Bill.com AP Clearing - Lucerne
 9102 Bill.com AP Clearing - Mountain
 9103 Bill.com AP Clearing - Adult
 9104 Bill.com AR Clearing - Lucerne
 9105 Bill.com AR Clearing - Mountain
 9106 Bill.com AR Clearing - Adult
 9110 Cash in County Treasury - San Diego
 9121 Checking - Lucerne
 9122 Checking - Mountain
 9123 Checking - Adult
 9131 Checking - Fieldtrips- Lucerne
 9199 Undeposited Funds
 9200 Accounts Receivable
 9201 Accounts Receivable - LCFF
 9202 Accounts Receivable - ILPT
 9203 Accounts Receivable - SPED
 9204 Accounts Receivable - Lottery
 9205 Accounts Receivable - Federal
 9210 Accounts Receivable - CTE Grant
 9215 Accounts Receivable - ELO Grant
 9222 Accounts Receivable - ESSER 2
 9223 Accounts Receivable - ESSER 3

9240	Interest Receivable
9251	Due from (to) Lucerne
9252	Due from (to) Mountain
9253	Due from (to) Adult Workforce
9300	Employee Advance
9330	Prepaid Rent
9335	Prepaid Expense
9340	Security Deposit - Rent
9350	Security Deposit - Utilities
9500	Accounts Payable
9501	A/P Manual
9510	Accrued Payroll
9512	Garnishment Payable
9515	Accrued Vacation
9520	Deferred Rent
9590	Due to Grantor Governments
9592	STRS Payable
9597	CC - AFWI
9598	CC - Mountain
9599	CC - Lucerne
9630	Other Current Liabilities
9640	Charter School Revolving Loan (S/T)
9641	Primavera Loan (S/T)
9642	Paycheck Protection Program (PPP) Loan
9645	Charter School Capital Bridge Loan
9646	CAM Term Loan
9650	Unearned Revenue
9660	Charter School Revolving Loan (LT)
9661	Primavera Loan (L/T)
9790	Net Assets

APPENDIX C

Segregation of Duties Matrix

- A – Authorization function
 R – Recordkeeping function
 REC – Reconciliation function
 C – Custody function

Listing of Key Employees		
	First & Last Name	Title
A	Meghan Freeman	CEO
B	Teresa Schaffer	Director of Community Relations
C	Adam Woodard	Director of Finance - Prime Educational Solutions
D	Bryan Adams	Contracted Fiscal Support
E	Tracy Hasper	Chief Personnel Officer - Prime Educational Solutions
F	Ashlea Kirkland Haynes	Chief Student Development Officer
G	Dr. Laura Spencer	Chief Academic Innovation Officer
H	Evan Jorgensen	Director of Homeschool
I	Scott Michaelson	Director of Virtual
J	Monique Waithe	Director of Flex

	Cash Receipts & Donations Function	A	B	C	D	E	F	G	H	I	J	Comments
		<i>NOTE: Cash Receipts include cash, check and credit card receipts. Please indicate in the comments section if any of these are not applicable.</i>										
C	1. Opens mail		X	X								
C	1. Receives from public/walk-in		X	X								
C	1. Prepares list of receipts (receipt log)											No cash, checks are deposited immediately
C	1. Prepare deposit		X	X								
R	1. Post receipt to receivable subsidiary ledger			X								
C	1. Transports deposit to bank		X	X								We are working towards no checks of any kind.
R	1. Determines general ledger account	X		X	X							

Re c	1. Monitors daily cash report or Cash in County postings	X	X	X										
Re c	1. Compares receipt log with bank deposits													N/A - we do not maintain cash logs
R	1. Maintains cash receipts journals													We do not maintain a cash receipts journal
Re c	1. Compares bank deposits with general ledger posting	X		X	X									
R	1. Posts receipt to General Ledger	X		X										All Journal entries are approved by the CEO
Re c	1. Reviews general ledger and cash receipt information/documentation periodically for reasonableness, completeness and appropriateness.	X	X	X	X									
R	1. Assures compliance with donor restrictions and/or compliance with grant agreement.	X	X	X	X									
A	1. Determine the allowance for doubtful accounts	X		X	X									
R	1. Post journal entries to update the allowance			X	X									
R	1. Write off balances in the general ledger	X		X	X									
C	1. Add a donor to the donor database													N/A (No donors)
R	1. Add/delete/edit payments in the donor database													N/A (No donors)
R	1. Write off balances in the donor database													N/A (No donors)
Re c	1. Reconcile the donor database to the general ledger													N/A (No donors)
Re c	1. Review the reconciliation of the donor data base to the general ledger													N/A (No donors)

