



# Elite Academic Academy - Mountain Empire

Join Zoom Meeting

[https://eliteacademic.zoom.us/j/94339322461?](https://eliteacademic.zoom.us/j/94339322461?pwd=dVJiSVBTbTNleGZobGduSk1NZINyZz09)

[pwd=dVJiSVBTbTNleGZobGduSk1NZINyZz09](https://eliteacademic.zoom.us/j/94339322461?pwd=dVJiSVBTbTNleGZobGduSk1NZINyZz09) Meeting ID:  
943 3932 2461 Passcode: 517181

March 20th, 2025 at 10:00 am

43414 Business Park Drive, Temecula, CA 92590

13456 Chaco Court, San Diego, CA 92129

9337 Vervain Street, San Diego , CA 92129

9028 Catawba Ave. Fontana, CA 92335





## Elite Academic Academy - Mountain Empire - March 20th, 2025

### Elite Academic Academy - Mountain Empire

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#### 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/94339322461?pwd=dVJiSVBTbTNleGZobGduSk1NZlNyZz09>  
Meeting ID: 943 3932 2461  
Passcode: 517181

Time:

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#### 1.0 Call To Order

Roll Call:  
Kent Christensen, Lindsey Burkett, Hector Valdez

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#### 2.0 Approve/Adopt the Agenda

It is recommended the Board of Directors adopt as presented the agenda for the Board Meeting of March 20th, 2025.

Motion: Second:  
Vote:

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#### 3.0 Public Comment -Closed Session

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

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#### 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.

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#### 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:

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#### 6.0 Pledge Of Allegiance

Led By:

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#### 7.0 Open Session

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#### 8.0 Public Comment

Please submit a request to speak to the Board of Directors. Cards can be asked for by emailing [galtamirano@eliteacademic.com](mailto:galtamirano@eliteacademic.com). Please complete



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

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## 9.0 General Functions

### 9.1 Informational Items

#### A. CEO Report

[EAA-ME Feb 2025 CEO Report.pdf](#)

### 9.2 Consent Agenda

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

Motion: Second:  
Vote:

#### A. Meeting Minutes from February 6th, 2025 and March 13th, 2025

[EAA-ME 02.06.25.pdf](#)

[EAA-ME 03.13.25.pdf](#)

#### B. Warrant Register

[WarrantRegisterME\\_Mar\\_2425.pdf](#)

#### C. New Instructional Materials Community Partners

[Elite Academic Instructional Service Community Partner\\_February\\_2025 - VCI Community Partners.pdf](#)

#### D. New Educational Materials Community Partners

[Elite Academic Educational Materials Partner\\_February\\_2025.xlsx - EM Partners.pdf](#)

#### E. Job Descriptions

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

[JD - Temporary Independent Study Counselor \(pending board approval\).pdf](#)

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## 10.0 Personnel Services

### 10.1 Independent Contractor Agreements

It is recommended that the board ratify the following Independent Contractor Agreements for Elite Academic Academy - Mountain Empire.

Motion: Second:  
Vote:

[C. Cooper IC Agreement Addendum ME - Feb 18, 2025.pdf](#)

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## 11.0 Business Services

### 11.1 Engagely Proposal

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

Motion: Second:  
Vote:



[Engage Proposal.pdf](#)

## 11.2 HOSA Overnight Field Trip Proposal

It is recommended that the board approve this request for Elite Academic Academy - Mountain Empire for an overnight field trip for two students and one CTE Teacher & CTE Associate Director to attend the HOSA State Leadership Conference in Sacramento, CA. Two students from our HOSA program have qualified at the regional level for the Cal HOSA state competition, and this event provides a valuable opportunity for students to showcase their skills, engage in leadership development, and connect with industry professionals. The trip aligns with our CTE Medical Pathway, supporting hands-on learning and career readiness in the healthcare field.

Motion: Second:  
Vote:

[Overnight\\_Field\\_Trip\\_Request\\_for\\_Board\\_Approval-  
\\_SLC\\_2025.pdf](#)

## 11.3 Renaissance Proposal

It is recommended that the board approve the Renaissance Proposal for Elite Academic Academy -Mountain Empire.

Motion: Second:  
Vote:

[Q-153151-Elite Academic Academy.pdf](#)

## 11.4 CLA Statement of Work

It is recommended that the board approve the CLA Statement of Work for Elite Academic Academy -Mountain Empire.

Motion: Second:  
Vote:

[CLA Entity Tax Compliance Statement of Work \(1\).pdf](#)

[CLA Statement of Work - Audit Services-5.pdf](#)

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## 12.0 Educational Services/Policy Development

### 12.1 Employee Handbook 2025-26

It is recommended that the board approve the following Employee Handbook 2025-26 for Elite Academic Academy - Mountain Empire.

Motion: Second:  
Vote:

[2025 EAA-Mountain Empire Employee Handbook \(pending board approval 2\).docx](#)

[EAA Employee Handbook Changes 2025 \(1\).pdf](#)

### 12.2 Updated School Safety Plan 2025-26

It is recommended that the board retro approve the following Updated School Safety Plan 2025-26 for Elite Academic Academy - Mountain Empire.

Motion: Second:  
Vote:

[2025 Elite Safety Plan-Lucerne \(pending board approval\).pdf](#)

### 12.3 Staffing Calendars 2025-26

It is recommended that the board approve the following Staffing Calendars 2025-26 for Elite Academic Academy - Mountain Empire.

Motion: Second:  
Vote:

[DRAFT HR 2025-2026 Calendars for Staffing - 25\\_26 Employee Payroll Calendar \(1\).pdf](#)

[DRAFT HR 2025-2026 Calendars for Staffing - 34 \(Temp - Level Up\) Calendar.pdf](#)

[DRAFT HR 2025-2026 Calendars for Staffing - 189 \(11 month\) Certificated Calendar.pdf](#)

[DRAFT HR 2025-2026 Calendars for Staffing - 199 \(New Hire\) Certificated Calendar.pdf](#)

[DRAFT HR 2025-2026 Calendars for Staffing - 224 \(12 month\) Certificated Calendar.pdf](#)

[DRAFT HR 2025-2026 Calendars for Staffing - 232 \(12 month\) Director\\_Coordinator Calendar.pdf](#)

[DRAFT HR 2025-2026 Calendars for Staffing - 238 \(12 month\)](#)



## 12.4 Contract Templates 2025-26

It is recommended that the board approve the following Contract Templates 2025-26 for Elite Academic Academy - Mountain Empire.

Motion: Second:  
Vote:

[\\_NEW HIRE - Certificated Teacher Contract - 2025 \(pending approval\) .docx](#)

[11 Month - Certificated Teacher Contract - 2025 \(pending approval\) .docx](#)

[12 Month - Certificated Teacher Contract - 2025 \(pending approval\).docx](#)

[Change in Relationship TEMPLATE 2025 \(pending approval\) .docx](#)

[Contract Addendum TEMPLATE \(no changes\).docx](#)

[Full-Time Certificated \(Director\) Exempt \(At Will\) Contract - 2025 \(pending approval\) .docx](#)

[Full-Time Classified \(Director\) Exempt \(At Will\) Contract - 2025 \(pending approval\) .docx](#)

[Full-Time Classified Non-Exempt \(Hourly\) Contract - 2025 \(pending review\).docx](#)

[Full-Time Classified Non-Exempt \(Salary\) Contract - 2025 \(pending review\) .docx](#)

[Non-Renewal of Contract Change in Relationship - 2025 \(no changes\).docx](#)

[Part-Time Certificated Non-Exempt \(Hourly\) Contract - 2025 \(pending approval\) .docx](#)

[Part-Time Classified Non-Exempt \(Hourly\) Contract - 2025 \(pending approval\) .docx](#)

[Temporary Contract - OTHER Classified Position \(hourly\) - TEMPLATE.docx](#)

[Temporary Contract - Temp TOR and\\_or Temp CT \(hourly part-time\) - TEMPLATE.docx](#)

[Temporary Contract - Temp TOR and\\_or Temp CT \(salaried\) - TEMPLATE.docx](#)

[Temporary Contract - Instructional Assistant Classified Position \(hourly\) - TEMPLATE.docx](#)

## 12.5 Updated Employee Arbitration Agreement

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

Motion: Second:  
Vote:

[2025 EAA Arbitration Agreement \(pending board approval\).docx](#)

## 12.6 Updated Employee Evaluation Templates

It is recommended that the board approve the following Updated Employee Evaluation Templates for Elite Academic Academy - Mountain Empire.

Motion: Second:  
Vote:

[24.25 Certificated Employee Annual Review \(pending board approval\).pdf](#)

[24.25 Counseling Evaluation \(pending board approval\).pdf](#)

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## 13.0 Report of Action Taken in Closed Session

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



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## 14.0 Calendar

The next regularly scheduled meeting is April 3rd, 2025 at 10:00 am.

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## 15.0 Board Comments and Future Planning

Time:

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## 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](http://eliteacademic.com) or at the scheduled meeting. Board agenda back-up materials may also be requested by calling the School at 1(866)354-8302. In addition, if you would like a copy of any record related to an item on the agenda, please contact administration.

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

Motion: Second:  
Vote:





# CEO REPORT



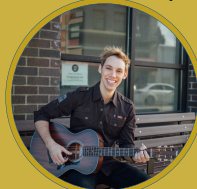
**"Offering personalized education with unparalleled flexibility, support, and learning options."**



# February Update

February is a month that always seems to fly by. This is a month of reflection and refinement as we make targeted plans for the end of the year. Virtual Academy is seeing great success with their new late assignment policy, which allows flexibility while providing structure and accountability. Content teachers are revising courses based on student feedback and MOY assessments are driving intentional plans for student to make academic gains.

## February Staff Highlight:



Mr. Derik Nelson, our CTE Music Production and Performance Pathway teacher, has led his students to remarkable academic growth while fostering their musical talents. His students have outperformed the rest of the virtual academy in reading growth, with 9th and 10th graders achieving impressive gains of 25% and 20% from BOY to MOY. Through engaging activities like lyric study, song analysis, written reflection, and judgment-free creative writing, students are developing critical thinking, literacy, and communication skills alongside their music education. Mr. Derik's approach not only nurtures artistic expression but also strengthens essential academic abilities that will benefit students for life. His dedication highlights the power of arts in education, proving that music can be a driving force for success in multiple disciplines. Congratulations to our Elite music students for their achievements and for showcasing the incredible impact of our CTE Music Pathway!

## Essential Highlights



## Six Elite Essentials

## Celebrate On Target

## Aligned Resources



## Professional Development



## Parents and Community



## Responsive Instruction



## Student Work and Data

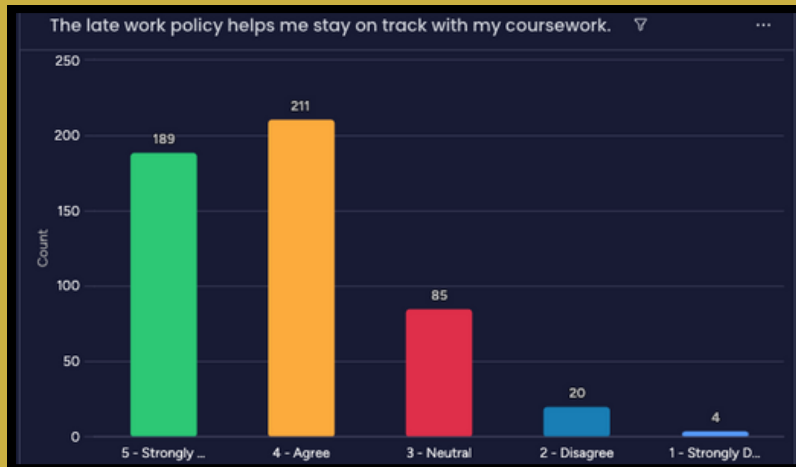


## Shared Leadership





# ACADEMIC INNOVATION



### Group Xcerpts Calibration

neesha@eliteacademic.com [Switch account](#)

\* Indicates required question

Email \*

☐ Record neesha@eliteacademic.com as the email to be included with my response

Please add the link to the clip being used!

Your answer

The Curriculum Department is busy!

- Exciting progress in our High Reliability Schools journey with the **launch of Level 3** work, gathering evidence of our curriculum's impact across Elite.
- Virtual and Flex's Late Work Policy is **improving completion rates, teacher communication, and academic success.**
- CTs and TORs are using CAASPP scores and MOY assessments to provide **targeted support** in instructional literacy and task-specific writing.

This month, in PD sessions we dove deep into design thinking. Teachers **leveraged TWIG tools** to pinpoint capstone challenges, with Fellows refining projects in 1:1 sessions and small groups with Lucy. We launched v1 of the **Moments Library** and updated calibration forms based on leadership input. Crucially, our revamped process ensures **added value** for every teacher who shares their clip.

Our professional development day brought 150 staff members together to explore the **science of mattering and hope**. Through meaningful discussions, we focused on creating environments where **every student feels valued and empowered**. Special thanks to Scott Schimmel of The YouSchool for his inspiring keynote, reminding us that **our stories—and our students' stories—matter**. His message set the tone for a day of reflection and action. This day showcased our educators' dedication to fostering belonging and hope, ensuring every student thrives.





# STUDENT DEVELOPMENT

Fall 2024 Report Cards have been sent out and we're proud to report that students in grades 6-12 have earned 1st semester Honor Roll.

504 Students earned a 3.0-3.4 GPA

623 Students earned a 3.5-3.9 GPA

821 Students earned a 4.0+

## NATIONAL HONORS SOCIETY

### NATIONAL HONOR SOCIETY MISSION

The mission of the National Honor Society is to honor students who have excelled in scholarship, leadership, service and character.

By empowering, championing, and recognizing well-rounded students, NHS provides schools with a values-based framework to elevate a culture of scholarship, service, leadership, and character.



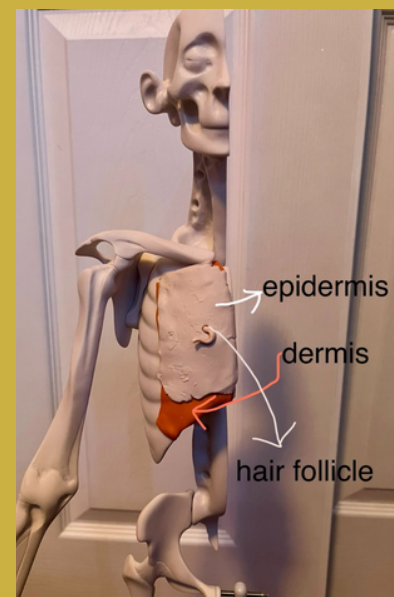
## FIELD TRIPS



Our students had an incredible opportunity to visit the San Diego Zoo Alliance, where they participated in a hands-on lab exploring cytogenetics and conservation efforts for the California condor. Through this experience, they learned about the vital role genetics plays in **wildlife preservation and how scientists use DNA analysis to protect endangered species**. Engaging directly with real-world conservation strategies, students gained a deeper appreciation for the **intersection of science and environmental stewardship**. This unique learning experience not only expanded their knowledge but also inspired them to consider future careers in genetics, biology, and conservation. We are proud to provide students with opportunities that connect classroom learning to meaningful, real-world impact!

## CTE MEDICAL PATHWAY

Our Medical Pathway students continue to excel with hands-on learning and career-focused achievements! Last week, Pathophysiology students built detailed models of the integumentary system using Anatomy in Clay, reinforcing their understanding of skin layers and anatomical structures. **Administrative Medical Assisting students are diligently preparing for the NCCT certification exam in May, while standout student Nikki Sales is tackling Online SLC tests for Medical Assisting and Medical Law & Ethics. She will also compete at the state level for Clinical Skills in Sacramento at Sutter Healthcare this March.** HOSA students are engaging in a FLEX collaboration on the digestive system, where middle schoolers will explore nutrition and hydration's role in anatomy by constructing a scaled-down small intestine model. Additionally, we are planning an in-person hospital volunteer day at Kaiser to give students real-world experience in a healthcare setting. These initiatives highlight the depth and impact of our CTE Medical Pathway, equipping students with the knowledge and skills for future success in the medical field!





# OPERATIONS, HUMAN RESOURCES, & BUSINESS

WE HAVE LAUNCHED OUR INTENT TO RE-ENROLL CAMPAIGN, PROVIDING LEADERSHIP WITH VALUABLE INSIGHTS INTO CURRENT FAMILIES' PLANS FOR THE UPCOMING SCHOOL YEAR.

## OPERATIONS

The **Operations Department** is preparing for the 2025-2026 school year **Open Enrollment** windows. We have been working closely with the **Marketing Department** to update our website and gather contact information from our database to notify interested families. Additionally, we have launched our Intent to **Re-Enroll campaign**, providing Leadership with valuable insights into current families' plans for the upcoming school year. Lastly, we continue to collaborate with the **Level Up team** to facilitate the enrollment process for our district partners. We are looking forward to this upcoming enrollment season!

## BUSINESS

The Business department has been focused on the creation of our tax form **990 non-profit filings** in partnership with our tax preparers, Clifton Larsen Allen, in addition to the major task of completing the Second Interim review. Second Interim has been completed, is in the process of being filed, and we are happy to report an exceptionally strong financial position for **Elite Academic Academy!**



## HUMAN RESOURCES

The **Human Resources** department continues to prepare for the upcoming year round school term and is looking toward the 25/26 school year in terms of staffing and process preparedness. We have begun posting positions for both terms and look forward to utilizing our fairly new (and very efficient) applicant tracking system again this year! We recently met in person with staff at our bi-annual **professional development** and it was a great success!





# COMMUNITY RELATIONS

CURRENT ELITE COMMUNITY PARTNERS: 280 VCI/191 EMR  
PROCESSED PRE-APPROVED SERVICES: 910+  
INVENTORY/CURRICULUM ITEMS SHIPPED: 1,897+

## COMMUNITY PARTNERS



The Community Relations Department has **reactivated over 200 community partners and processed over 110 new community partners [VCIs/EMRs]** for this school year. Our community partners team is looking forward to working with the new Monday Boards for the existing partners!!

## PERSONALIZING EDUCATION



The Community Relations Department would like **to remind families to submit their pre-approved expenditures for the month of February.** Please encourage families to get their outside vendors to become community partners with Elite for the next school year!!

## SHIPPING



The Community Relations Department has packed and shipped **over 1,897 envelopes + boxes for FLEXperience Kits, iReady and ELPAC paperwork, Welcome Boxes and much more!!** Our inventory/packing team has been working hard to get projects done in a timely manner!!

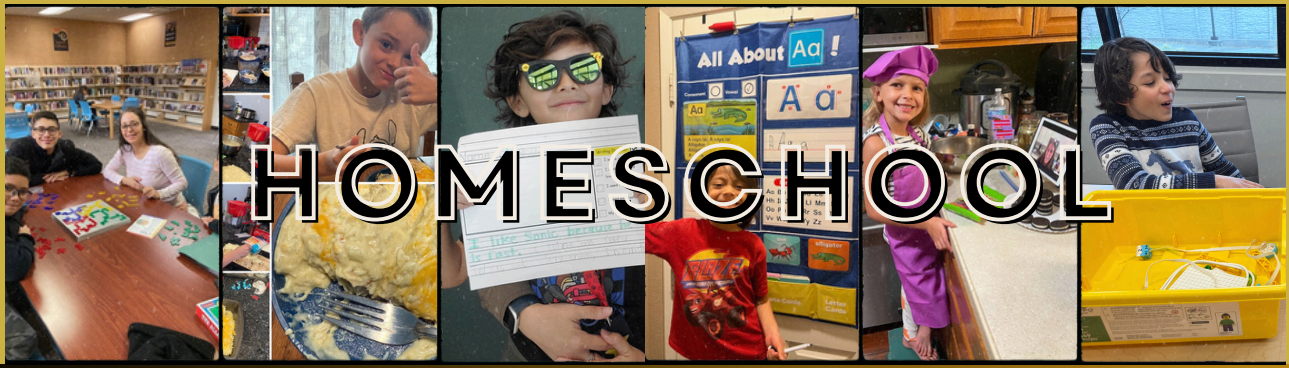
## Collaboration Highlights

Thank you to **Danielle Woodard, Valerie Zamora, and Ashlea Kirkland** who worked with us to get all of the supplies arranged and picked up for **Elite's first Middle School dance.** Glad our department could be a part of something that will go down in history!!

Thank you to **Shirley Alvarez and Jessica Weeks** who worked with us to get all of the **FLEXperience Kit** supplies prepped and ready to be shipped out for all Flex families. Glad our department could be a part of something so fun!!

Thank you to **Antonette Sims** who worked with us to get all of the supplies prepped and ready to be shipped for **ELPAC** families. Glad our department could support with this project!!





ENROLLMENT: 922 STUDENTS

ME: 547 | LU: 375

**“Building communities of trust to guide and empower students to reach their full potential and thrive”**

### PREPPING FOR CAASPP

Our homeschool teachers have been hard at work equipping parents and students for the upcoming **CAASPP assessments! This year, 488 students from our Homeschool Academy will participate in state testing.** With the flexibility of homeschool curriculum comes the intentional effort to build academic rigor, reinforce key vocabulary, and familiarize students with state testing question formats.

From ensuring proper technology setup to providing test exposure and guiding parents through best practices and logistics, we are committed to setting our families up for success. Here’s how we’re preparing for CAASPP:

- ✓ Targeted Writing Support Sessions & Cohorts
- ✓ Writing Webinars for Parents
- ✓ Grade-Level Test Prep Tools Sent Home
- ✓ IXL & i-Ready Targeted Practice Prescriptions

Together, we’re ensuring that our homeschool students are confident, prepared, and ready to show what they’re made of!

### STUDENT HIGHLIGHT: LEE

Last month, 4th Grade Homeschool student Lee competed in the 2024 ICEA Chess Scholastic Annual Championship in Los Angeles (K-5 under 800 level) and emerged as the champion! His dedication, strategic thinking, and perseverance throughout the tournament paid off, earning him a well-deserved trophy and free entry into the SuperStates 2025 Chess Tournament.

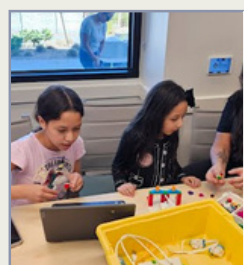
Lee’s accomplishment is a testament not only to his hard work but also to the supportive and enriching environment that homeschooling with Elite Academy provides. We are incredibly proud of his success!



At Elite, we love seeing learning come to life, and that’s exactly what’s happening in SOAR with LEGO Logic with Ms. Gabby and Ms. Alexa. Every Wednesday at 1 PM in Lakeside, students meet together and dive into the exciting world of engineering through LEGO!

Students aren’t just playing with bricks—they’re developing real-world problem-solving skills, teamwork, and creativity. As they construct, collaborate, and share their ideas, they’re also strengthening critical thinking and communication skills in a way that’s fun and engaging.

Thanks for all of our wonderful students taking part in this opportunity, which is a beautiful collaboration between our Homeschool Eagle Explorer Classes and SOAR Advanced Academics.



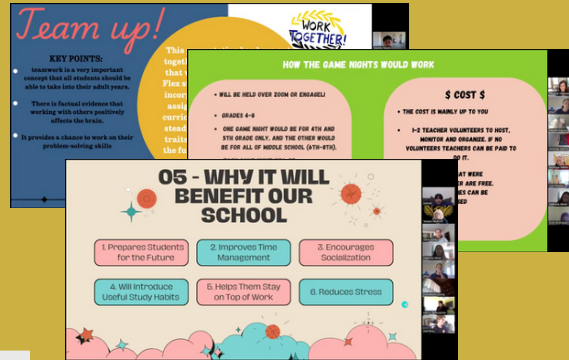
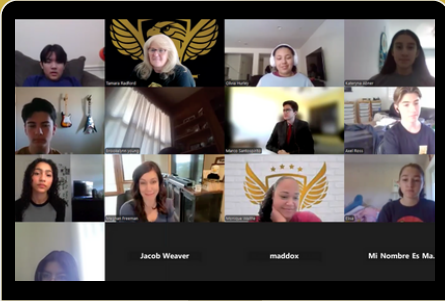




## ELA 8X MARKS THE SPOT: BUSINESS PROPOSALS

## CONNECTION HIGHLIGHTS

## STUDENT SPOTLIGHT



Our amazing 8th-grade students have truly excelled by demonstrating **their entrepreneurial spirit!** They crafted imaginative **business proposals** aimed at **launching a new program for Elite students or enhancing an existing one.** This thrilling project went beyond grammar and vocabulary; **it emphasized their innovation, critical thinking, and practical skills.** Students developed great business ideas and refined their presentation abilities, resulting in **outstanding pitches that showcased their creativity and professionalism.** We are incredibly proud of their dedication and the thoughtful concepts they brought to fruition! **Shout out to Tamara Radford** for providing this opportunity for students.



Absolutely blown away by the **incredible newspaper article** created by one of our 5th grade students, **Joshua Goldberg!** This was his **ELA Media Creation Project**, and it's a fantastic example of how our students shine. So proud to see Joshua's **creativity and hard work**, all while meeting those crucial **California standards!**



## ☀️CTE&FLEXPERIENCE PARK DAY INVESTIGATION☀️



Flex recently partnered with CTE and HOSA to create a fun park day investigation that turned learning about nutrition and fitness into an exciting hands-on adventure, focusing on the digestive system.

With great support from our CTE Associate Director, Lupe Rodriguez, and CTE teacher, Amrit Kaur, students created clay models of intestines and attempted to fit it into a skeleton model. Our wonderful HOSA team of students supported activities like examining simulated stool samples, giving everyone a unique and eye-opening experience about how our diet influences our bodies. Led by our CTE teacher, Coach Justin Shaw, students participated in a lively fitness challenge, showing the important connection between physical activity, hydration, and the energy we get from our food. This engaging approach really brought the science of nutrition and fitness to life. Students also sorted foods into their correct groups and created balanced meals.

Overall, the park day was a huge success, giving students a memorable and meaningful learning experience!





# VIRTUAL

ENROLLMENT: 608 STUDENTS

MOUNTAIN EMPIRE: 257 | LUCERNE: 351

## Celebrating Our Graduates

🎉 **37% Earn Honors!** 🎉

We are proud to announce that **37% of our graduating class** is graduating with honors this year! Among them are **13 exceptional 11th graders**, including our **valedictorian, Robin Boyd**, and **salutatorian, Jessie Aquino**—both early graduates with **high honors distinction, earning over a 4.0 GPA**.

Congratulations to all our honor graduates for their dedication and hard work! We can't wait to see what the future holds for you.

👏👏 #EVAProud

## Preston Goldenberg



We want to take a moment to recognize **Preston**, who recently shared a heartfelt letter about the incredible impact Ms. Kristy Baker has had on his journey. **He expressed his appreciation for her kindness and the joy he feels seeing her in person at his sports center.** Not only is Preston grateful for her support, but he also had a fantastic semester, crediting Ms. Baker for helping him find success. **His dedication and hard work are truly commendable**, and we couldn't be prouder!

Thank you, Preston, for your kind words and for being such a valued part of our community.

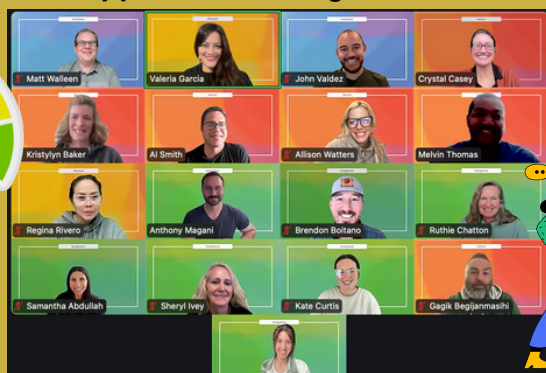
**We are so happy to have you!**

## MAKING MOMENTS THAT MATTER

### Professional Development Spotlight:

#### Conversations That Matter

Our team recently engaged in a powerful professional development session on **The Science of Hope** and **Making Moments that Matter to Create Conversations that Matter**. We explored different communication styles and how adapting our approach can lead to more productive and collaborative conversations with students, parents, and peers. By fostering meaningful interactions, **we're strengthening connections and creating a more supportive learning environment for all.**



## VIRTUAL ACADEMY TEACHER FEATURE

### Ms. Regina Rivero

Since joining us in 2021 as a Teacher of Record, Regina Rivero has been a **dedicated and compassionate educator**, always going the extra mile to support her students. Her commitment to helping them succeed—**guiding, encouraging, and ensuring** they cross the finish line—has made a lasting impact. Regina's dedication to student success is truly inspiring, and we are grateful for all she does.

**Thank you, Regina, for your hard work, support, and the difference you make every day!**

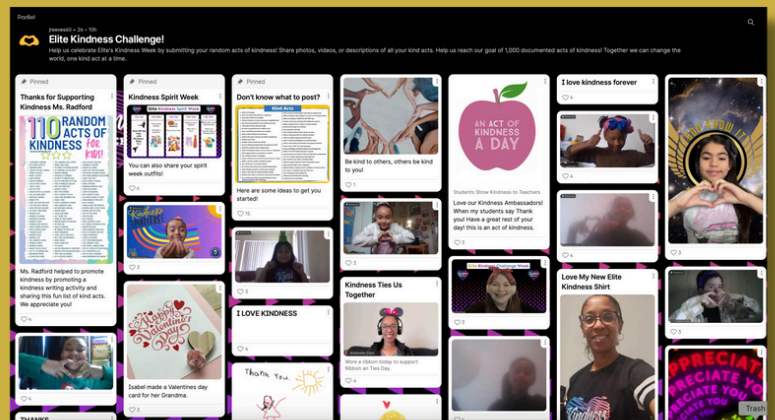




# STUDENT SUPPORT



SHOUTOUT TO OUR AMAZING SCHOOL COUNSELORS FOR SPENDING THE DAY PREPARING PERSONALIZED GRADUATION BOXES FOR OUR SENIORS! YOUR CARE AND DEDICATION WILL MAKE THE BIG REVEAL EVEN MORE SPECIAL! 🎓💙

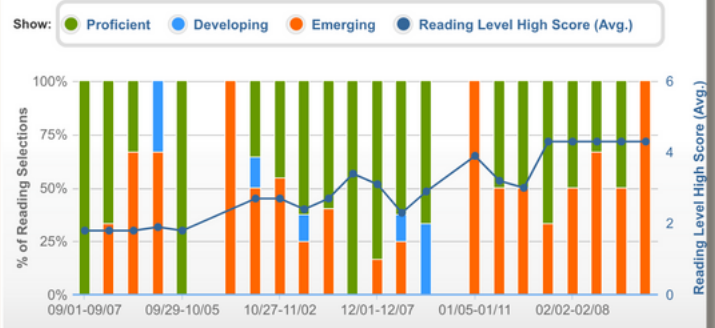


The Special Education Department has been busy helping students meet their goals through **individualized learning** and **building connections**. Service Providers have been attending **SELPA trainings** and sharing their knowledge with the team to ensure we are utilizing the most effective evidence-based practices. Most recently, three SAs attended a training that focused on **engaging with students through play and their unique interests!**

The Assessment department organized and **launched tools and training** to prepare staff and families for State testing, including Moodle training, setting up TOMS accounts, conducting tech surveys, and coordinating with Community Relations to distribute CAASPP workbooks. The department led **staff development** sessions, updated the PFT form, and facilitated data chats with TORs and Directors. Additionally, the department formed the **K-2 Reading Difficulty Screener** committee and **co-hosted Kindness Week**.

MTSS support is making a big impact! Currently, **96 students receive Tier 2** Academy support, and SSTs have dropped from 110 last year to 34. **Strong Tier 1 supports** are helping students succeed. Elite offers Tutor.com, 1:1 teacher meetings, Mega Zooms, meet and greets, iReady My Path, and Fast ForWord. The Fast ForWord report shows real growth—**students have advanced from developing to emerging** and proficient readers, with those using the program seeing great results!

School Performance and Reading Level Trend







Mountain Empire	
Tk -5	480
6-8	296
9-12	231
Total	1007

# NEXT MONTH

VR Pilot



We are continuing our VR pilot with out Leadership team. It is almost time for implentation. SOAR will be hosting a 2D intensive while teachers cast the technology. We are hopeful by this summer we will have a pilot program where students will get to interact with this amazing technology, themselves and run the intesive again and adjust the results!

Test Prep



Test preparation is well underway. We are focusing on providing additional support and resources to our bubble students in hopes to get them to cross the finish line when testing begins in May. We are working hard so students can show all that they know!

Authorizer Visits



We are thrilled to get ready for our annual authorizer visits. We will emphasize key areas of success, identify opportunities for growth, and celebrate the progress we have made in just seven short years. This year, we will concentrate on state and local measures, along with the California Dashboard indicators, as our primary focus.





# Elite Academic Academy - Mountain Empire

Join Zoom Meeting

[https://eliteacademic.zoom.us/j/94339322461?](https://eliteacademic.zoom.us/j/94339322461?pwd=dVJiSVBTbTNleGZobGduSk1NZINyZz09)  
pwd=dVJiSVBTbTNleGZobGduSk1NZINyZz09 Meeting ID:  
943 3932 2461 Passcode: 517181

February 6th, 2025 at 10:00 am

43414 Business Park Drive, Temecula, CA 92590

13456 Chaco Court, San Diego, CA 92129

9337 Vervain Street, San Diego , CA 92129

9028 Catawba Ave. Fontana, CA 92335





## Elite Academic Academy - Mountain Empire - February 6th, 2025

### Elite Academic Academy - Mountain Empire

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#### 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/94339322461?](https://eliteacademic.zoom.us/j/94339322461?pwd=dVJiSVBTbTNleGZobGduSk1NZINyZz09)  
pwd=dVJiSVBTbTNleGZobGduSk1NZINyZz09  
Meeting ID: 943 3932 2461  
Passcode: 517181

Time: 10:04 am

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#### 1.0 Call To Order

Roll Call:  
Kent Christensen, Lindsey Burkett, Hector Valdez  
**Present Present Present**

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#### 2.0 Approve/Adopt the Agenda

It is recommended the Board of Directors adopt as presented the agenda for the Board Meeting of February 6th, 2025.

**Kent Lindsey**

Motion: Second:

**Vote: Kent; Aye, Lindsey, Aye, Hector; Aye.**  
**Item carries 3-0.**

---

#### 3.0 Board Organization

**Motion to open together items 3.1 to 3.3:**

**Motion: Kent**  
**Second: Hector**

##### 3.1 Election of Board President

Nomination For: **Kent**  
Nomination by: **Lindsey**  
Nomination Seconded by: **Hector**  
Vote:

Motion: Second:

**Vote: Kent; Aye, Lindsey, Aye, Hector; Aye.**  
**Item carries 3-0.**

##### 3.2 Election of Board Vice President

Nomination For: **Lindsey**  
Nomination by: **Hector**  
Nomination Seconded by: **Kent**  
Vote:

Motion: Second:

**Vote: Kent; Aye, Lindsey, Aye, Hector; Aye.**  
**Item carries 3-0.**

##### 3.3 Election of Treasurer / Clerk

Nomination For: **Hector**  
Nomination by: **Kent**  
Nomination Seconded by: **Lindsey**  
Vote:

Motion: Second:

**Vote: Kent; Aye, Lindsey, Aye, Hector; Aye.**  
**Item carries 3-0.**

#### The Oath of Office For Board of Directors

[EAA Board Of Directors Oath.pdf](#)

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#### 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.

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#### 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.

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#### 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: 10:10 am

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## 7.0 Pledge Of Allegiance

Led By: [Brendon B.](#)

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## 7.0 Open Session

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

---

## 10.0 General Functions

### 10.1 Informational Items

#### A. CEO Report

[EAA-ME January '25 CEO Report.pdf](#)

### 10.2 Consent Agenda

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

#### A. Meeting Minutes from December 13th, 2024

[EAA-ME 12.13.24.pdf](#)

#### B. Warrant Register

[WarrantRegisterME\\_Feb\\_2425.pdf](#)

#### C. New Instructional Materials Community Partners

[Elite Academic Instructional Service Community Partner\\_January\\_2025 - VCI Community Partners.pdf](#)

#### D. New Educational Materials Community Partners

[Elite Academic Educational Materials Partner\\_January\\_2025.xlsx - EM Partners.pdf](#)

#### E. Job Descriptions

[JD - Occupational Therapist \(pending board approval\).pdf](#)

[JD-Esports Assistant Coach \(Pending board approval\).pdf](#)

[Hector](#) [Lindsey](#)

Motion: Second:

Vote: [Kent; Aye, Lindsey, Aye, Hector; Aye.](#)

[Item carries 3-0.](#)



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## 11.0 Personnel Services

### 11.1 Independent Contractor Agreements

It is recommended that the board ratify the following Independent Contractor Agreements for Elite Academic Academy - Mountain Empire.

[W\\_Elliott\\_IC\\_Agreement\\_-\\_Mountain\\_Empire.pdf](#)

[Kent](#)   [Lindsey](#)

Motion: Second:

Vote: [Kent](#); [Aye](#), [Lindsey](#), [Aye](#), [Hector](#); [Aye](#).  
Item carries 3-0.

---

## 12.0 Business Services

### 12.1 CTE Equipment Invoice

It is recommended that the board approve the following CTE Equipment Invoice for Elite Academic Academy - Mountain Empire.

[Zahourek Systems Invoice CTE.pdf](#)

[Lindsey](#)   [Hector](#)

Motion: Second:

Vote: [Kent](#); [Aye](#), [Lindsey](#), [Aye](#), [Hector](#); [Aye](#).  
Item carries 3-0.

Motion to open items 12.2 to

12.4 together:

Motion: [Kent](#)

Second: [Lindsey](#)

### 12.2 Strongmind 2024-25 Invoice

It is recommended that the board approve the Strongmind 2024-25 Invoice for Elite Academic Academy -Mountain Empire.

[StrongMind Invoice - Elite Academic Academy.pdf](#)

[StrongMind Invoice \(2\).pdf](#)

Motion: Second:

Vote: [Kent](#); [Aye](#), [Lindsey](#), [Aye](#), [Hector](#); [Aye](#).  
Item carries 3-0.

### 12.3 Monday.com Invoice

It is recommended that the board approve the Monday.com Invoice for Elite Academic Academy -Mountain Empire.

[Monday.com invoice.pdf](#)

Motion: Second:

Vote: [Kent](#); [Aye](#), [Lindsey](#), [Aye](#), [Hector](#); [Aye](#).  
Item carries 3-0.