	Cash Disbursement Function:	A	B	C	D	E	F	G	H	I	Comments
C	1. Access to blank check stock	X	X	X							All checks must be approved by the CEO Prior to printing.
A	1. Approves disbursement	X	X								We have formal approval and checks and balances for all disbursement. Large purchases must be approved by the CEO
R	1. Prepares checks	X	X	X							For manual checks only (Bill.com generates most checks)
A	1. Signs checks	X									For manual checks only (Bill.com generates most checks)
A	1. Counter signs checks	X									For manual checks only (Bill.com generates most checks)
A	1. Has access to authorized signature stamp	X									N/A (no stamps)
C	1. Prepares checks for mailing/mail checks		X	X							For manual checks only (Bill.com generates most checks) Must be approved by the CEO.

R	1. Posts disbursement to general ledger		X	X									Using Bill.com, but checked by Adam Woodard and Teresa Schaffer.
R	1. Change on-line master files for accounts payable or vendors		X	X									Done within Bill.com, initiated by Adam Woodard
Rec	1. Reconciles vendor statements to accounts payable subsidiary records												We do not issue vendor statements
Rec	1. Reconciles accounts payable subsidiary records to general ledger account		X	X	X								
R	1. Makes transfers	X											
Rec	1. Reviews bank transfers	X	X	X	X								
C	1. Receives, opens, and scans bank statement contents	X	X	X									Online only
Rec	1. Reviews canceled check endorsements												N/A
Rec	1. Reconciles bank accounts		X	X	X								
Rec	1. Reviews bank reconciliation	X	X	X	X								
Rec	1. Reviews general ledger and cash clearing information/documentation periodically for reasonableness completeness and appropriateness	X	X	X	X								

	Capital Expenditures:	A	B	C	D	E	F	G	H	I	Comments
A	1. Initiate a capital expenditure	X	X								
A	1. Approves a capital expenditure	X									
A	1. Initiate a capital asset disposal	X									
R	1. Record capital expenditures in the general ledger or other tracking system		X	X	X						

R	1. Obtains competitive quotes or bids	X	X	X	X						
Rec	1. Review depreciation calculations	X		X	X						
Rec	1. Review proper coding of purchases as capital, or other	X		X	X						

Purchasing & Receiving Functions:		A	B	C	D	E	F	G	H	I	J	Comments
C	1. Access to blank Purchase Order(PO) stock		X	X								N/A so far (using OPS)
C	1. Controls Requisition numbers											N/A - requisitions not used
C	1. Controls Purchase Order numbers		X				X	X	X	X	X	Generated through OPS
R	1. Maintains PO log or equivalent		X				X	X	X	X	X	OPS
R	1. Creates requisitions											N/A - requisitions not used
A	1. Approves purchase requisition											N/A - requisitions not used
R	1. Determines general ledger account number	X	X	X	X							
A	1. Compares potential expenditure to budget	X	X	X	X							
R	1. Issues purchase order		X				X	X	X	X	X	OPS
A	1. Approves purchase orders (other than services)	X	X				X	X	X	X	X	
A	1. Approves purchase of services	X	X				X	X	X	X	X	
C	1. Orders/buys the requested goods/services		X	X			X	X	X	X	X	
C	1. Receives item		X				X	X	X	X	X	In many cases the teachers receive items

C	1. Issues/signs receiving documents	X	X				X	X	X	X	X	Often teachers as well
R	1. Matches invoices to supporting documents		X	X			X	X	X	X	X	
R	1. Reviews invoices for accuracy		X	X			X	X	X	X	X	
A	1. Approves invoices for payment	X	X				X	X	X	X	X	
Rec	1. Reconciles/Monitors unmatched P.O.'s to PO listing		X									
Rec	1. Reviews general ledger and purchasing documents/information periodically for reasonableness, completeness and appropriateness	X	X	X								

Payroll Functions:		A	B	C	D	E	F	G	H	I	J	Comments
A	1. Hires new employee	X	X			X						By CEO direction
R	1. Maintains personnel files			X		X						
R	1. Creates employee in the computer system					X						
A	1. Authorizes salary and salary changes	X										In alignment with board approved salary schedules
R	1. Changes rate of pay in the computer system	X				X						These changes will only go into effect after the CEO Approves them in the Paycom system.

R	1. Terminates employees pay	X				X							
A	1. Approves time sheet cards, etc.	X	X	X		X	X	X	X	X	X		
R	1. Inputs time to be paid into computer												Staff primarily inputs time, director supervisor approves, final approval by Teresa and Meghan before payroll.
A	1. Approves payroll input	X	X										
Rec	1. Compares time entry to output reports	X	X	X									
R	1. Prepares payroll journal/checks												N/A - outsourced to Paycom
A	1. Signs payroll checks												N/A - outsourced to Paycom
C	1. Distributes checks												N/A - outsourced to Paycom
C	1. Maintains custody of unclaimed wages												N/A
A	1. Determines benefits for employee	X	X										Upon board approval on benefit offerings.
R	1. Adds employee to benefit vendor record/invoice			X									Must be board approved

R	1. Terminates benefits for employee	X				X							
Re c	1. Reconciles bank balances to the general ledger account (if different for payroll accounts)	X		X									
Re c	1. Reconciles employee payroll records to the control account/ master payroll list	X		X		X							
Re c	1. Reviews general ledger and payroll and benefits information/documentation periodically for reasonableness, completeness and appropriateness	X	X	X	X	X							

	Journal Entry Functions:	A	B	C	D	E	F	G	H	I	Comments
R	1. Initiates journal entries			X	X						
R	1. Prepares journal entries			X	X						
A	1. Approves journal entries	X									
R	1. Inputs journal entries			X	X						
R	1. Files journal entry back-up			X	X						
Re c	1. Review appropriateness of journal entries	X			X						
Re c	1. Reviews general ledger and journal entry information/documentation periodically for reasonableness, completeness and appropriateness.	X	X	X	X						

	Financing Account Functions	A	B	C	D	E	F	G	H	I	Comments
A	1. Authorize financing transactions	X				X					
C	1. Access online financing accounts	X	X	X	X	X					
C	1. Issue a check from a financing account	X	X								
R	1. Record financing transactions into the general ledger		X	X	X						

R	1. Change computer master files affecting financing information	X	X	X	X	X					
Re c	1. Reconciles financing statements to the general ledger	X	X	X	X	X					

2024 - 2025 Calendar/Track A

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

Important Dates	
7/1	- First Day of School
7/4	- Independence Day Holiday
8/5 - 8/27	- Summer Break
9/2	- Labor Day
11/11	- Veteran's Day
11/25 - 11/29	- Thanksgiving Break
12/19 - 1/6	- Winter Break
1/17	- End of Semester 1
1/20	- Martin Luther King Jr. Day
1/21	- Semester Break Non-School Day
2/14	- PD Non-School Day
2/17	- Presidents' Day
3/10 - 3/14	- Spring Break
5/26	- Memorial Day
6/10	- Last Day of School

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	1	2	3	4	5	6	7				1	2	3	4							1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31	15	26	27	28	29	30	31	23	24	25	26	27	28					

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

Key	
	First Day of School
	End of Learning Period
	Holiday
	Non-school Days
	ACA Days

		Days		
LP1	July 1 - Aug 3	29		
LP2	Aug 5 - Aug 27	0		
LP3	Aug 28 - Oct 4	27		
LP4	Oct 7 - Nov 22	34	P1	90
LP5	Dec 2 - Jan 17	0		
LP6	Jan 22 - Feb 14	0		
LP7	Feb 18 - Mar 21	19	P2	109
LP8	Mar 24 - May 3	35		
LP9	May 5 - June 10	31		
		175		



Pending board approval

2024 - 2025 Calendar/Track B

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

Important Dates	
8/28	- First Day of School
9/2	- Labor Day
11/11	- Veteran's Day
11/25 - 11/29	- Thanksgiving Break
12/18 - 1/6	- Winter Break
1/17	- End of Semester 1
1/20	- Martin Luther King Jr. Day
1/21	- Semester Break Non-School Day
2/14	- PD Non-School Day
2/17	- Presidents' Day
3/10 - 3/14	- Spring Break
5/26	- Memorial Day
6/10	- Last Day of School

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	1	2	3	4	5	6	7				1	2	3	4							1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	23	24	25	26	27	28		