### 12.4 Bagger Sports Invoice

It is recommended that the board approve the Bagger Sports Invoice for Elite Academic Academy -Mountain Empire.

[Bagger Sports Invoice.pdf](#)

Motion: Second:

Vote: [Kent](#); [Aye](#), [Lindsey](#), [Aye](#), [Hector](#); [Aye](#).  
Item carries 3-0.

Motion to open items 12.5 and

12.6 together:

Motion: [Hector](#)

Second: [Kent](#)

### 12.5 Elite Graduation Event Proposal

It is recommended that the board approve the Elite Graduation Event Proposal for Elite Academic Academy -Mountain Empire.

[Hawk Ranch - Graduation Quote 2025.pdf](#)

Motion: Second:

Vote: [Kent](#); [Aye](#), [Lindsey](#), [Aye](#), [Hector](#); [Aye](#).  
Item carries 3-0.

### 12.6 March Professional Development

It is recommended that the board approve the March Professional Development 2025 Event Invoice for Elite Academic Academy - Mountain Empire.

[2025 3.4 Professional Development .pdf](#)

Motion: Second:

Vote: [Kent](#); [Aye](#), [Lindsey](#), [Aye](#), [Hector](#); [Aye](#).  
Item carries 3-0.

### 12.7 Overnight Field Trip Requests

It is recommended that the board approve the Overnight Field Trip Requests for Elite Academic Academy -Mountain Empire.

[Overnight Field Trip Request for Board Approval - Mission Creek Stone House High Adventure Spring 2025.pdf](#)

[Overnight Field Trip Request for Board Approval - Anza Borrego FamCamp Family Campout Spring 2025.pdf](#)

[Kent](#)   [Lindsey](#)

Motion: Second:

Vote: [Kent](#); [Aye](#), [Lindsey](#), [Aye](#), [Hector](#); [Aye](#).  
Item carries 3-0.

### 12.8 CARS Winter Report

It is recommended that the board approve the CARS Winter Report for Elite Academic Academy -Mountain Empire.

[FY25\\_EAA\\_ME\\_CARS Winter Release.pdf](#)

[Hector](#)   [Kent](#)

Motion: Second:

Vote: [Kent](#); [Aye](#), [Lindsey](#), [Aye](#), [Hector](#); [Aye](#).  
Item carries 3-0.

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## 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 - Mountain Empire.

[Kent](#)   [Lindsey](#)

Motion: Second:

Vote: [Kent](#); [Aye](#), [Lindsey](#), [Aye](#), [Hector](#); [Aye](#).  
Item carries 3-0.



[SARC - Mountain Empire.pdf](#)

### 13.2 Learning Recovery Grant Plan

It is recommended that the board retro approve the following Learning Recovery Grant Plan for Elite Academic Academy - Mountain Empire.

[EAA\\_ME Learning Recovery Block Grant Plan.pdf](#)

[FY24\\_EAA\\_ME\\_LREBG Expenditure Report.pdf](#)

### 13.3 SOAR Program Policy - Parent/Student Handbook

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

[SOAR Program Student & Parent Policy Handbook \(pending board approval\).pdf](#)

### 13.4 Update to the Virtual Course Submissions Policy

It is recommended that the board approve the following Update to the Virtual Course Submissions Policy for Elite Academic Academy - Mountain Empire.

[Update to the Virtual Course Submission Policy\\_.pdf](#)

### 13.5 2025-26 School Calendars

It is recommended that the board approve the following 2025-26 School Calendars for Elite Academic Academy - Mountain Empire.

[Pending Board Approval 2025-2026 Calendar DRAFT - Year-round\\_Track A.pdf](#)

[Pending Board Approval 2025-2026 Calendar DRAFT - Traditional\\_Track B.pdf](#)

[Pending Board Approval - 25\\_26 Open Enrollment Calendar Draft - Google Sheets.pdf](#)

### 13.6 CTEIG Grant Proposal

It is recommended that the board approve the following CTEIG Grant Proposal for Elite Academic Academy - Mountain Empire.

[CTEIG Sig Elite Academic Mountain Empire.pdf](#)

[ME\\_CTEIG\\_Financial\\_Expenditure\\_Report\\_2025\\_FINAL.xlsx](#)

### 13.7 LCAP Midyear Update

It is recommended that the board approve the following LCAP Mid Year Update for Elite Academic Academy - Mountain Empire.

[Hector](#) [Kent](#)

Motion: Second:

Vote: [Kent](#); [Aye](#), [Lindsey](#), [Aye](#), [Hector](#); [Aye](#).  
Item carries 3-0.

[Kent](#) [Hector](#)

Motion: Second:

Vote: [Kent](#); [Aye](#), [Lindsey](#), [Aye](#), [Hector](#); [Aye](#).  
Item carries 3-0.

[Lindsey](#) [Hector](#)

Motion: Second:

Vote: [Kent](#); [Aye](#), [Lindsey](#), [Aye](#), [Hector](#); [Aye](#).  
Item carries 3-0.

[Kent](#) [Lindsey](#)

Motion: Second:

Vote: [Kent](#); [Aye](#), [Lindsey](#), [Aye](#), [Hector](#); [Aye](#).  
Item carries 3-0.

[Hector](#) [Kent](#)

Motion: Second:

Vote: [Kent](#); [Aye](#), [Lindsey](#), [Aye](#), [Hector](#); [Aye](#).  
Item carries 3-0.

[Kent](#) [Lindsey](#)

Motion: Second:

Vote: [Kent](#); [Aye](#), [Lindsey](#), [Aye](#), [Hector](#); [Aye](#).  
Item carries 3-0.

---

### 14.0 Report of Action Taken in Closed Session

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

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### 15.0 Calendar

The next regularly scheduled meeting is March 6th, 2025 at 10:00 am.

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### 16.0 Board Comments and Future Planning

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### 17.0 Adjournment

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

In compliance with the American with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of

[Kent](#) [Lindsey](#)

Motion: Second:

Vote: [Kent](#); [Aye](#), [Lindsey](#), [Aye](#), [Hector](#); [Aye](#).  
Item carries 3-0.

Time: 11:12 am



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 A

Brendon B

Karen M

Jen E

Misty C

Ashlea K

Mia B

Kris M

Ashly S

Allison W

Tracy H

Preston S

Crystal C

Shirley A

Catherine H

Monique W

Evan J

Adam W

Antonette S

Chelsie W

Laura S

Chris W

EAA Offices

Teresa S

Jackie T

Marisa T





# Elite Academic Academy - Mountain Empire

Join Zoom Meeting

[https://eliteacademic.zoom.us/j/94339322461?](https://eliteacademic.zoom.us/j/94339322461?pwd=dVJiSVBTbTNleGZobGduSk1NZINyZz09)  
pwd=dVJiSVBTbTNleGZobGduSk1NZINyZz09 Meeting ID:  
943 3932 2461 Passcode: 517181

March 13th, 2025 at 10:00 am

43414 Business Park Drive, Temecula, CA 92590

13456 Chaco Court, San Diego, CA 92129

9337 Vervain Street, San Diego , CA 92129

9028 Catawba Ave. Fontana, CA 92335





## Elite Academic Academy - Mountain Empire -March 13th, 2025

### Elite Academic Academy - Mountain Empire

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#### 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/94339322461?pwd=dVJiSVBTbTNleGZobGduSk1NZINyZz09>  
Meeting ID: 943 3932 2461  
Passcode: 517181

Time: 10:00 an

---

#### 1.0 Call To Order

Roll Call:  
Kent Christensen, Lindsey Burkett, Hector Valdez  
**Present Present Present**

**Hector Lindsey**

Motion: Second:

Vote: **Kent; Aye, Lindsey; Aye, Hector; Aye.**  
**Item carries 3-0.**

---

#### 2.0 Approve/Adopt the Agenda

It is recommended the Board of Directors adopt as presented the agenda for the Special Board Meeting of March 13th, 2025.

---

#### 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: 10:01 am

---

#### 6.0 Pledge Of Allegiance

Led By: **Meghan Freeman**

---

#### 7.0 Open Session

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#### 8.0 Public Comment

Please submit a request to speak to the Board of Directors. Cards can be asked for by emailing [galtamirano@eliteacademic.com](mailto:galtamirano@eliteacademic.com). Please complete



and return the form for agendized or non-agendized items, prior to the meeting. Not more than three (3) minutes are to be allotted to any one (1) speaker, and no more than twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognitions and reports to the Board and is not intended to be a question and answer period. If you have questions for the Board, please provide the Board President with a written copy and an administrator will provide answers at a later date. 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

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## 10.0 Personnel Services

---

## 11.0 Business Services

### 11.1 Second Interim Report

It is recommended that the board approve the following Second Interim report for Elite Academic Academy - Mountain Empire.

[FY25\\_EAA\\_ME\\_Second Interim\\_Board Report.pdf](#)

[FY25\\_EAA\\_ME\\_Second Interim\\_Cash Graph.pdf](#)

[FY25\\_EAA\\_ME\\_Second Interim\\_County Form.pdf](#)

[FY25\\_EAA\\_ME\\_Second Interim\\_LCFF Calculator.pdf](#)

[Kent](#)      [Lindsey](#)

Motion: Second:

Vote: [Kent; Aye, Lindsey; Aye, Hector; Aye.](#)  
[Item carries 3-0.](#)

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## 12.0 Educational Services/Policy Development

---

## 13.0 Report of Action Taken in Closed Session

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

---

## 14.0 Calendar

The next regularly scheduled meeting is March 20th, 2025 at 10:00 am.

---

## 15.0 Board Comments and Future Planning

[Kent](#)      [Hector](#)

Motion: Second:

Vote: [Kent; Aye, Lindsey; Aye, Hector; Aye.](#)  
[Item carries 3-0.](#)

---

## 16.0 Adjournment

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

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

Time: 10:16 am

Staff present:  
Meghan Freeman  
Gena A  
Adam W  
Preston S  
EAA Offices  
Catherine H  
Ashlea K



## Elite Academic Academy - Mountain Empire

Date	Vendor Name	Account Name	Ref Number	Amount
1/1/2025	WWW.TEACHWORKS.COM	Technology Services & Software - Educationa	CC 9912	\$57.96
1/1/2025	ADOBE *800-833-6687	Technology Services & Software - Business	CC 9912	\$9.99
1/1/2025	WWW.TEACHWORKS.COM	Technology Services & Software - Educationa	CC 8987	\$87.55
1/1/2025	WWW.TEACHWORKS.COM	Technology Services & Software - Educationa	CC 8987	\$47.99
1/2/2025	NEXTIVA*VOIP SERVICE	Phone / Internet / Website Fees	CC 9912	\$3,354.87
1/3/2025	ZOOM.COM 888-799-9666	Technology Services & Software - Business	CC 9912	\$50.00
1/5/2025	ADOBE *800-833-6687	Technology Services & Software - Business	CC 8987	\$816.62
1/6/2025	CUBESMART 713	Rent - Facilities Lease	CC 8987	\$395.00
1/7/2025	ADOBE *800-833-6687	Technology Services & Software - Business	CC 8987	\$30.93
1/9/2025	ZAPIER.COM/CHARGE	Technology Services & Software - Business	CC 8987	\$598.50
1/10/2025	WALMART EGIFT CARD	Parent & Staff meeting food & supplies	CC 9912	\$25.00
1/14/2025	NIGHT ZOOKEEPER	Approved Core Curriculum, Teacher Manuals	CC 8987	\$199.00
1/14/2025	AIRTABLE.COM/BILL	Technology Services & Software - Business	CC 8987	\$336.15
1/14/2025	SP TREEHOUSE SCHOOLH	Core Teaching/Student Supplies	CC 8987	\$15.00
1/14/2025	STARLINK INTERNET	Phone / Internet / Website Fees	CC 8987	\$165.00
1/14/2025	PLAY TO READ #1	Core Teaching/Student Supplies	CC 8987	\$47.00
1/14/2025	BUSYTODDLER	Core Teaching/Student Supplies	CC 8987	\$52.40
1/15/2025	ZOOM.COM 888-799-9666	Technology Services & Software - Business	CC 9912	\$180.22
1/23/2025	WESTERN PSYCHOLOGICAL SER	Special Education Services	CC 9912	\$310.79
1/23/2025	CVENT* CALIFORNIA SPEE	Registration Fees - conferences	CC 9912	\$1,797.00
1/24/2025	ZOOM.COM 888-799-9666	Phone / Internet / Website Fees	CC 9912	\$43.11
1/24/2025	CCSI EFAX	Technology Services & Software - Business	CC 8987	\$18.99
1/28/2025	KAJABI	Technology Services & Software - Business	CC 8987	\$199.00
1/29/2025	DIFFIT	Technology Services & Software - Educationa	CC 9912	\$14.99
1/29/2025	ENTERPRISE RENT-A-CAR	Travel, Lodging & Meals	CC 8987	\$527.29
1/29/2025	HUMBLEBUNDLE.COM	Technology Services & Software - Educationa	CC 8987	\$29.99
1/29/2025	SP LWKELSEY	Core Teaching/Student Supplies	CC 8987	\$137.97
1/29/2025	PLAYSHIFU TECHNOLOGIES	Core Teaching/Student Supplies	CC 8987	\$29.75
2/3/2025	Nexelm LLC	Rent - Facilities Lease	ELM203_020125	\$2,558.60
2/3/2025	Wildomar Valley Wood Products, In	Rent - Facilities Lease	02Feb2025Lease	\$2,882.00
2/4/2025	Peterson's LLC	Approved Core Curriculum, Teacher Manuals	INV-2256684	\$600.00
2/4/2025	Peterson's LLC	Approved Core Curriculum, Teacher Manuals	INV-2256685	\$401.69
2/4/2025	Anthem Blue Cross	Health Insurance	0202501920587	\$33,924.69

**Warrant Register: February 3, 2025 - March 12, 2025, January Credit Card Charges**



## Elite Academic Academy - Mountain Empire

2/4/2025	Guardian	Health Insurance	002Feb2025	\$4,405.20
2/6/2025	Sarah Shannon	Educational Services	024	\$1,642.68
2/7/2025	All About Learning Press, Inc.	Approved Core Curriculum, Teacher Manuals	926138	\$53.82
2/7/2025	All About Learning Press, Inc.	Approved Core Curriculum, Teacher Manuals	926139	\$232.60
2/7/2025	All About Learning Press, Inc.	Approved Core Curriculum, Teacher Manuals	926447	\$31.28
2/7/2025	All About Learning Press, Inc.	Approved Core Curriculum, Teacher Manuals	926449	\$236.16
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1F9G-TXFD-YTGW	\$59.73
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1Y6K-W4V4-3HFJ	\$5.72
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1CW3-PCHX-FKFQ	\$16.34
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1F7J-FQRH-9W61	\$17.24
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1T1G-RL11-F3WC	\$26.91
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1WFX-3J9N-QH9P	\$40.62
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1GVY-R4VR-NM7P	\$13.19
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1TC9-LYPJ-MJ9K	\$31.19
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1CCG-JQDC-M9KY	\$16.42
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	17PC-FNGT-YMKT	\$36.34
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	14TC-MNVX-FTDL	\$74.75
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1H4G-MKLJ-4JWF	\$5.42
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1CD4-1KN7-716L	\$16.04
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1C3M-X6RQ-4RFC	\$16.23
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1FP4-QJ1T-6P97	\$11.83
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1C3C-PNKN-3DRV	\$118.08
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1HN4-X9LT-6P39	\$8.54
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1Q7Q-PKC4-C931	\$58.02
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	19JJ-9HWV-4N41	\$19.50
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1XR4-CQVW-H4WY	\$47.95
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1LGG-Y99D-FCVV	\$22.11
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	11G4-4NLM-HKXJ	\$30.68
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1QDQ-41XJ-KJRJ	\$118.55
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1H1H-6RHD-F1FQ	\$44.20
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1PMN-9MJ6-HQTD	\$25.31
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1JMR-P61H-JF67	\$41.83
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1QDQ-41XJ-KGHC	\$12.55
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1F3P-1M9T-F739	\$53.82



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2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1RNG-67NL-WYVW	\$16.95
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1M3F-TJFP-QD7K	\$89.85
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1HWC-DQGG-QQJQ	\$7.56
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1RVJ-JCGY-WJY1	\$11.79
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1HWC-DQGG-RHKT	\$133.41
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1KKP-VYT1-HQKX	\$17.45
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	11FQ-MQH1-HRWK	\$17.45
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	14YV-YHJ6-H6D7	\$56.92
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1K96-MRNC-3J7M	\$38.52
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1LCP-C1DX-44Y4	\$9.15
2/7/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1W13-FQTF-6D7W	\$40.73
2/7/2025	Art of Problem Solving	Approved Core Curriculum, Teacher Manuals	INV2314508	\$800.00
2/7/2025	Art of Problem Solving	Approved Core Curriculum, Teacher Manuals	INV2314583	\$545.00
2/7/2025	BookShark, LLC	Approved Core Curriculum, Teacher Manuals	BI0051769	\$251.03
2/7/2025	BookShark, LLC	Approved Core Curriculum, Teacher Manuals	BI0051766	\$301.49
2/7/2025	Bright Thinker, Inc.	Approved Core Curriculum, Teacher Manuals	SINV12854	\$295.00
2/7/2025	Dash Into Learning	Approved Core Curriculum, Teacher Manuals	55218	\$25.37
2/7/2025	Harbor and Sprout	Approved Core Curriculum, Teacher Manuals	218750	\$266.42
2/7/2025	Home Science Tools	Approved Core Curriculum, Teacher Manuals	000641709	\$266.54
2/7/2025	Ivy Kids LLC	Approved Core Curriculum, Teacher Manuals	6115	\$239.70
2/7/2025	Ivy Kids LLC	Approved Core Curriculum, Teacher Manuals	6116	\$51.90
2/7/2025	Jamie York Press	Approved Core Curriculum, Teacher Manuals	26769	\$426.68
2/7/2025	Jamie York Press	Approved Core Curriculum, Teacher Manuals	26768	\$426.68
2/7/2025	Kids Learning for Life	Approved Core Curriculum, Teacher Manuals	2501	\$76.80
2/7/2025	Learning Without Tears	Approved Core Curriculum, Teacher Manuals	INV222850	\$18.81
2/7/2025	MEL Science U.S., LLC	Approved Core Curriculum, Teacher Manuals	CL2025010815	\$324.64
2/7/2025	Mimeo.com, Inc	Approved Core Curriculum, Teacher Manuals	2051254	\$357.12
2/7/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4836477	\$16.07
2/7/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4836478	\$320.94
2/7/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4840461	\$159.90
2/7/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4842592	\$120.23
2/7/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4844856	\$121.71
2/7/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4844861	\$68.13
2/7/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4844858	\$23.61