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

Key	
	First Day of School
	End of Learning Period
	Holiday
	Non-school Days



Pending board approval

		Days		
LP1	Aug 28 - Oct 4	27		
LP2	Oct 7 - Nov 22	34	P1	61
LP3	Dec 2 - Jan 17	22		
LP4	Jan 22 - Feb 13	17		
LP5	Feb 18 - Mar 21	19	P2	119
LP6	Mar 24 - May 2	30		
LP7	May 5 - June 10	26		
		175		



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 (the “Company”) and the mutual promises contained below, Employee and his/her heirs, executors and/or assigns (collectively, the “Employee”) and the Company, including any of its current and former owners, managers, 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 each individually, “Party”) both knowingly and voluntarily agree that binding arbitration before a single, neutral arbitrator shall be the exclusive remedy for any and all disputes or claims that have existed in the past, currently exist, and/or may arise between them in the future.

A) Covered Claims. This Agreement broadly covers *all* claims between the Parties (subject to Section D below) including, but not limited to, claims for: (a) misclassification, wages, meal period and/or rest break premiums, penalties, including, without limitation, wage statement, late payment, civil and/or waiting time penalties, paid time off, expenses, benefits and/or other compensation; (b) breach of contract; (c) wrongful termination; (d) unfair competition and/or misappropriation of trade secrets; (e) discrimination and/or harassment, subject to Section D; (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, the Family Medical Leave Act, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Age Discrimination in Employment Act, and the Fair Credit Reporting Act (collectively, “Covered Claims”).

B) Class, Collective, and Multi-Party Action Waiver (“Waiver”). Covered Claims must be arbitrated on an individual basis only. No arbitrator has authority to join or consolidate claims or to proceed with arbitration on a class, collective, or multi-party basis, including under California’s Private Attorneys General Act of 2004 (“PAGA”) (to the extent Employee is seeking to represent others). Any disputes concerning the applicability or validity of this waiver shall be decided by the arbitrator. As to any Covered Claim, each Party waives the right to a jury or 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. The Company and Employee agree to arbitrate PAGA claims on an individual basis only (“PAGA Waiver”). The Parties also agree that any non-individual PAGA claims will be stayed and not pursued in court until after the Arbitrator, and not any court, issues a final and written determination as to Employee’s status as an “aggrieved employee.” The Arbitrator is without authority to preside over any PAGA claim by Employee on behalf of any other employee or joined by or consolidated with another person’s PAGA claim. This PAGA Waiver will be severable from this Agreement if there is a final judicial determination that it is invalid, unenforceable, unconscionable, void or voidable. In such case, the PAGA action must be litigated

in a civil court of competent jurisdiction—not in arbitration—but the portion of the PAGA Waiver that is enforceable will be enforced in arbitration.

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.

D) Excluded Claims. Notwithstanding the broad scope of Covered Claims, this Agreement does not cover any claims that are by law non-arbitrable (and only to the extent the law is not preempted) 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 Employee elects to arbitrate these claims; (iv) proceedings before the Workers' 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, and/or the Equal Employment Opportunity Commission. If any claim or proceeding listed as an example above is no longer deemed non-arbitrable under 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 applicable law. The arbitrator shall decide any issues of arbitrability.

E) Notice of Claim. A demand for arbitration must be in writing and sent 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 demand must describe the nature of the controversy and the remedy sought. To initiate arbitration, Employee must deliver the written demand for arbitration to the Company at 43414 Business Park Dr., Temecula, CA 92590, Attn: Human Resources Department. For the Company or any third-party beneficiary of this Agreement to initiate arbitration, it must deliver the written demand for arbitration to Employee at the last known address recorded in Employee's personnel records. The party initiating arbitration also must, within the time period required under the applicable statute(s) of limitations, submit the written demand for arbitration to the arbitration service listed in Section F (or to another arbitration service provider that the Parties mutually agree to use). The Company may change the address for delivery of the demand for arbitration with advanced written notice.

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

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

145307.00200/129165148v.2

responsible for any fees unique to arbitration, including the arbitrator's 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.

D) 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.

J) Effective Date; Electronic Signatures. This Agreement is effective as of the date of Employee's signature below. Scanned signatures and electronic signatures (such as DocuSign) shall be valid and enforceable and shall have the same legal effect as a handwritten signature. By issuing this Agreement, the Company agrees to be bound with or without its signature. This Agreement shall survive any termination of Employee's employment.

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.

_____	_____	_____
Employee Name	Signature	Date
_____	_____	_____
Meghan Freeman CEO Elite Academic Academy	Signature	Date