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2/7/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4844860	\$603.10
2/7/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4844857	\$47.64
2/7/2025	Royal Fireworks Publishing	Approved Core Curriculum, Teacher Manuals	129142	\$63.00
2/7/2025	Singapore Math Inc.	Approved Core Curriculum, Teacher Manuals	S352434	\$38.39
2/7/2025	Singapore Math Inc.	Approved Core Curriculum, Teacher Manuals	S352869	\$45.18
2/7/2025	Studies Weekly	Approved Core Curriculum, Teacher Manuals	528949	\$96.87
2/7/2025	Studies Weekly	Approved Core Curriculum, Teacher Manuals	529003	\$17.95
2/7/2025	Studies Weekly	Approved Core Curriculum, Teacher Manuals	529148	\$48.43
2/7/2025	Studies Weekly	Approved Core Curriculum, Teacher Manuals	529107	\$48.43
2/7/2025	Studies Weekly	Approved Core Curriculum, Teacher Manuals	529106	\$96.87
2/7/2025	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	289551172	\$9.89
2/7/2025	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	289560619	\$3.50
2/7/2025	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	289554005	\$30.46
2/7/2025	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	289554871	\$4.00
2/7/2025	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	289551979	\$9.00
2/7/2025	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	290207738	\$20.00
2/7/2025	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	290144188	\$14.25
2/7/2025	Time4Learning	Approved Core Curriculum, Teacher Manuals	8518510	\$39.95
2/7/2025	Well Trained Mind Press	Approved Core Curriculum, Teacher Manuals	INV2302166	\$74.90
2/7/2025	Well Trained Mind Press	Approved Core Curriculum, Teacher Manuals	INV2302168	\$28.32
2/7/2025	Pitney Bowes Global Financial Services	Business Services	3107047421	\$10.77
2/7/2025	Pitney Bowes Global Financial Services	Business Services	3107076176	\$104.45
2/7/2025	Alan Pearce	Core Teaching/Student Supplies	PEA010925	\$325.59
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19J9-TFCR-1GDK	\$206.59
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QD7-34FN-DV6H	\$160.55
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QMM-DCMR-DV7Y	\$62.89
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1YNY-H7JH-V47F	\$5.38
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GLP-WHFG-HR11	\$55.11
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	11CF-LKG1-WDXV	\$158.19
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	11CF-LKG1-VTRR	\$60.62
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1M3P-7NM3-GGTQ	\$63.55
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17TF-RM4X-YJ9V	\$33.27
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QJN-PTC3-74R4	\$21.54
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CW3-PCHX-97TF	\$31.79

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2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PXJ-4W7T-91VQ	\$16.30
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1T1G-RL11-GHD1	\$24.77
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QLV-F369-GDCN	\$38.41
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1LH9-WHLL-GM19	\$16.15
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VPR-TQ9Y-FCHM	\$11.84
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WNH-KKLH-DHYG	\$22.60
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19X9-3J36-D9WG	\$60.24
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17PC-FNGT-DQCM	\$22.60
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	11CC-3HW6-FXTN	\$6.03
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WNH-KKLH-FT7L	\$14.54
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14QX-MLTP-9GHW	\$86.15
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	113C-TTTW-HRPT	\$10.76
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1Y6K-W4V4-6FDJ	\$9.78
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19T6-WHTT-KQ6H	\$11.84
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17NW-CXJK-MNCK	\$335.40
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WWT-H6JL-N3W1	\$96.88
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1M3P-7NM3-Q6TC	\$59.54
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	11NK-39M4-CWM3	\$103.63
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	113C-TTTW-VR39	\$9.04
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QLV-F369-TNYY	\$16.30
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FG4-D17C-TR1D	\$31.78
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NL3-J7QJ-WLPK	\$24.77
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13PG-HNFV-1JHY	\$34.32
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PW7-CT3P-PDC7	\$34.32
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NNK-VRMV-43RF	\$264.08
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1T4L-3N1R-19CF	\$8.61
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CCC-HRCM-3D9L	\$117.35
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17KC-KM4X-1PVJ	\$10.86
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VFP-LRYY-3GFX	\$234.44
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14TC-MNVX-FTDL	\$171.23
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1939-C1LC-4MV7	\$43.18
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17DL-F793-3Q4J	\$241.22
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1J9H-6GKF-F13Y	\$61.16
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1Q3M-WXGV-JLX1	\$19.38



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2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1P61-RTVN-3171	\$130.44
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CH1-RJRH-76HP	\$74.88
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17DV-7LX6-77FG	\$7.49
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GNN-HQK3-99JL	\$31.79
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XP3-YYHW-6W9K	\$31.79
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1RKM-Y64Y-7313	\$32.08
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1YYV-RVDD-4KFP	\$24.77
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1DCL-44R4-4QYY	\$16.15
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QNC-7JTT-73QQ	\$82.23
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1T7L-K7F7-6L94	\$7.49
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	163N-H7XK-7FPR	\$116.02
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JGX-6RVL-77XC	\$74.88
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CD4-1KN7-76HV	\$261.28
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NPJ-L9GR-6QHX	\$31.79
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1P3T-TTNL-79VY	\$7.49
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1P3T-TTNL-79T3	\$7.49
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HN4-X9LT-6YRJ	\$9.89
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JVV-1MGG-9QDM	\$90.84
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QXJ-GDH6-7C1G	\$23.69
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JMR-P61H-6KV9	\$77.59
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VML-QKJR-4WPG	\$31.79
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	106Q-Q41Y-3TPM	\$6.34
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XQF-4PMC-6F3F	\$31.22
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1DFR-JMVY-4TL3	\$26.39
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14WM-9MHX-4XJT	\$32.08
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1DCL-44R4-C3HH	\$43.09
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MTD-LHF6-6VDK	\$20.46
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QM9-RN7Q-7YTR	\$8.61
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	11WR-G1M6-6WHH	\$16.14
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JMR-P61H-67RQ	\$116.58
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1DJ7-QHX3-6TRC	\$34.45
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VML-QKJR-GJP9	\$10.17
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XR4-CQVW-H4WY	\$10.71
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MH9-1GNQ-HMQ6	\$14.64



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2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VPG-LP6P-H7JT	\$128.72
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VML-QKJR-HTXD	\$133.15
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MH9-1GNQ-HD9J	\$195.84
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	11L3-DKTQ-FR7P	\$45.55
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MTD-LHF6-9J39	\$34.10
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1M3F-TJFP-HLXF	\$31.79
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1H1X-P49G-DW6Q	\$24.50
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	11G4-4NLM-HMJF	\$32.69
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KXK-KY4N-FYR7	\$26.45
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VML-QKJR-HD6H	\$118.01
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1F3P-1M9T-GL1V	\$66.76
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	179R-CVFQ-KC3M	\$84.09
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PMN-9MJ6-FJ64	\$15.44
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1H1H-6RHD-F1FQ	\$14.96
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KJT-4Q3L-G6QY	\$33.05
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1C3C-PNKN-KJ9V	\$260.99
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	106Q-Q41Y-GHGX	\$74.88
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14YV-4XRW-K9N4	\$74.88
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PRW-LHWC-HMW6	\$264.95
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JMR-P61H-JF67	\$50.06
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1H1X-P49G-FCN9	\$21.74
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PRW-LHWC-FM7R	\$59.80
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1RNG-67NL-WYVW	\$103.42
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QDQ-41XJ-WPRK	\$269.36
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14WM-9MHX-VDYV	\$15.47
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14TH-FYLK-V11X	\$21.75
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19FQ-9RP1-VRQY	\$18.29
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1T1X-7P9Q-WYCX	\$21.75
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QLD-X6L1-4K31	\$10.40
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1DFH-QF94-4RTT	\$10.28
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PXN-XMFW-4J7W	\$10.76
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	11LK-7LD3-6JL3	\$43.05
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1P99-C39V-37C7	\$91.71
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WTC-XMF9-6PW9	\$11.90



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2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CRW-JVT3-HPM9	\$100.18
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KYL-9PC1-HKQN	\$62.33
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QVY-3FMQ-HMH3	\$37.69
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13T4-WQGY-HWL9	\$9.69
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WTH-HMRM-GPCN	\$7.65
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	116T-6VRM-HGTX	\$10.06
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1K96-MRNC-3J7M	\$28.51
2/7/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WRK-G414-797D	\$140.06
2/7/2025	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-AD7DA23601092539	\$164.86
2/7/2025	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-4515CAA501092525	\$164.86
2/7/2025	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-A72E248001092508	\$166.39
2/7/2025	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-5666B22C01092504	\$122.34
2/7/2025	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-2A9957CD01092534	\$189.12
2/7/2025	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-0D22B3DE01152515	\$27.13
2/7/2025	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-DEFEC28B01152514	\$166.39
2/7/2025	Little Passports, Inc	Core Teaching/Student Supplies	IN-0000999736	\$155.16
2/7/2025	My ZOO Box	Core Teaching/Student Supplies	4B9B26BD-0029	\$221.70
2/7/2025	Neesha N. Rahim	Core Teaching/Student Supplies	200	\$487.50
2/7/2025	Rainbow Resource Center	Core Teaching/Student Supplies	4844859	\$170.86
2/7/2025	Staples Business Credit	Core Teaching/Student Supplies	6017785101	\$11.63
2/7/2025	Staples Business Credit	Core Teaching/Student Supplies	6022523505	\$7.52
2/7/2025	Staples Business Credit	Core Teaching/Student Supplies	6022523497	\$14.13
2/7/2025	Staples Business Credit	Core Teaching/Student Supplies	6022523499	\$24.24
2/7/2025	Staples Business Credit	Core Teaching/Student Supplies	6022523483	\$119.61
2/7/2025	Staples Business Credit	Core Teaching/Student Supplies	6022523495	\$7.78
2/7/2025	Staples Business Credit	Core Teaching/Student Supplies	6022523477	\$20.99
2/7/2025	Staples Business Credit	Core Teaching/Student Supplies	6022523492	\$35.32
2/7/2025	Staples Business Credit	Core Teaching/Student Supplies	6022523486	\$109.82
2/7/2025	Staples Business Credit	Core Teaching/Student Supplies	6022523509	\$98.54
2/7/2025	Staples Business Credit	Core Teaching/Student Supplies	6022523501	\$67.21
2/7/2025	Staples Business Credit	Core Teaching/Student Supplies	6022523489	\$107.74
2/7/2025	Staples Business Credit	Core Teaching/Student Supplies	6022523507	\$161.05
2/7/2025	Staples Business Credit	Core Teaching/Student Supplies	6022523480	\$80.14
2/7/2025	Staples Business Credit	Core Teaching/Student Supplies	6022523512	\$67.65



## Elite Academic Academy - Mountain Empire

2/7/2025	Staples Business Credit	Core Teaching/Student Supplies	6022523503	\$67.61
2/7/2025	A+ Tutoring	Educational Services	7010380259	\$350.00
2/7/2025	Access Athle-Demics LLC	Educational Services	032	\$2,500.00
2/7/2025	Alan Pearce	Educational Services	PEA010925a	\$45.00
2/7/2025	Albert Quiba	Educational Services	QUI010625	\$430.00
2/7/2025	Amanda Basiger	Educational Services	BAS010925	\$600.00
2/7/2025	Amanda Sato	Educational Services	SAT010625a	\$135.00
2/7/2025	Amanda Sato	Educational Services	SAT010625	\$121.50
2/7/2025	Amy Helfrich	Educational Services	HEL011625	\$580.00
2/7/2025	Angel Bareno-Egan	Educational Services	BAR010625	\$81.25
2/7/2025	Angel Bareno-Egan	Educational Services	BAR010725	\$81.25
2/7/2025	Angela Froistad	Educational Services	FRO011325a	\$9.99
2/7/2025	Angela Froistad	Educational Services	FRO011325	\$85.00
2/7/2025	Anthony Vitale	Educational Services	VIT010725	\$190.00
2/7/2025	Anthony Vitale	Educational Services	VIT010725a	\$190.00
2/7/2025	Anton Butenko	Educational Services	BUT010725	\$190.00
2/7/2025	Ashley Lamb	Educational Services	LAM011325	\$102.06
2/7/2025	Ashley Lamb	Educational Services	LAM011425	\$102.06
2/7/2025	Branche Jones	Educational Services	134	\$1,500.00
2/7/2025	Bryan Thunstrom	Educational Services	THU011425	\$239.99
2/7/2025	California Wolf Center	Educational Services	INV252801	\$450.00
2/7/2025	Cambria Lingenfelder	Educational Services	7010372029	\$315.00
2/7/2025	Cassandra Gallade	Educational Services	GAL011025	\$30.00
2/7/2025	Charlie Ekeroth	Educational Services	EKE010725	\$2,000.00
2/7/2025	Charlotte Littlehales	Educational Services	7010405098	\$265.00
2/7/2025	Cheryl McCormick	Educational Services	038	\$2,592.00
2/7/2025	Christine Clark	Educational Services	CLA011525	\$169.00
2/7/2025	Cristina Angulo	Educational Services	ANG011625a	\$140.00
2/7/2025	Cristina Angulo	Educational Services	ANG011625	\$140.00
2/7/2025	Cristina Duke	Educational Services	DUK010325a	\$130.00
2/7/2025	Cristina Duke	Educational Services	DUK010325b	\$110.50
2/7/2025	Cristina Duke	Educational Services	DUK010325	\$75.00
2/7/2025	Cristina Duke	Educational Services	DUK010625a	\$90.00
2/7/2025	Cristina Duke	Educational Services	DUK010625	\$90.00

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## Elite Academic Academy - Mountain Empire

2/7/2025	Cristina Gregorio	Educational Services	GRE010725	\$304.00
2/7/2025	DJ Tovz Entertainment	Educational Services	1001	\$150.00
2/7/2025	Diana Davies	Educational Services	DAV011025a	\$119.00
2/7/2025	Diana Davies	Educational Services	DAV011025	\$122.00
2/7/2025	Discover Art/One World-Many View	Educational Services	7010390739	\$500.00
2/7/2025	Discovery Cube of Orange County	Educational Services	1062099	\$765.00
2/7/2025	Elizabeth Jacinto	Educational Services	JAC010625	\$100.00
2/7/2025	Elsie Sin	Educational Services	SIN011625	\$98.83
2/7/2025	Endeavor Gymnastics	Educational Services	7010374380	\$354.00
2/7/2025	Freedom in Motion Inc.	Educational Services	7010367378	\$164.00
2/7/2025	Gennina Bona	Educational Services	BON010825	\$200.00
2/7/2025	Gennina Bona	Educational Services	BON010825a	\$200.00
2/7/2025	Giordano's ATA Martial Arts	Educational Services	7010368934	\$150.00
2/7/2025	Hanna Posner	Educational Services	POS011625a	\$89.00
2/7/2025	Hanna Posner	Educational Services	POS011625	\$89.00
2/7/2025	JKG Learning - DBA Sylvan Learning	Educational Services	7010378181	\$295.00
2/7/2025	Jack Panasci	Educational Services	PAN010725	\$290.00
2/7/2025	Jeanette Lotze	Educational Services	LOT011625a	\$66.00
2/7/2025	Jeanette Lotze	Educational Services	LOT011625	\$66.00
2/7/2025	Jeannette Growler	Educational Services	GRO010925	\$237.00
2/7/2025	Jhulie Nery	Educational Services	NER011325	\$53.33
2/7/2025	Katherine Orme	Educational Services	ORM011525a	\$17.50
2/7/2025	Katherine Orme	Educational Services	ORM011525	\$17.50
2/7/2025	Kathleen Torres	Educational Services	TOR011425	\$225.20
2/7/2025	Kidokinetics San Diego/North Count	Educational Services	7010372022	\$150.00
2/7/2025	Kim Comaianni	Educational Services	COM011625	\$85.75
2/7/2025	Knott's Berry Farm	Educational Services	045RC12049814	\$1,002.50
2/7/2025	Lauren Hernandez	Educational Services	HERO11525	\$279.75
2/7/2025	Marzena Mosco	Educational Services	MOS011425a	\$25.00
2/7/2025	Marzena Mosco	Educational Services	MOS011425	\$101.00
2/7/2025	Megan Hammond	Educational Services	HAMO10825	\$55.00
2/7/2025	Megan McDaniel	Educational Services	MCD011625	\$756.00
2/7/2025	Megan Purcell	Educational Services	PUR011325	\$800.00
2/7/2025	Megan Purcell	Educational Services	PUR011525	\$45.00



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2/7/2025	Megan Thornton	Educational Services	TH0010625	\$100.00
2/7/2025	Melissa J. Diwa Enterprises	Educational Services	7010384800	\$270.00
2/7/2025	Melissa Punch	Educational Services	PUN011425	\$399.00
2/7/2025	Menchie Adkinson	Educational Services	ADK010725	\$189.00
2/7/2025	Mi Coloma	Educational Services	COL011325	\$180.00
2/7/2025	Mia Nguyen	Educational Services	NGU010325	\$65.00
2/7/2025	Michael Schreiber	Educational Services	SCH010825	\$195.00
2/7/2025	Michelle Peabody	Educational Services	PEA010625	\$200.00
2/7/2025	Mr. D Math, LLC	Educational Services	7010371402	\$145.00
2/7/2025	Natalia Martinez Rodriguez	Educational Services	MARO10625	\$100.00
2/7/2025	Natalia Martinez Rodriguez	Educational Services	MAR010625a	\$460.00
2/7/2025	Nonie Manker	Educational Services	7010442043	\$2,034.50
2/7/2025	Palm Springs Aerial Tramway	Educational Services	3252025	\$418.50
2/7/2025	Phaedra Ehring	Educational Services	EHR010625	\$84.15
2/7/2025	Playground Players Productions	Educational Services	7010413722	\$250.00
2/7/2025	Robert Fulbright	Educational Services	FUL010725	\$255.00
2/7/2025	Roos Music Inc.	Educational Services	7010390757	\$624.00
2/7/2025	San Diego Liberal Arts Academy*	Educational Services	7010442093	\$750.00
2/7/2025	Sarah Larson	Educational Services	LAR011325	\$370.00
2/7/2025	Science Guys of San Diego LLC	Educational Services	517	\$325.00
2/7/2025	Stephanie Vargas	Educational Services	VAR011325	\$24.00
2/7/2025	Temecula Valley Driving School	Educational Services	7010405114	\$170.00
2/7/2025	Teri James	Educational Services	JAM010925	\$672.75
2/7/2025	The Little Red Barn Indoor Playgrou	Educational Services	7010382560	\$160.00
2/7/2025	The Performer's Academy	Educational Services	7010413733	\$255.00
2/7/2025	Tranhoai Nguyen	Educational Services	NGU010625	\$99.95
2/7/2025	Tranhoai Nguyen	Educational Services	NGU011425	\$100.00
2/7/2025	Tutoring Club of Fallbrook	Educational Services	7010372044	\$679.28
2/7/2025	U.S. Music Lessons	Educational Services	7010372129	\$912.00
2/7/2025	Victor Higareda	Educational Services	HIG011625	\$45.00
2/7/2025	Victoria Jensen	Educational Services	JEN010825	\$213.32
2/7/2025	Well-Trained Mind Academy	Educational Services	7010405116	\$830.00
2/7/2025	Wendy Yen	Educational Services	7010369199	\$115.20
2/7/2025	West Coast Krav Maga (Temecula)	Educational Services	7010405118	\$1,431.65



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2/7/2025	YouSchool, Inc.	Educational Services	999-999-2152	\$3,000.00
2/7/2025	ZT Prospects Academy	Educational Services	7010372780	\$650.00
2/7/2025	ZT Prospects Academy	Educational Services	7010372788	\$250.00
2/7/2025	Knight Security & Fire Systems	Fire, Alarm & Pest control	210190	\$20.00
2/7/2025	Mary R. Pierce, Esq.	Legal Fees	202501	\$675.00
2/7/2025	Amazon Capital Services, Inc.	Materials & Supplies - Office	1FV6-3THY-R9WN	\$295.55
2/7/2025	Amazon Capital Services, Inc.	Materials & Supplies - Office	19J9-TFCR-PHNG	\$41.67
2/7/2025	Amazon Capital Services, Inc.	Materials & Supplies - Office	16R1-K3TP-LVJ4	\$30.77
2/7/2025	Amazon Capital Services, Inc.	Materials & Supplies - Office	174K-R9NQ-RF3J	\$30.76
2/7/2025	Amazon Capital Services, Inc.	Materials & Supplies - Office	19X9-3J36-717D	\$81.88
2/7/2025	Amazon Capital Services, Inc.	Materials & Supplies - Office	1M3P-7NM3-7MYM	\$116.82
2/7/2025	Amazon Capital Services, Inc.	Materials & Supplies - Office	1CCG-JQDC-71PQ	\$81.88
2/7/2025	Amazon Capital Services, Inc.	Materials & Supplies - Office	1PXJ-4W7T-6TD9	\$81.89
2/7/2025	Amazon Capital Services, Inc.	Materials & Supplies - Office	1FG4-D17C-DLC3	\$81.89
2/7/2025	Amazon Capital Services, Inc.	Materials & Supplies - Office	19YX-K69F-PYNG	\$81.89
2/7/2025	Amazon Capital Services, Inc.	Materials & Supplies - Office	1RMH-4TWR-WT1L	\$17.23
2/7/2025	Amazon Capital Services, Inc.	Materials & Supplies - Office	1NNK-VRMV-FVTY	\$54.41
2/7/2025	Amazon Capital Services, Inc.	Materials & Supplies - Office	1VML-QKJR-D4FJ	\$265.49
2/7/2025	Amazon Capital Services, Inc.	Materials & Supplies - Office	199N-DDC3-3HW3	\$244.32
2/7/2025	Amazon Capital Services, Inc.	Materials & Supplies - Office	14WY-LVNY-L7F1	\$35.31
2/7/2025	Thomas Olson	Mileage, Parking & Tolls	OLS010825	\$28.50
2/7/2025	FIS LOCKBOX OPERATIONS ATTN:PI	Postage & Delivery - Educational	035.ME	\$7,000.00
2/7/2025	FedEx Office and Print Services, Inc.	Postage & Delivery - Educational	1.701E+11	\$160.28
2/7/2025	FedEx Office and Print Services, Inc.	Postage & Delivery - Educational	035100072208	\$802.62
2/7/2025	FedEx Office and Print Services, Inc.	Postage & Delivery - Educational	1.701E+11	\$15.39
2/7/2025	FedEx Office and Print Services, Inc.	Postage & Delivery - Educational	1.701E+11	\$48.93
2/7/2025	FedEx Office and Print Services, Inc.	Postage & Delivery - Educational	1.014E+11	\$39.89
2/7/2025	Thomas Olson	Postage & Delivery - Educational	OLS010825	\$10.94
2/7/2025	Uline	Postage & Delivery - Educational	187591010	\$540.31
2/7/2025	McColgan & Associates, Inc.	Special Education Services	7290	\$582.00
2/7/2025	TSW Therapy, Inc.	Special Education Services	3322	\$34.13
2/7/2025	TSW Therapy, Inc.	Special Education Services	3321	\$2,388.79
2/7/2025	TSW Therapy, Inc.	Special Education Services	3320	\$1,262.66
2/7/2025	Amazon Capital Services, Inc.	Technology Equipment - Staff	1D1Y-33LH-T3QY	\$189.77



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2/7/2025	Amazon Capital Services, Inc.	Technology Equipment - Staff	1M6N-FVHJ-RGF7	\$32.61
2/7/2025	Amazon Capital Services, Inc.	Technology Equipment - Staff	1NF4-RNNH-TXQR	\$416.15
2/7/2025	Amazon Capital Services, Inc.	Technology Equipment - Staff	1KXP-T3C3-1T3W	\$115.75
2/7/2025	Amazon Capital Services, Inc.	Technology Equipment - Staff	1WWT-H6JL-DNTD	\$97.87
2/7/2025	Amazon Capital Services, Inc.	Technology Equipment - Staff	19YX-K69F-7VKT	\$188.03
2/7/2025	Amazon Capital Services, Inc.	Technology Equipment - Staff	14QX-MLTP-9HLL	\$188.03
2/7/2025	Amazon Capital Services, Inc.	Technology Equipment - Staff	1QJN-PTC3-64WX	\$189.07
2/7/2025	Amazon Capital Services, Inc.	Technology Equipment - Staff	1JMN-HK44-HC4W	\$188.03
2/7/2025	Amazon Capital Services, Inc.	Technology Equipment - Staff	1JN6-NHQW-6XCH	\$27.05
2/7/2025	Amazon Capital Services, Inc.	Technology Equipment - Staff	1LNR-M63P-1D3Y	\$191.08
2/7/2025	Amazon Capital Services, Inc.	Technology Equipment - Staff	1HVV-Y7NL-34V7	\$188.03
2/7/2025	Amazon Capital Services, Inc.	Technology Equipment - Staff	1M3P-7NM3-FKCT	\$86.19
2/7/2025	Amazon Capital Services, Inc.	Technology Equipment - Staff	1GLP-WHFG-XL41	\$188.03
2/7/2025	Amazon Capital Services, Inc.	Technology Equipment - Staff	1GLP-WHFG-XHHJ	\$186.28
2/7/2025	Amazon Capital Services, Inc.	Technology Equipment - Staff	1WPP-H61J-9MF1	\$191.08
2/7/2025	Amazon Capital Services, Inc.	Technology Equipment - Staff	1CW3-PCHX-H7R1	\$86.19
2/7/2025	Amazon Capital Services, Inc.	Technology Equipment - Staff	16R1-K3TP-YTPV	\$85.77
2/7/2025	Amazon Capital Services, Inc.	Technology Equipment - Staff	1VPR-TQ9Y-JXXN	\$188.03
2/7/2025	Amazon Capital Services, Inc.	Technology Equipment - Staff	1TNX-HP64-9WJY	\$188.02
2/7/2025	Amazon Capital Services, Inc.	Technology Equipment - Staff	1FP4-QJ1T-71JC	\$134.68
2/7/2025	Amazon Capital Services, Inc.	Technology Equipment - Staff	1JVV-1MGG-7GP9	\$134.06
2/7/2025	Amazon Capital Services, Inc.	Technology Equipment - Staff	14TH-FYLK-CRTR	\$134.68
2/7/2025	OPS	Technology Services & Software - Educationa	2599	\$1,970.04
2/7/2025	School Pathways Holdings, LLC	Technology Services & Software - Educationa	140-INV8095	\$223.13
2/7/2025	T-Mobile	Technology Services & Software - Educationa	988741886-21	\$6,734.99
2/7/2025	Samuel Keeley	Travel, Lodging & Meals	KEE010825	\$33.13
2/7/2025	Thomas Olson	Travel, Lodging & Meals	OLS010825	\$88.77
2/7/2025	Southern California Edison	Utilities - Gas/Electric/Water	002FebSCE2025ME	\$259.60
2/7/2025	Marsh & McLennan Agency, LLC	Workers Compensation	2962691	\$4,608.00
2/10/2025	Kananilehua Tanouye-Wiesner	Educational Services	TAN012425	\$256.58
2/11/2025	Kimberly Keeth	Educational Services	7010441928	\$2,425.00
2/20/2025	Sarah Shannon	Educational Services	025	\$1,692.68
2/21/2025	All About Learning Press, Inc.	Approved Core Curriculum, Teacher Manuals	926767	\$105.69
2/21/2025	All About Learning Press, Inc.	Approved Core Curriculum, Teacher Manuals	927293	\$24.38

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2/21/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	17FY-P6LK-CNG9	\$21.35
2/21/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1794-NLXQ-L14N	\$4.84
2/21/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	16PD-QVLT-GYM4	\$33.38
2/21/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	13G9-NXWL-HRJY	\$53.86
2/21/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	161D-V619-LFGF	\$5.75
2/21/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1MQ1-V6YN-NF6P	\$28.90
2/21/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1FC7-CPHH-MQT3	\$81.63
2/21/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1CPM-Q3JY-RYFC	\$22.21
2/21/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1HLF-DLPF-R4KN	\$11.52
2/21/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1HPD-F9NF-QXMV	\$44.35
2/21/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	163H-R6PD-9HL4	\$9.89
2/21/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	11Q7-7NC6-4VD9	\$32.69
2/21/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1KPV-C3C7-D16C	\$37.08
2/21/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1CCH-NTP1-4PDY	\$16.62
2/21/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1WWF-73FD-9W49	\$5.65
2/21/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1JQN-NXHF-GG1Y	\$7.49
2/21/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1JQN-NXHF-HRFV	\$48.94
2/21/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1P6F-F9M1-P7J9	\$8.72
2/21/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1CJC-NVDC-R4KY	\$8.61
2/21/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	11C9-1YTQ-VJDC	\$9.39
2/21/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1GTF-7G16-N9DR	\$28.38
2/21/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	19RG-6MLL-WV6K	\$7.54
2/21/2025	BYU Independent Study	Approved Core Curriculum, Teacher Manuals	C10000375	\$556.20
2/21/2025	Beautiful Feet Books, Inc.	Approved Core Curriculum, Teacher Manuals	29810	\$246.29
2/21/2025	BookShark, LLC	Approved Core Curriculum, Teacher Manuals	BI0052307	\$284.67
2/21/2025	Dash Into Learning	Approved Core Curriculum, Teacher Manuals	55273	\$25.37
2/21/2025	Dash Into Learning	Approved Core Curriculum, Teacher Manuals	55272	\$25.37
2/21/2025	Dash Into Learning	Approved Core Curriculum, Teacher Manuals	55275	\$25.37
2/21/2025	Dash Into Learning	Approved Core Curriculum, Teacher Manuals	55270	\$74.37
2/21/2025	Dash Into Learning	Approved Core Curriculum, Teacher Manuals	55347	\$166.62
2/21/2025	Educational Services, Inc.	Approved Core Curriculum, Teacher Manuals	2123	\$512.80
2/21/2025	Essentials in Writing	Approved Core Curriculum, Teacher Manuals	355327	\$137.15
2/21/2025	Essentials in Writing	Approved Core Curriculum, Teacher Manuals	299559	\$42.25
2/21/2025	Home Science Tools	Approved Core Curriculum, Teacher Manuals	000643742	\$39.14



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2/21/2025	Home Science Tools	Approved Core Curriculum, Teacher Manuals	000645602	\$639.65
2/21/2025	Logic of English	Approved Core Curriculum, Teacher Manuals	SI-232658	\$29.99
2/21/2025	Logic of English	Approved Core Curriculum, Teacher Manuals	SI-232770	\$29.77
2/21/2025	Logic of English	Approved Core Curriculum, Teacher Manuals	SI-232705	\$29.77
2/21/2025	MEL Science U.S., LLC	Approved Core Curriculum, Teacher Manuals	AM2025011702	\$162.27
2/21/2025	Miaplaza, Inc.	Approved Core Curriculum, Teacher Manuals	6016	\$252.00
2/21/2025	Mimeo.com, Inc	Approved Core Curriculum, Teacher Manuals	2055008	\$64.31
2/21/2025	Pandia Press Inc.	Approved Core Curriculum, Teacher Manuals	52753	\$147.85
2/21/2025	Pandia Press Inc.	Approved Core Curriculum, Teacher Manuals	52754	\$71.44
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4818411	\$551.96
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4854508	\$42.79
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4853329	\$156.70
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4854258	\$29.79
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4854504	\$31.10
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4854505	\$32.82
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4853335	\$80.37
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4854259	\$29.79
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4853328	\$142.45
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4853332	\$24.30
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4853331	\$24.30
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4854260	\$39.58
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4854506	\$83.38
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4854262	\$93.36
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4860682	\$74.76
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4860675	\$18.42
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4860679	\$30.61
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4860683	\$24.15
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4873290	\$189.15
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4873304	\$24.22
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4873291	\$141.25
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4873292	\$57.44
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4873288	\$24.15
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4873321	\$71.01
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4873289	\$24.22



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2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4873306	\$30.77
2/21/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4873296	\$57.44
2/21/2025	Schoolhouse Discoveries LLC	Approved Core Curriculum, Teacher Manuals	2048	\$57.75
2/21/2025	Schoolhouse Discoveries LLC	Approved Core Curriculum, Teacher Manuals	2064	\$111.55
2/21/2025	Singapore Math Inc.	Approved Core Curriculum, Teacher Manuals	S353606	\$294.81
2/21/2025	Singapore Math Inc.	Approved Core Curriculum, Teacher Manuals	S353533	\$191.76
2/21/2025	Singapore Math Inc.	Approved Core Curriculum, Teacher Manuals	S354328	\$71.04
2/21/2025	Singapore Math Inc.	Approved Core Curriculum, Teacher Manuals	S354331	\$71.04
2/21/2025	Singapore Math Inc.	Approved Core Curriculum, Teacher Manuals	S355228	\$173.32
2/21/2025	Singapore Math Inc.	Approved Core Curriculum, Teacher Manuals	S355231	\$115.69
2/21/2025	Studies Weekly	Approved Core Curriculum, Teacher Manuals	529300	\$96.87
2/21/2025	Studies Weekly	Approved Core Curriculum, Teacher Manuals	529299	\$96.87
2/21/2025	Studies Weekly	Approved Core Curriculum, Teacher Manuals	529301	\$96.87
2/21/2025	Studies Weekly	Approved Core Curriculum, Teacher Manuals	529304	\$96.87
2/21/2025	Studies Weekly	Approved Core Curriculum, Teacher Manuals	529303	\$96.87
2/21/2025	Studies Weekly	Approved Core Curriculum, Teacher Manuals	529298	\$96.87
2/21/2025	Studies Weekly	Approved Core Curriculum, Teacher Manuals	529403	\$48.66
2/21/2025	Studies Weekly	Approved Core Curriculum, Teacher Manuals	529539	\$48.43
2/21/2025	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	290847906	\$20.16
2/21/2025	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	290847515	\$199.99
2/21/2025	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	290851038	\$8.00
2/21/2025	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	290847143	\$41.29
2/21/2025	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	290846884	\$13.00
2/21/2025	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	290847341	\$8.00
2/21/2025	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	291066957	\$50.00
2/21/2025	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	291078782	\$8.00
2/21/2025	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	291235440	\$14.70
2/21/2025	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	291234537	\$4.00
2/21/2025	The Regents of the University of Cal	Approved Core Curriculum, Teacher Manuals	307033	\$399.00
2/21/2025	The Regents of the University of Cal	Approved Core Curriculum, Teacher Manuals	307051	\$399.00
2/21/2025	The Regents of the University of Cal	Approved Core Curriculum, Teacher Manuals	307059	\$399.00
2/21/2025	The Regents of the University of Cal	Approved Core Curriculum, Teacher Manuals	307049	\$399.00
2/21/2025	The Regents of the University of Cal	Approved Core Curriculum, Teacher Manuals	307035	\$399.00
2/21/2025	The Regents of the University of Cal	Approved Core Curriculum, Teacher Manuals	307009	\$399.00



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2/21/2025	The Regents of the University of Cal Approved Core Curriculum, Teacher Manuals	307031	\$399.00
2/21/2025	The Regents of the University of Cal Approved Core Curriculum, Teacher Manuals	307061	\$399.00
2/21/2025	The Regents of the University of Cal Approved Core Curriculum, Teacher Manuals	307299	\$399.00
2/21/2025	The Regents of the University of Cal Approved Core Curriculum, Teacher Manuals	308628	\$399.00
2/21/2025	The Regents of the University of Cal Approved Core Curriculum, Teacher Manuals	310202	\$399.00
2/21/2025	Hector Valdez Board Stipends - Attendance	02Feb2025ME	\$300.00
2/21/2025	Kent Christensen Board Stipends - Attendance	02Feb2025ME	\$300.00
2/21/2025	Lindsey Burkett Board Stipends - Attendance	02Feb2025ME	\$300.00
2/21/2025	Valley Office Equipment Copier Lease, Service, Toner & Repair	IN2501-1762	\$16.39
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	1VKF-6VPV-6VP3	\$11.24
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	1NTW-94PH-7PMG	\$14.43
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	167W-FLDM-3614	\$435.46
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	16LD-61VD-3FNK	\$16.73
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	1DD7-6D4G-6VPH	\$10.76
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	1YJX-4P7V-DXXV	\$11.24
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	1C4D-RPTT-KHHG	\$17.08
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	1NN4-4MVF-9YW3	\$251.90
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	1HLF-DLPF-K7HC	\$11.24
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	1RV4-L61V-KHH4	\$11.24
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	1CPM-Q3JY-HDXH	\$10.82
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	1W6Q-KM44-L44X	\$20.12
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	1MQ1-V6YN-JD3C	\$11.34
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	1QDC-NGLP-L3NL	\$11.24
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	1T3J-4J1W-KKT1	\$17.08
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	1VKF-6VPV-K7YF	\$11.24
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	1W6Q-KM44-J6M3	\$11.24
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	1QDC-NGLP-J73V	\$5.33
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	1X69-H9FM-K9RL	\$7.32
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	1HLF-DLPF-HL1X	\$11.24
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	1Q73-RWJK-HRWQ	\$11.24
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	1VKF-6VPV-GKHH	\$11.24
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	1936-QVHG-MXLV	\$70.65
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	161D-V619-M164	\$17.21
2/21/2025	Amazon Capital Services, Inc. Core Teaching/Student Supplies	1WJ4-QGQ4-LG9V	\$28.00



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2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NTW-94PH-PTXL	\$25.95
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1W6Q-KM44-N73R	\$11.34
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XCT-NRPG-MCQ4	\$42.82
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MQ1-V6YN-NF6P	\$82.79
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KV7-7MYP-PRNP	\$42.29
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1W6Q-KM44-NFMJ	\$17.06
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HLF-DLPF-P6XX	\$17.06
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	16R9-GN7Y-VDQ1	\$53.66
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CPM-Q3JY-RKKF	\$14.00
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HLF-DLPF-R4KN	\$436.17
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VKF-6VPV-TWLW	\$103.21
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HPD-F9NF-QXMV	\$190.42
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MQ1-V6YN-RDQC	\$152.33
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1DLQ-JJ7L-63L9	\$22.86
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1W9W-K9KF-CY7H	\$240.75
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GY6-Q1J1-W6HH	\$107.72
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1N6V-WN34-6NLQ	\$10.33
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	163H-R6PD-9HL4	\$6.88
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13G9-NXWL-VRQL	\$255.93
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	11Q7-7NC6-4VD9	\$16.90
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CJC-NVDC-1LPQ	\$14.96
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KX1-C4LQ-6GMG	\$19.02
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GYK-YFPC-7L66	\$43.09
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PCL-H3Q1-67FW	\$43.09
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GYK-YFPC-4VPW	\$17.21
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FPL-PW9T-3V49	\$31.08
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14C4-HXYR-63VW	\$39.86
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XGH-RM7J-6Q6T	\$116.28
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CY9-4P76-4M3J	\$67.87
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14R1-G9JW-6N6K	\$39.86
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GYK-YFPC-3LD3	\$22.83
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14C4-HXYR-4LY9	\$14.00
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13JL-DNQD-4CGG	\$22.62
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CQG-P69X-HG7L	\$45.77



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2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1N9R-THKC-GDLQ	\$17.17
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1P6F-F9M1-G7NJ	\$137.82
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1Y6G-3FQ7-HPRF	\$50.76
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XQM-3P3G-GRKD	\$51.36
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1G47-4XCR-H79L	\$172.39
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1DP9-KRPN-JCFK	\$17.32
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1LLF-RKHF-9VGT	\$51.44
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XQM-3P3G-QPF3	\$92.07
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XGH-RM7J-KW9P	\$256.24
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1DP9-KRPN-VVQF	\$9.67
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	11C9-1YTQ-VJDC	\$37.05
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JLF-VJC7-DNJ6	\$5.32
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1DDM-6HDR-MVLG	\$16.23
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GTF-7G16-N9DR	\$103.99
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1F9L-XL33-Y3WG	\$31.24
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1YHT-X3F3-X7HX	\$16.48
2/21/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14DQ-6TN3-TQPL	\$32.10
2/21/2025	Baseline Print, LLC	Core Teaching/Student Supplies	11754	\$150.00
2/21/2025	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-D933611701292514	\$61.77
2/21/2025	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-4A7AC43B01302545	\$146.63
2/21/2025	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-D689ED6201302548	\$229.79
2/21/2025	Lakeshore Learning Materials	Core Teaching/Student Supplies	90120768	\$28.53
2/21/2025	Lakeshore Learning Materials	Core Teaching/Student Supplies	90120766	\$50.48
2/21/2025	Lego Education	Core Teaching/Student Supplies	1190646844	\$355.52
2/21/2025	Mimeo.com, Inc	Core Teaching/Student Supplies	2053244	\$1,592.79
2/21/2025	Mimeo.com, Inc	Core Teaching/Student Supplies	2055008	\$215.64
2/21/2025	My ZOO Box	Core Teaching/Student Supplies	4B9B26BD-0030	\$221.70
2/21/2025	Rainbow Resource Center	Core Teaching/Student Supplies	4860676	\$92.64
2/21/2025	Subscription Box Kids LLC	Core Teaching/Student Supplies	33886	\$124.95
2/21/2025	T is for Tot	Core Teaching/Student Supplies	1042	\$269.80
2/21/2025	ATH Academy	Educational Services	7010441872	\$180.00
2/21/2025	Adaptiveverse	Educational Services	7010441859	\$480.00
2/21/2025	Adelaida Abner	Educational Services	ABN013025a	\$180.00
2/21/2025	Adelaida Abner	Educational Services	ABN013025	\$180.00

**Warrant Register: February 3, 2025 - March 12, 2025, January Credit Card Charges**



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2/21/2025	Amy Helfrich	Educational Services	HEL012125	\$135.00
2/21/2025	Andres Yee	Educational Services	YEE012725a	\$40.00
2/21/2025	Andres Yee	Educational Services	YEE012725	\$150.00
2/21/2025	Andres Yee	Educational Services	YEE013025	\$240.00
2/21/2025	Angela Froistad	Educational Services	FRO012325	\$35.00
2/21/2025	Anna Shildrick	Educational Services	002	\$1,000.00
2/21/2025	Anthony Vitale	Educational Services	VIT012925a	\$190.00
2/21/2025	Anthony Vitale	Educational Services	VIT012925	\$190.00
2/21/2025	Arianna Sosa	Educational Services	SOS012225	\$578.00
2/21/2025	Ashley Summers	Educational Services	SUM012425	\$1,005.00
2/21/2025	Aspen Baker	Educational Services	BAK012825	\$76.00
2/21/2025	Bryan Thunstrom	Educational Services	THU013025	\$100.00
2/21/2025	California Pacific Ballet Academy LLC	Educational Services	7010441881	\$237.00
2/21/2025	Cambria Lingenfelder	Educational Services	7010442003	\$1,783.00
2/21/2025	Carolann Magani	Educational Services	001	\$131.25
2/21/2025	Cecilia Rodriguez	Educational Services	ROD012725	\$301.73
2/21/2025	Chelsea Price	Educational Services	PRI011725	\$145.00
2/21/2025	Chelsea Price	Educational Services	PRI012225	\$199.00
2/21/2025	Chene Thompson	Educational Services	THO012425	\$345.00
2/21/2025	Christine Clark	Educational Services	CLA012125	\$169.00
2/21/2025	Cristina Angulo	Educational Services	ANG012725a	\$150.00
2/21/2025	Cristina Angulo	Educational Services	ANG012725	\$140.00
2/21/2025	Cristina Gregorio	Educational Services	GRE012425	\$37.50
2/21/2025	Cristina Gregorio	Educational Services	GRE012725	\$180.00
2/21/2025	Deanna Do Nascimento	Educational Services	DON012825	\$81.00
2/21/2025	Delynn Susan Heid	Educational Services	7010441902	\$505.00
2/21/2025	EMH Sports USA, Inc	Educational Services	7010450397	\$36.67
2/21/2025	Eddie Khoury	Educational Services	KHO012725	\$280.00
2/21/2025	Edward Walker	Educational Services	WAL013025a	\$144.00
2/21/2025	Edward Walker	Educational Services	WAL013025	\$144.00
2/21/2025	Elena Lemmon	Educational Services	LEM012725	\$174.00
2/21/2025	Elise Boddie	Educational Services	BODO12425	\$210.00
2/21/2025	Elizabeth Burman	Educational Services	BUR012825a	\$195.00
2/21/2025	Elizabeth Burman	Educational Services	BUR012825	\$195.00



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2/21/2025	Elsie Sin	Educational Services	SIN012725	\$98.83
2/21/2025	Erika Lupo	Educational Services	LUP012925a	\$160.00
2/21/2025	Erika Lupo	Educational Services	LUP012925	\$150.00
2/21/2025	Evaly Hanson	Educational Services	HAN012725	\$49.00
2/21/2025	Fallbrook Gymnastics Club	Educational Services	7010441889	\$1,117.30
2/21/2025	Gabriela Valdivia	Educational Services	VALD012725	\$260.00
2/21/2025	Gabrielle Albanese	Educational Services	ALB012125	\$132.00
2/21/2025	Generation ESports	Educational Services	INV-5263	\$285.00
2/21/2025	Gum Tree Nature Camp	Educational Services	7010441894	\$1,606.40
2/21/2025	Gymninny Kids Inc	Educational Services	7010426208	\$199.00
2/21/2025	Homeschooling in Nature LLC	Educational Services	7010441906	\$544.00
2/21/2025	Hope for Reading*	Educational Services	7010441910	\$100.00
2/21/2025	Jack Panasci	Educational Services	PAN012425	\$290.00
2/21/2025	Jacob Coronado	Educational Services	COR012925	\$406.00
2/21/2025	Jacob Coronado	Educational Services	COR012925a	\$406.00
2/21/2025	Jeffrey Johnson	Educational Services	7010413705	\$198.00
2/21/2025	Jennifer Farris	Educational Services	FAR012125	\$287.00
2/21/2025	Jennifer Fiala	Educational Services	FIA012225	\$590.00
2/21/2025	Jennifer Flood	Educational Services	FLO012825	\$69.80
2/21/2025	Jordan McNeff	Educational Services	010	\$1,000.00
2/21/2025	Karissa Osborne	Educational Services	OSB012725	\$179.00
2/21/2025	Karyn Colon	Educational Services	COL012725	\$125.00
2/21/2025	Katherine Orme	Educational Services	ORM012725	\$90.00
2/21/2025	Katherine Orme	Educational Services	ORM012725a	\$95.00
2/21/2025	Katherine Orme	Educational Services	ORM012825	\$85.00
2/21/2025	Kelli Harvey	Educational Services	HAR012325	\$20.00
2/21/2025	Kelsey Swann	Educational Services	SWA012425	\$246.00
2/21/2025	Kelsey Swann	Educational Services	SWA012725	\$267.00
2/21/2025	Kelsey Swann	Educational Services	SWA012825	\$60.00
2/21/2025	Kelsey Swann	Educational Services	SWA012825a	\$60.00
2/21/2025	Kim Comaianni	Educational Services	COM011725	\$200.00
2/21/2025	Klarissa Dornon	Educational Services	DOR013025	\$130.00
2/21/2025	Konstantina Staneva	Educational Services	STA012425	\$605.00
2/21/2025	Krishna Wolter	Educational Services	7010466054	\$234.00



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2/21/2025	Kristen Lee	Educational Services	7010441995	\$70.00
2/21/2025	Kumon Math & Reading Center of C	Educational Services	7010441976	\$400.00
2/21/2025	Kylie Bridgford	Educational Services	BRI012725	\$57.60
2/21/2025	Kylie Bridgford	Educational Services	BRI013025	\$56.67
2/21/2025	Lauren Hernandez	Educational Services	HER012925	\$189.00
2/21/2025	Leading Note Studios	Educational Services	7010441980	\$217.50
2/21/2025	Leading Note Studios-San Marcos, L	Educational Services	7010441983	\$783.00
2/21/2025	Learn with Christina	Educational Services	7010413712	\$500.00
2/21/2025	Learn with Christina	Educational Services	7010441988	\$1,000.00
2/21/2025	Literacy Lane Tutoring	Educational Services	7010442014	\$320.00
2/21/2025	Mathnasium of Temecula	Educational Services	7010442030	\$390.00
2/21/2025	Mayra Reynoso	Educational Services	REY012325	\$20.00
2/21/2025	Melissa J. Diwa Enterprises	Educational Services	7010423074	\$360.00
2/21/2025	Melissa J. Diwa Enterprises	Educational Services	7010441877	\$1,827.00
2/21/2025	Melissa Rowley	Educational Services	ROW012325a	\$60.00
2/21/2025	Melissa Rowley	Educational Services	ROW012325	\$80.00
2/21/2025	Melissa Rowley	Educational Services	ROW012425	\$57.00
2/21/2025	Michael Schreiber	Educational Services	SCH013025	\$260.00
2/21/2025	Michelle Gratas	Educational Services	GRA012225a	\$66.66
2/21/2025	Michelle Gratas	Educational Services	GRA012225	\$66.68
2/21/2025	Michelle Gratas	Educational Services	GRA012225b	\$66.66
2/21/2025	Mini Musicians, LLC	Educational Services	7010442032	\$455.00
2/21/2025	Monique Frausto	Educational Services	FRA012225	\$20.00
2/21/2025	Natalie Dawson	Educational Services	DAW012825	\$84.50
2/21/2025	Neesha N. Rahim	Educational Services	066	\$12,000.00
2/21/2025	Nicole the Math Lady, LLC	Educational Services	10009	\$59.00
2/21/2025	Noonan Family Swim School, Inc.	Educational Services	7010442046	\$459.00
2/21/2025	On Pointe Productions, LLC	Educational Services	7010442056	\$115.00
2/21/2025	Oscar Azmitia	Educational Services	AZM013025b	\$88.66
2/21/2025	Oscar Azmitia	Educational Services	AZM013025a	\$88.67
2/21/2025	Oscar Azmitia	Educational Services	AZM013025	\$88.67
2/21/2025	Priscila Olaes Ramirez	Educational Services	OLA012325	\$20.00
2/21/2025	Red Dragon Karate, Inc	Educational Services	7010423076	\$1,000.00
2/21/2025	Red Dragon Karate, Inc	Educational Services	7010442082	\$500.00



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2/21/2025	Riana Nelson	Educational Services	250201	\$1,500.00
2/21/2025	Ricky Steinberg	Educational Services	STE013025	\$120.00
2/21/2025	Robin Dapper	Educational Services	7010441884	\$223.00
2/21/2025	San Diego Natural History Museum	Educational Services	13220962	\$171.00
2/21/2025	Sand n' Straw Community Farm	Educational Services	7010442101	\$835.00
2/21/2025	Sharon Brown	Educational Services	BRO013025a	\$225.00
2/21/2025	Sharon Brown	Educational Services	BRO013025	\$225.00
2/21/2025	Snapology of Solana Beach	Educational Services	7010423080	\$707.66
2/21/2025	SoCal STEM LLC dba includEducati	Educational Services	7010442122	\$1,375.00
2/21/2025	Sonya Rosenberg	Educational Services	7010413731	\$240.00
2/21/2025	Stephanie McClellan	Educational Services	MCC012425	\$80.00
2/21/2025	Stephanie McClellan	Educational Services	MCC012425a	\$57.00
2/21/2025	Sundance Hills Equestrian Center	Educational Services	7010442130	\$4,247.91
2/21/2025	Susana Barber	Educational Services	BAR012725	\$350.20
2/21/2025	Swing City	Educational Services	7010430188	\$70.00
2/21/2025	Swing City	Educational Services	7010442132	\$300.00
2/21/2025	Tashia Hefley	Educational Services	HEF012325	\$20.00
2/21/2025	Tiffany Valdez	Educational Services	VAL012325	\$40.00
2/21/2025	Tiffany Valdez	Educational Services	VAL012725	\$140.00
2/21/2025	Torrence Temple	Educational Services	100250202	\$1,300.00
2/21/2025	Tutoring Club of Fallbrook	Educational Services	7010442141	\$704.00
2/21/2025	Victory Tutoring	Educational Services	7010413740	\$575.00
2/21/2025	Vincent LeGiec	Educational Services	LEG012925	\$127.20
2/21/2025	West Coast Krav Maga (Murrieta)	Educational Services	7010442149	\$199.00
2/21/2025	West Coast Krav Maga (Temecula)	Educational Services	7010442152	\$286.33
2/21/2025	ZT Prospects Academy	Educational Services	7010423092	\$500.00
2/21/2025	ZT Prospects Academy	Educational Services	7010430202	\$400.00
2/21/2025	ZT Prospects Academy	Educational Services	7010430201	\$500.00
2/21/2025	Zurielle Herndon	Educational Services	HER012125	\$500.00
2/21/2025	Kaiser Foundation Health Plan	Health Insurance	6.7077E+11	\$16,443.74
2/21/2025	Molly Maid of Temecula Valley	Janitorial Services	20250131-EA	\$495.00
2/21/2025	Blank Rome LLP	Legal Fees	2253175	\$125.00
2/21/2025	Baseline Print, LLC	Marketing	11752	\$900.00
2/21/2025	Mimeo.com, Inc	Marketing	2055008	\$892.75

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## Elite Academic Academy - Mountain Empire

2/21/2025	Frontier	Phone / Internet / Website Fees	003Mar2025-41775	\$183.47
2/21/2025	FedEx Office and Print Services, Inc.	Postage & Delivery - Educational	1.701E+11	\$5.13
2/21/2025	Uline	Postage & Delivery - Educational	188423274	\$252.97
2/21/2025	Amazon Capital Services, Inc.	Professional Development	19RG-6MLL-LP4H	\$508.75
2/21/2025	Life Storage	Rent - Facilities Lease	002Feb2025#658b	\$140.50
2/21/2025	Inside Plants	Repairs & Minor Site Improvements	103484	\$130.00
2/21/2025	NCS Pearson, Inc.	Special Education Services	27777178	\$100.52
2/21/2025	Specialized Therapy Services, Inc.	Special Education Services	ELAA02-1224	\$135.00
2/21/2025	AGiRepair, Inc.	Technology Services & Software - Educationa	AR000957	\$90.75
2/21/2025	AGiRepair, Inc.	Technology Services & Software - Educationa	137847	\$120.75
2/21/2025	Christine Gilmore	Technology Services & Software - Educationa	GIL012725	\$24.50
2/21/2025	Engage XR Limited	Technology Services & Software - Educationa	SI-202502-0006	\$2,625.00
2/21/2025	Honest Game Corporation	Technology Services & Software - Educationa	INV-1056	\$3,800.00
2/24/2025	Elisabeth Thompson	Travel, Lodging & Meals	THO090924	\$27.00
3/3/2025	Nexelm LLC	Rent - Facilities Lease	ELM203_030125	\$2,558.60
3/3/2025	Wildomar Valley Wood Products, In	Rent - Facilities Lease	03Mar2025Lease	\$2,882.00
3/4/2025	Anthem Blue Cross	Health Insurance	0202502920213	\$24,419.27
3/4/2025	Guardian	Health Insurance	003Mar2025	\$4,405.20
3/5/2025	Anaheim Ducks Hockey Club, LLC	Educational Services	031425	\$795.00
3/5/2025	Sarah Shannon	Educational Services	026	\$2,605.28
3/5/2025	CubeSmart	Rent - Facilities Lease	643443	\$202.40
3/5/2025	Southern California Edison	Utilities - Gas/Electric/Water	003MarSCE2025ME	\$322.61
3/6/2025	All About Learning Press, Inc.	Approved Core Curriculum, Teacher Manuals	927394	\$86.02
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1NLL-DX3R-3634	\$16.69
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1PWC-GNYK-VQ4W	\$27.67
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1RPJ-HMFP-CR67	\$34.91
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	13VW-TP31-GXL9	\$26.06
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1XQL-PM1H-J7R4	\$18.58
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1XCP-WCRM-JLQV	\$80.35
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1XQL-PM1H-LXC7	\$10.43
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1GLD-1J73-GNGC	\$16.63
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1RYM-KKLL-RMCW	\$21.10
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1N9Q-JPHF-RW31	\$10.49
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1TKT-XP97-T6MD	\$50.73

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3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1N9Q-JPHF-T6PG	\$11.98
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1QRQ-QXQ4-VHGC	\$72.81
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1CQQ-XR7H-LLNC	\$235.66
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	11X7-PHQ6-D9NK	\$22.92
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	14C1-LM1C-7L3K	\$7.75
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	11JV-4QGX-D37R	\$9.69
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1RPX-FMDV-DKWH	\$7.80
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1FN6-1CL7-9WP3	\$64.90
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1LGG-DCPX-D4FW	\$9.69
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1FN6-1CL7-M3YK	\$18.03
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1476-7F6V-GGP9	\$7.80
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	14G7-JWK4-LH6D	\$7.54
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	11LG-DJ61-KC7M	\$7.87
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1LCT-WXJ4-JG34	\$6.23
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	19Q4-HWLW-NCKY	\$21.47
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1YWN-CF6G-MKDW	\$7.54
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1NNX-9CDR-M9F4	\$51.77
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1NJW-KFPQ-KTRR	\$10.12
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	11X7-PHQ6-KV4L	\$18.19
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1NLR-GKTM-XPVT	\$7.80
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	14TH-H16D-TNNY	\$11.41
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1P1K-6YWF-Q9PJ	\$31.78
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1CXK-MP49-R9JJ	\$7.61
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1KJW-K9W7-Y1LH	\$21.47
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1GFH-NWCN-Y9NT	\$10.21
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1LJR-N4TG-WF9W	\$7.87
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	11LG-DJ61-RRCH	\$7.54
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	13TG-VR4W-TLCT	\$21.68
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1MKL-GRWY-XLNW	\$35.65
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1KJW-K9W7-T1JY	\$7.87
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1FPW-1RLN-X67M	\$18.03
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1HXW-DKHX-VYQW	\$18.03
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	14G7-JWK4-WXN4	\$10.21
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1XJH-KWHM-WWHX	\$18.19



## Elite Academic Academy - Mountain Empire

3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1YWN-CF6G-WGY3	\$21.47
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1K4N-6JGP-7YL7	\$10.21
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1JMR-YWKG-7FGX	\$10.12
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1PMC-L9R9-6Q1V	\$37.96
3/6/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1H1P-CVRT-C7FX	\$21.47
3/6/2025	Curiosity Chronicles	Approved Core Curriculum, Teacher Manuals	0001077	\$108.00
3/6/2025	Dash Into Learning	Approved Core Curriculum, Teacher Manuals	55440	\$46.11
3/6/2025	Dash Into Learning	Approved Core Curriculum, Teacher Manuals	55468	\$25.37
3/6/2025	Dash Into Learning	Approved Core Curriculum, Teacher Manuals	55467	\$25.37
3/6/2025	Dash Into Learning	Approved Core Curriculum, Teacher Manuals	55460	\$25.37
3/6/2025	Home Science Tools	Approved Core Curriculum, Teacher Manuals	000646252	\$30.68
3/6/2025	Logic of English	Approved Core Curriculum, Teacher Manuals	SI-232934	\$99.75
3/6/2025	Mimeo.com, Inc	Approved Core Curriculum, Teacher Manuals	2056793	\$99.65
3/6/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4876372	\$83.29
3/6/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4876355	\$40.79
3/6/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4876344	\$155.38
3/6/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4876373	\$24.22
3/6/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4876395	\$168.93
3/6/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4876399	\$29.24
3/6/2025	Singapore Math Inc.	Approved Core Curriculum, Teacher Manuals	S355217	\$30.23
3/6/2025	Singapore Math Inc.	Approved Core Curriculum, Teacher Manuals	S355413	\$30.09
3/6/2025	Singapore Math Inc.	Approved Core Curriculum, Teacher Manuals	S355411	\$174.50
3/6/2025	Singapore Math Inc.	Approved Core Curriculum, Teacher Manuals	S355412	\$352.94
3/6/2025	Teacher Synergy LLC	Approved Core Curriculum, Teacher Manuals	292639979	\$4.50
3/6/2025	The Regents of the University of Cal	Approved Core Curriculum, Teacher Manuals	310206	\$399.00
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14GC-FPDH-36QX	\$10.38
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1L1M-K77X-3VLG	\$58.71
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NRD-LFCM-CL3W	\$26.93
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NWJ-LRTH-FN7M	\$63.34
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KCW-T4DT-CV4L	\$56.42
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1YF1-KH6G-GHHD	\$82.95
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XCP-WCRM-73N4	\$20.87
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CDC-349Y-GNPN	\$7.60
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19LL-CP4X-HPDT	\$15.06

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3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19LN-FMHT-JNMH	\$3.15
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XQL-PM1H-J7R4	\$23.37
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GRV-1X1K-M7KH	\$51.47
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XCP-WCRM-JLQV	\$102.67
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MCX-XHNQ-J3ML	\$16.30
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1RYM-KKLL-HY6J	\$9.87
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NRD-LFCM-PL9P	\$23.69
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HCG-WK3Q-N4VL	\$29.97
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1TKT-XP97-T6MD	\$278.02
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1N9Q-JPHF-T6PG	\$16.32
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QRQ-QXQ4-VHGC	\$301.01
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NRD-LFCM-V3PW	\$49.31
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CQQ-XR7H-LLNC	\$36.32
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GRV-1X1K-RC7Q	\$37.95
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1YYK-CXKM-7VVP	\$195.72
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1RFD-JCR9-7PGN	\$145.34
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1VJG-99MN-CFVW	\$237.04
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17CG-DCLN-6PHN	\$17.38
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1LGG-DCPX-9YMN	\$40.37
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1TKD-VXPN-CORK	\$95.48
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KNW-RFPK-DG99	\$42.66
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FN6-1CL7-7XJL	\$111.57
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JP3-TN4R-6VDD	\$128.20
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NNX-9CDR-CWG3	\$145.34
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19Q4-HWLW-9VCT	\$7.60
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NNX-9CDR-K7G9	\$59.24
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GFH-NWCN-N7NK	\$97.99
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1LCT-WXJ4-JG34	\$36.19
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19Q4-HWLW-MLKR	\$101.24
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NNX-9CDR-M9F4	\$90.82
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1YKF-4FHG-LR4X	\$17.20
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	161T-W7HV-N3K4	\$16.48
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1RPX-FMDV-XY1J	\$124.50
3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1JMR-YWKG-911X	\$84.29



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3/6/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PMC-L9R9-6Q1V	\$75.07
3/6/2025	Jostens	Core Teaching/Student Supplies	35821177	\$1,607.59
3/6/2025	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-168A91BF01292544	\$331.24
3/6/2025	Mimeo.com, Inc	Core Teaching/Student Supplies	2056793	\$657.57
3/6/2025	Staples Business Credit	Core Teaching/Student Supplies	6025114504	\$87.06
3/6/2025	Staples Business Credit	Core Teaching/Student Supplies	6025114500	\$33.98
3/6/2025	Staples Business Credit	Core Teaching/Student Supplies	6025114503	\$106.66
3/6/2025	Staples Business Credit	Core Teaching/Student Supplies	6025114499	\$71.34
3/6/2025	Staples Business Credit	Core Teaching/Student Supplies	6025114511	\$33.60
3/6/2025	Staples Business Credit	Core Teaching/Student Supplies	6025114520	\$9.84
3/6/2025	Staples Business Credit	Core Teaching/Student Supplies	6025114515	\$291.67
3/6/2025	Staples Business Credit	Core Teaching/Student Supplies	6025114518	\$9.99
3/6/2025	Staples Business Credit	Core Teaching/Student Supplies	6025114517	\$62.05
3/6/2025	Access Athle-Demics LLC	Educational Services	033	\$2,500.00
3/6/2025	Alicia M Ferreira Studios	Educational Services	7010441861	\$200.00
3/6/2025	All Things Music	Educational Services	7010446113	\$500.00
3/6/2025	Anna Shildrick	Educational Services	003	\$1,000.00
3/6/2025	Beyond Today Sports Institute	Educational Services	7010446130	\$3,945.00
3/6/2025	Blue Lotus Nature School	Educational Services	7010446141	\$495.00
3/6/2025	Branche Jones	Educational Services	135	\$1,500.00
3/6/2025	Cal-HOSA, Inc.	Educational Services	99667599	\$240.00
3/6/2025	California Athletics	Educational Services	7010450378	\$960.00
3/6/2025	Charlotte Littlehales	Educational Services	7010446258	\$294.00
3/6/2025	DRIVEN Tutoring	Educational Services	7010446195	\$2,175.00
3/6/2025	David Barnes	Educational Services	7010446161	\$480.00
3/6/2025	Delta Learning Space	Educational Services	7010446168	\$1,001.00
3/6/2025	Discover Art/One World-Many View	Educational Services	7010446179	\$932.50
3/6/2025	Edna Vazquez	Educational Services	VAZ013125	\$878.00
3/6/2025	Edward Walker	Educational Services	WAL013125	\$144.00
3/6/2025	Gathered Oak LLC	Educational Services	7010446200	\$884.66
3/6/2025	Gennina Bona	Educational Services	BON013125	\$300.00
3/6/2025	Grace Rohrer	Educational Services	ROH013125	\$100.00
3/6/2025	Grace Rohrer	Educational Services	ROH013125a	\$100.00
3/6/2025	Gymninny Kids Inc	Educational Services	7010446300	\$1,555.56

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3/6/2025	Happy Minds Tutoring LLC	Educational Services	7010446206	\$905.00
3/6/2025	Harmony and Horses	Educational Services	7010441896	\$100.00
3/6/2025	Head2Heart Partners in Education	Educational Services	7010446220	\$2,250.00
3/6/2025	Hollywood Music - SD County	Educational Services	7010446228	\$262.50
3/6/2025	Hyatt Regency Sacramento	Educational Services	20005761	\$1,206.76
3/6/2025	Jaclyn Hutchins*	Educational Services	7010441916	\$342.00
3/6/2025	Joanie Mendenhall Studio Inc.	Educational Services	7010446233	\$135.00
3/6/2025	Kananilehua Tanouye-Wiesner	Educational Services	TAN022725	\$260.00
3/6/2025	Kylie Bridgford	Educational Services	BRI013125	\$82.00
3/6/2025	Learn Beyond the Book, LLC	Educational Services	7010446242	\$165.00
3/6/2025	Living Literary, LLC	Educational Services	7010446278	\$1,000.00
3/6/2025	Mary Longbottom Tutoring	Educational Services	7010446286	\$216.68
3/6/2025	Mathnasium of South Escondido	Educational Services	7010442024	\$1,677.50
3/6/2025	Milly Haynes	Educational Services	7010441898	\$172.80
3/6/2025	NASSP	Educational Services	9001966583-1	\$192.50
3/6/2025	NASSP	Educational Services	9001965923-2	\$192.50
3/6/2025	NASSP	Educational Services	9001965923-1	\$192.50
3/6/2025	NASSP	Educational Services	9001966583-2	\$192.50
3/6/2025	Pich Music Studio	Educational Services	7010446308	\$210.00
3/6/2025	Rachelle Marcon	Educational Services	MAR030325	\$79.50
3/6/2025	Rap A Tap Center For The Arts	Educational Services	7010442078	\$150.00
3/6/2025	Regine Swim dba Petit A Petit	Educational Services	7010446310	\$255.00
3/6/2025	Riffs Music Enterprises Inc	Educational Services	7010446317	\$420.00
3/6/2025	Rock Fitness	Educational Services	7010446327	\$255.00
3/6/2025	Roos Music Inc.	Educational Services	7010442085	\$195.00
3/6/2025	Sheffield Educational Services	Educational Services	7010446338	\$438.00
3/6/2025	Sherry White	Educational Services	7010442161	\$293.00
3/6/2025	Snapology of Solana Beach	Educational Services	7010442113	\$208.00
3/6/2025	Sonya Rosenberg	Educational Services	7010442087	\$320.00
3/6/2025	Temecula Valley Driving School	Educational Services	7010442137	\$469.00
3/6/2025	The Little Red Barn Indoor Playgroup	Educational Services	7010446355	\$160.00
3/6/2025	The Piano Studio	Educational Services	7010446363	\$1,150.00
3/6/2025	U.S. Music Lessons	Educational Services	7010446365	\$228.00
3/6/2025	Wendy Yen	Educational Services	7010442174	\$57.60



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3/6/2025	ZT Prospects Academy	Educational Services	7010442179	\$1,000.00
3/6/2025	Great American Insurance Group	General Liability Insurance	003Mar2025ME	\$6,227.42
3/6/2025	Strongmind, Inc	Marketing	INVSM3102	\$7,899.28
3/6/2025	Amazon Capital Services, Inc.	Materials & Supplies - Office	1VXT-9MPY-LQCV	\$25.88
3/6/2025	Warren High School	Student Assessments	0324	\$366.50
3/6/2025	School Pathways Holdings, LLC	Technology Services & Software - Educationa	INV-140-08136	\$5,608.90
3/7/2025	FIS LOCKBOX OPERATIONS ATTN:PI	Postage & Delivery - Educational	036.ME	\$7,000.00
3/10/2025	All About Learning Press, Inc.	Approved Core Curriculum, Teacher Manuals	927960	\$183.90
3/10/2025	All About Learning Press, Inc.	Approved Core Curriculum, Teacher Manuals	927972	\$221.69
3/10/2025	All About Learning Press, Inc.	Approved Core Curriculum, Teacher Manuals	927974	\$105.54
3/10/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1NRP-CWLF-CM44	\$10.12
3/10/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1JWV-4L3K-C413	\$21.47
3/10/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1JWV-4L3K-C7MR	\$21.68
3/10/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1FWW-JFHF-CK6F	\$21.68
3/10/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1XLY-61Y4-CTKG	\$21.68
3/10/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	11W3-CLVY-DLGM	\$10.21
3/10/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1WML-WJDF-96YQ	\$10.12
3/10/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1KRN-R3YQ-9L16	\$31.49
3/10/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1LXT-VDK6-GPK7	\$21.47
3/10/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	19XJ-7JTH-CWRQ	\$21.47
3/10/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1Q3T-37P6-GPM3	\$12.65
3/10/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	137W-777R-9Q6T	\$31.78
3/10/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	131N-K4MC-9YJJ	\$9.80
3/10/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1Q77-DG64-DTCN	\$9.36
3/10/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1MF9-MLRJ-GCF6	\$7.96
3/10/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1MJ X-G KT9-9XXD	\$14.49
3/10/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1CDX-G1MY-7GHT	\$16.49
3/10/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1HQN-4WXV-9MWY	\$6.92
3/10/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1T9T-4Y3J-33PV	\$15.98
3/10/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1FJ9-Q76X-91QW	\$17.72
3/10/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1NLJ-VV9F-91J7	\$21.54
3/10/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1GRD-1TCQ-9L7K	\$4.53
3/10/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	13HQ-MGTL-9GPK	\$19.69
3/10/2025	Amazon Capital Services, Inc.	Approved Core Curriculum, Teacher Manuals	1FJ9-Q76X-7CXD	\$12.65



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3/10/2025	Blackbird & Company	Approved Core Curriculum, Teacher Manuals	21023	\$84.67
3/10/2025	BookShark, LLC	Approved Core Curriculum, Teacher Manuals	BI0052616	\$280.84
3/10/2025	BookShark, LLC	Approved Core Curriculum, Teacher Manuals	BI0052621	\$119.64
3/10/2025	Brave Writer	Approved Core Curriculum, Teacher Manuals	7010459652	\$79.80
3/10/2025	Dash Into Learning	Approved Core Curriculum, Teacher Manuals	55552	\$208.10
3/10/2025	Essentials in Writing	Approved Core Curriculum, Teacher Manuals	299777	\$158.15
3/10/2025	Essentials in Writing	Approved Core Curriculum, Teacher Manuals	344434	\$158.55
3/10/2025	Essentials in Writing	Approved Core Curriculum, Teacher Manuals	400210	\$137.15
3/10/2025	Essentials in Writing	Approved Core Curriculum, Teacher Manuals	244681	\$137.15
3/10/2025	Guest Hollow, LLC	Approved Core Curriculum, Teacher Manuals	262025A	\$33.00
3/10/2025	Harbor and Sprout	Approved Core Curriculum, Teacher Manuals	221376	\$30.00
3/10/2025	History Unboxed LLC	Approved Core Curriculum, Teacher Manuals	wc-298201HU	\$148.12
3/10/2025	History Unboxed LLC	Approved Core Curriculum, Teacher Manuals	wc-298289HU	\$504.50
3/10/2025	History Unboxed LLC	Approved Core Curriculum, Teacher Manuals	wc-298203HU	\$245.33
3/10/2025	Home Science Tools	Approved Core Curriculum, Teacher Manuals	000647839	\$312.40
3/10/2025	Lit League LLC	Approved Core Curriculum, Teacher Manuals	11529	\$144.37
3/10/2025	Logic of English	Approved Core Curriculum, Teacher Manuals	SI-233997	\$65.60
3/10/2025	Logic of English	Approved Core Curriculum, Teacher Manuals	SI-233996	\$125.54
3/10/2025	MEL Science U.S., LLC	Approved Core Curriculum, Teacher Manuals	PB2025021302	\$649.28
3/10/2025	Mimeo.com, Inc	Approved Core Curriculum, Teacher Manuals	2058894	\$111.10
3/10/2025	Moving Beyond the Page	Approved Core Curriculum, Teacher Manuals	303633	\$65.21
3/10/2025	Outschool, Inc.	Approved Core Curriculum, Teacher Manuals	7010465984	\$609.00
3/10/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4873305	\$102.50
3/10/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4878791	\$188.67
3/10/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4878792	\$24.42
3/10/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4878793	\$141.25
3/10/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4890679	\$155.38
3/10/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4890681	\$189.95
3/10/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4890682	\$149.94
3/10/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4898192	\$20.56
3/10/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4898233	\$279.68
3/10/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4898064	\$53.24
3/10/2025	Rainbow Resource Center	Approved Core Curriculum, Teacher Manuals	4898096	\$99.48
3/10/2025	Singapore Math Inc.	Approved Core Curriculum, Teacher Manuals	S355733	\$159.41



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3/10/2025	Singapore Math Inc.	Approved Core Curriculum, Teacher Manuals	S356871	\$193.40
3/10/2025	Singapore Math Inc.	Approved Core Curriculum, Teacher Manuals	S356870	\$285.84
3/10/2025	Singapore Math Inc.	Approved Core Curriculum, Teacher Manuals	S356875	\$160.75
3/10/2025	Studies Weekly	Approved Core Curriculum, Teacher Manuals	529306	\$20.00
3/10/2025	The Regents of the University of Cal	Approved Core Curriculum, Teacher Manuals	311429	\$399.00
3/10/2025	Time4Learning	Approved Core Curriculum, Teacher Manuals	8587602	\$39.95
3/10/2025	Williamsburg Learning LLC	Approved Core Curriculum, Teacher Manuals	1757	\$3,465.00
3/10/2025	Zahourek Systems, Inc.	Approved Core Curriculum, Teacher Manuals	30708	\$15,589.39
3/10/2025	Prime Educational Solutions	Back Office Fees	1117	\$122,405.18
3/10/2025	Prime Educational Solutions	Back Office Fees	1119	\$122,405.18
3/10/2025	Valley Office Equipment	Copier Lease, Service, Toner & Repair	IN2502-1576	\$16.39
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PWC-GNYK-FVRH	\$510.64
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1Q77-DG64-17VN	\$49.29
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NJH-QWGD-CQHN	\$24.66
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1XRX-434N-FYMT	\$110.90
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	19XJ-7JTH-FW14	\$40.09
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1C36-GXND-CV6Q	\$9.69
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MJ X-G KT9-9XXD	\$8.31
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CDX-G1MY-79XX	\$49.73
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1WWF-QHFM-9N4P	\$16.92
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1GWM-XHWV-6XWG	\$524.71
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CDX-G1MY-7XMW	\$164.50
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	17J7-DRQW-7TVC	\$38.40
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1NRV-LH7D-7XD1	\$15.06
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1HY4-M1XD-3QN4	\$35.81
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1J9C-WTJF-C7LC	\$15.96
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1C36-GXND-CMXF	\$14.00
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1MJX-GKT9-CCD7	\$76.88
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1RMX-DXPJ-CGG7	\$39.90
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	13N1-F4N9-C4J	\$49.29
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KFR-C3W9-C64R	\$8.61
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1QPM-VH13-C1WW	\$49.52
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PCW-7LD3-9VM1	\$40.09
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	14WH-QX17-7JRV	\$192.16



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3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1KRT-MH6K-7WWT	\$31.19
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1T9T-4Y3J-33PV	\$66.65
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1FJ9-Q76X-91QW	\$82.69
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	11FQ-76VV-7GYY	\$100.43
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	11LP-G3N3-9WQF	\$248.29
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1D9X-L96L-94T6	\$213.48
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PNC-9377-61P9	\$462.43
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1CRH-WMM6-C6Q1	\$49.29
3/10/2025	Amazon Capital Services, Inc.	Core Teaching/Student Supplies	1PCW-7LD3-C3FC	\$244.68
3/10/2025	Baseline Print, LLC	Core Teaching/Student Supplies	11774	\$138.50
3/10/2025	Baseline Print, LLC	Core Teaching/Student Supplies	11795	\$667.50
3/10/2025	Elena Lemmon	Core Teaching/Student Supplies	LEM020425	\$30.00
3/10/2025	Grace Rohrer	Core Teaching/Student Supplies	ROH020625	\$60.08
3/10/2025	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-F690E79E02072530	\$66.56
3/10/2025	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-2819364402122545	\$494.57
3/10/2025	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-3BA513EE02122548	\$238.56
3/10/2025	KiwiCo, Inc.	Core Teaching/Student Supplies	KE-50E0AC1202122534	\$72.49
3/10/2025	Lakeshore Learning Materials	Core Teaching/Student Supplies	90202496	\$258.60
3/10/2025	Lakeshore Learning Materials	Core Teaching/Student Supplies	90202497	\$15.10
3/10/2025	Lakeshore Learning Materials	Core Teaching/Student Supplies	90239275	\$39.60
3/10/2025	Little Passports, Inc	Core Teaching/Student Supplies	IN-0000999898	\$188.36
3/10/2025	Little Passports, Inc	Core Teaching/Student Supplies	IN-0000999899	\$155.88
3/10/2025	Melissa Punch	Core Teaching/Student Supplies	PUN020525	\$149.99
3/10/2025	Mimeo.com, Inc	Core Teaching/Student Supplies	2058894	\$1,498.39
3/10/2025	MoxieBox Art Inc.	Core Teaching/Student Supplies	100573	\$193.68
3/10/2025	Rainbow Resource Center	Core Teaching/Student Supplies	4898164	\$226.61
3/10/2025	Rainbow Resource Center	Core Teaching/Student Supplies	4898136	\$363.47
3/10/2025	Rainbow Resource Center	Core Teaching/Student Supplies	4898211	\$331.14
3/10/2025	A+ Tutoring	Educational Services	7010465934	\$840.00
3/10/2025	A+ Tutoring	Educational Services	7010468409	\$560.00
3/10/2025	Academy of Music and Arts - Murrie	Educational Services	7010465943	\$287.00
3/10/2025	Aislynn Gamez	Educational Services	GAM020425	\$92.00
3/10/2025	Aislynn Gamez	Educational Services	GAM020425a	\$150.00
3/10/2025	Alan Pearce	Educational Services	PEA020525	\$185.00

**Warrant Register: February 3, 2025 - March 12, 2025, January Credit Card Charges**



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3/10/2025	Alan Pearce	Educational Services	PEA021025	\$75.00
3/10/2025	Amanda Sato	Educational Services	SAT021125a	\$121.50
3/10/2025	Amanda Sato	Educational Services	SAT021125	\$135.00
3/10/2025	Andrew Kest	Educational Services	KES020725	\$99.00
3/10/2025	Angel Bareno-Egan	Educational Services	BAR020525b	\$160.00
3/10/2025	Angel Bareno-Egan	Educational Services	BAR020525	\$40.00
3/10/2025	Angel Bareno-Egan	Educational Services	BAR020525c	\$160.00
3/10/2025	Angel Bareno-Egan	Educational Services	BAR020525a	\$40.00
3/10/2025	Angela Froistad	Educational Services	FRO020725	\$9.99
3/10/2025	Anton Butenko	Educational Services	BUT020525	\$53.33
3/10/2025	Anton Butenko	Educational Services	BUT021125	\$236.00
3/10/2025	April Holemo	Educational Services	HOL020525	\$55.00
3/10/2025	Archofacts Archaeology for Kids	Educational Services	7010453936	\$83.34
3/10/2025	Arianna Sosa	Educational Services	SOS021325	\$15.00
3/10/2025	Arpege Madrigal	Educational Services	MAD021025	\$420.00
3/10/2025	Ashley Andrews	Educational Services	AND021025	\$240.00
3/10/2025	Ashley Disharoon	Educational Services	DIS021025b	\$320.00
3/10/2025	Ashley Disharoon	Educational Services	DIS021025a	\$320.00
3/10/2025	Ashley Disharoon	Educational Services	DIS021025	\$320.00
3/10/2025	Ashley Jordan	Educational Services	JOR020725	\$64.00
3/10/2025	Ashley Lamb	Educational Services	LAM020725	\$60.00
3/10/2025	Bryan Thunstrom	Educational Services	THU021125a	\$300.00
3/10/2025	Bryan Thunstrom	Educational Services	THU021125	\$300.00
3/10/2025	Candace Nielson	Educational Services	NIE021025b	\$90.00
3/10/2025	Candace Nielson	Educational Services	NIE021025	\$90.00
3/10/2025	Candace Nielson	Educational Services	NIE021025a	\$90.00
3/10/2025	Carolann Magani	Educational Services	002	\$350.00
3/10/2025	Caroline Beus	Educational Services	7010474281	\$300.00
3/10/2025	Cassandra Gallade	Educational Services	GAL021125	\$200.00
3/10/2025	Charlie Ekeroth	Educational Services	EKE021325	\$1,000.00
3/10/2025	Chelsea Price	Educational Services	PRI020525	\$145.83
3/10/2025	Chelsea Price	Educational Services	PRI020625	\$199.00
3/10/2025	Cheryl McCormick	Educational Services	039	\$2,304.00
3/10/2025	Coastal Music Studios	Educational Services	7010450386	\$1,170.00



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3/10/2025	Cristina Duke	Educational Services	DUK020525	\$90.00
3/10/2025	Cristina Duke	Educational Services	DUK020525a	\$90.00
3/10/2025	Cristina Duke	Educational Services	DUK020425	\$100.00
3/10/2025	D.D. & S Learning Systems Inc.	Educational Services	7010470837	\$248.00
3/10/2025	D.D. & S Learning Systems Inc.	Educational Services	7010470841	\$372.00
3/10/2025	Drama Kids Temecula Valley and Me	Educational Services	7010446189	\$75.00
3/10/2025	Eddie Khoury	Educational Services	KHO021225	\$359.00
3/10/2025	Edna Vazquez	Educational Services	VAZ021225a	\$53.00
3/10/2025	Edna Vazquez	Educational Services	VAZ021225	\$53.00
3/10/2025	Edna Vazquez	Educational Services	VAZ021325a	\$66.00
3/10/2025	Edna Vazquez	Educational Services	VAZ021325	\$66.00
3/10/2025	Edna Vazquez	Educational Services	VAZ021325b	\$66.00
3/10/2025	Edward Walker	Educational Services	WAL020425	\$76.50
3/10/2025	Edward Walker	Educational Services	WAL020625	\$320.00
3/10/2025	Edward Walker	Educational Services	WAL020625a	\$203.00
3/10/2025	Elise Boddie	Educational Services	BOD020525	\$66.00
3/10/2025	Endeavor Gymnastics	Educational Services	7010453986	\$236.00
3/10/2025	Freedom in Motion Inc.	Educational Services	7010458365	\$190.00
3/10/2025	Friends of Willow Tree	Educational Services	7010450402	\$15,007.40
3/10/2025	Gabrielle Albanese	Educational Services	ALB021325	\$80.00
3/10/2025	Gennina Bona	Educational Services	BON020725	\$200.00
3/10/2025	Giordano's ATA Martial Arts	Educational Services	7010454610	\$150.00
3/10/2025	Grace Rohrer	Educational Services	ROH020325	\$7.50
3/10/2025	Grace Rohrer	Educational Services	ROH020325a	\$7.50
3/10/2025	Hanna Posner	Educational Services	POS020525a	\$100.00
3/10/2025	Hanna Posner	Educational Services	POS020525	\$100.00
3/10/2025	Hanna Posner	Educational Services	POS020625	\$89.00
3/10/2025	Hanna Posner	Educational Services	POS020625a	\$89.00
3/10/2025	Hanna Posner	Educational Services	POS020725	\$130.00
3/10/2025	Holli Steffen	Educational Services	STE020325	\$29.99
3/10/2025	Isela Sanchez	Educational Services	SAN020625	\$52.00
3/10/2025	Jaime Warcholik	Educational Services	WAR020625	\$75.00
3/10/2025	Jaimee Brant	Educational Services	7010446305	\$91.68
3/10/2025	James Balderson	Educational Services	BAL020725	\$195.00



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3/10/2025	Jeannette Growler	Educational Services	GRO020725	\$60.00
3/10/2025	Jeannette Growler	Educational Services	GRO020725a	\$60.00
3/10/2025	Jenna Shirley	Educational Services	SHI020325a	\$1,200.00
3/10/2025	Jenna Shirley	Educational Services	SHI020325	\$900.00
3/10/2025	Jenna Shirley	Educational Services	SHI020725	\$350.00
3/10/2025	Jenna Shirley	Educational Services	SHI020725a	\$350.00
3/10/2025	Jennifer Farris	Educational Services	FAR021025	\$568.16
3/10/2025	Jonah Arter	Educational Services	ART021325	\$66.00
3/10/2025	Karina Leon	Educational Services	LEO021125	\$65.00
3/10/2025	Karyn Colon	Educational Services	COL020425	\$100.00
3/10/2025	Kelsey Swann	Educational Services	SWA020325	\$130.00
3/10/2025	Kelsey Swann	Educational Services	SWA020525	\$130.00
3/10/2025	Kelsey Swann	Educational Services	SWA021125	\$50.00
3/10/2025	Kidokinetics San Diego/North Count	Educational Services	7010450475	\$75.00
3/10/2025	Kids Broadcasting Academy	Educational Services	7010502491	\$93.75
3/10/2025	Kiri Baldi	Educational Services	BAL020425	\$150.00
3/10/2025	Kristen Lansdale	Educational Services	7010454025	\$175.00
3/10/2025	Kylie Bridgford	Educational Services	BRI020725	\$53.00
3/10/2025	Kylie Bridgford	Educational Services	BRI021325	\$115.20
3/10/2025	Laura Palmer	Educational Services	PAL020625	\$150.00
3/10/2025	Laura Saldana	Educational Services	SAL020325a	\$200.00
3/10/2025	Laura Saldana	Educational Services	SAL020325	\$200.00
3/10/2025	Laura Saldana	Educational Services	SAL020325b	\$200.00
3/10/2025	Laura Saldana	Educational Services	SAL020325c	\$240.00
3/10/2025	Lauren Hernandez	Educational Services	HER020725a	\$373.00
3/10/2025	Lauren Hernandez	Educational Services	HER020725	\$189.00
3/10/2025	Marika Dewey	Educational Services	DEW020725	\$497.20
3/10/2025	Marika Dewey	Educational Services	DEW021025	\$400.00
3/10/2025	Mathnasium of Mission Gorge	Educational Services	7010475046	\$320.00
3/10/2025	Megan Purcell	Educational Services	PUR020325	\$103.50
3/10/2025	Megan Purcell	Educational Services	PUR021325	\$150.00
3/10/2025	Melissa J. Diwa Enterprises	Educational Services	7010453980	\$675.00
3/10/2025	Melissa J. Diwa Enterprises	Educational Services	7010465950	\$1,227.00
3/10/2025	Melissa J. Diwa Enterprises	Educational Services	7010470831	\$135.00



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3/10/2025	Mia Nguyen	Educational Services	NGU020425	\$65.00
3/10/2025	Michelle Ahlswede	Educational Services	AHL021325	\$20.00
3/10/2025	Michelle Peabody	Educational Services	PEA020325	\$275.00
3/10/2025	Michelle Peabody	Educational Services	PEA020425	\$237.00
3/10/2025	Michelle Peabody	Educational Services	PEA020625	\$200.00
3/10/2025	Mr. D Math, LLC	Educational Services	7010450525	\$1,276.00
3/10/2025	Ms. Ree Math	Educational Services	7010465977	\$625.00
3/10/2025	Naomi Wade	Educational Services	WAD021025	\$320.00
3/10/2025	Natalia Martinez Rodriguez	Educational Services	MAR020725a	\$190.83
3/10/2025	Natalia Martinez Rodriguez	Educational Services	MAR020725	\$365.35
3/10/2025	Natalia Martinez Rodriguez	Educational Services	MAR021325	\$170.00
3/10/2025	Nonie Manker	Educational Services	7010502536	\$2,010.00
3/10/2025	Noonan Family Swim School, Inc.	Educational Services	7010446297	\$30.00
3/10/2025	Playground Players Productions	Educational Services	7010465989	\$408.36
3/10/2025	Portal Languages - San Diego	Educational Services	7010454042	\$300.00
3/10/2025	Prime Educational Solutions	Educational Services	1117	\$8,500.00
3/10/2025	Prime Educational Solutions	Educational Services	1119	\$8,500.00
3/10/2025	Priscila Olaes Ramirez	Educational Services	OLA021125	\$139.00
3/10/2025	Priscilla Reinholtz	Educational Services	REI020525	\$272.27
3/10/2025	Randall Music School	Educational Services	7010465995	\$418.00
3/10/2025	Rebecca Woolley	Educational Services	WOO021025	\$97.16
3/10/2025	Reeve Johnson Music	Educational Services	7010450550	\$270.00
3/10/2025	Ricky Steinberg	Educational Services	STE021125	\$140.00
3/10/2025	Rock Creek Education Center	Educational Services	7010466176	\$13,847.99
3/10/2025	San Diego Liberal Arts Academy*	Educational Services	7010502561	\$750.00
3/10/2025	Sebesta's Rocking K Ranch	Educational Services	7010458372	\$140.00
3/10/2025	Sherry White	Educational Services	7010466047	\$70.00
3/10/2025	Some STEAM 4 Fun	Educational Services	7010465999	\$320.00
3/10/2025	Sundance Hills Equestrian Center	Educational Services	7010475052	\$180.00
3/10/2025	Temecula Music Teacher, LLC	Educational Services	7010466008	\$709.50
3/10/2025	The Performer's Academy	Educational Services	7010466032	\$205.00
3/10/2025	The Talk Institute	Educational Services	1003	\$500.00
3/10/2025	Tutoring by Patty Orlaski LLC	Educational Services	7010454050	\$480.00
3/10/2025	Victoria Jensen	Educational Services	JEN020625	\$106.68



## Elite Academic Academy - Mountain Empire

3/10/2025	West Coast Krav Maga (Murrieta)	Educational Services	7010466041	\$597.00
3/10/2025	Yasmin Williams	Educational Services	WIL021125	\$40.00
3/10/2025	YouSchool, Inc.	Educational Services	999-999-2157	\$3,000.00
3/10/2025	ZT Prospects Academy	Educational Services	7010450570	\$750.00
3/10/2025	ZT Prospects Academy	Educational Services	7010450588	\$450.00
3/10/2025	Knight Security & Fire Systems	Fire, Alarm & Pest control	212278	\$20.00
3/10/2025	McColgan & Associates, Inc.	Special Education Services	7314	\$43.65
3/10/2025	TSW Therapy, Inc.	Special Education Services	3338	\$1,808.65
3/10/2025	TSW Therapy, Inc.	Special Education Services	3339	\$443.63
3/10/2025	TSW Therapy, Inc.	Special Education Services	3337	\$1,194.39
3/10/2025	Mimeo.com, Inc	Student Assessments	2058894	\$230.30
3/10/2025	Chloe Frisby	Technology Equipment - Staff	FRI020325	\$35.35
3/10/2025	AGiRepair, Inc.	Technology Services & Software - Educationa	AR003364	\$79.00
3/10/2025	AGiRepair, Inc.	Technology Services & Software - Educationa	AR004220	\$100.75
3/10/2025	AGiRepair, Inc.	Technology Services & Software - Educationa	AR004224	\$179.00
3/11/2025	Jacob Coronado	Educational Services	COR031025	\$200.00
3/11/2025	Jacob Coronado	Educational Services	COR031025a	\$200.00



## Elite Academic Academy - Instructional Service Community Partner - February 2025

<b><u>Partner Name</u></b>	<b><u>Description of Services</u></b>	<b><u>Link to EAA VCI 2024-2025 Applications</u></b>
Corona Music Center Inc	Music Lessons	<a href="#">Corona Music Center Inc_EAA VCI 24-25 Application</a>
Lighthouse Sports Center	We offer gymnastics, cheer, tumbling, dance, martial arts, and ninja gymnastics classes to kids age 1-17	<a href="#">Lighthouse Sports Center_EAA VCI 24-25 Application</a>
Sports Saints	In person sports coaching	<a href="#">Sports Saints_EAA VCI 24-25 Application</a>
Reading Reach	reading and literacy tutoring, enrichment classes	<a href="#">Reading Reach_EAA VCI 24-25 Application</a>



Elite Academic Academy - Educational Material Partners - February 2025

<b><u>Partner Name</u></b>	<b><u>Product Description</u></b>	<b><u>Link to EAA EMR 2024-2025 Applications</u></b>
Piano Marvel LLC	Piano Marvel is a fun and engaging app that teaches students to play the piano.	<a href="#">Piano Marvel LLC EAA EMR 24-25</a>





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

<b>Position Title:</b>	Peak Performance On-Site Lead
<b>Reports To:</b>	Director of Level Up
<b>FLSA Status:</b>	Exempt
<b>School Classification:</b>	Certificated
<b>Position Type:</b>	Temporary
<b>Pay Range:</b>	Based on contract

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#### **JOB SUMMARY:**

To serve under the Elite Academic Academy's Director of Level Up with responsibility for the development and management of the year-round Peak Performance program within charter policy and procedures, including general control and supervision of all certificated and classified employees assigned to serve those programs.

#### **ESSENTIAL DUTIES:**

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

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

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



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

**Other Duties:**

- Other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

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

**Ability to:**

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

**EDUCATION AND EXPERIENCE:**

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



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

#### **LICENSES AND OTHER REQUIREMENTS:**

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

#### **WORKING CONDITIONS:**

##### **Environment:**

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

#### **PHYSICAL DEMANDS:**

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

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

#### **HAZARDS:**

- Contact with dissatisfied individuals.



---

**Employee Acknowledgement:**

-----  
Employee Signature

-----  
Printed Name

-----  
Date





**Position Title:** Temporary Independent Study Counselor (TK-12)  
**Reports to:** Director of Level Up  
**Classification:** Certificated  
**Pay Range:** Based on Contract  
**Work Schedule:** Temporary Level Up Learning Period (Year-Round Calendar)  
**Location:** Remote office and travel to all counties served

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**Position Summary:** An *Elite Academic Academy (EAA)* Temporary Independent Study Counselor provides students with the proper resources and guidance to ensure that each student's individual academic needs are met. The counselor will work with the parents, students, teachers, and administration to ensure success and make appropriate decisions for student growth while enrolled in Elite Academic Academy.

**Qualifications:**

- Bachelor's degree or higher from regionally-accredited college or university.
- A valid and current Pupil Personnel Services (PPS) credential. *Additional credentials desirable (Career Technical Education Credential or Single Subject Credential).*
- State and Federal fingerprint clearance (LiveScan) to work with students (Ed. Code 44237). No prospective employee can report to work without this clearance being received and the Human Resources Manager notifying the immediate supervisor of this clearance.
- Proof of a clear TB test dated within the last 60 days (Ed. Code 49406) upon employment and thereafter updated every four years.
- Valid California Driver's License and proof of valid car insurance policy.

**Section 1: Enrollment Supports**

- Review new enrollments to determine program eligibility.

*Temporary Independent Study Counselor Job Description  
Pending Board Approval*



- Places students in appropriate academic and elective classes.
- Advocate for each individual student & their needs.

## **Section 2: Collaboration and Communication**

- Attends collaborative meetings with Level Up leadership to streamline systems and problem-solve.
- Directly communicate general announcements with Level Up leadership and other team members, acting as a liaison.

## **Section 3: General & Essential Duties**

- Follows and adheres to Elite Academic Academy Charter policies, procedures., and handbook information.
- Understand digital file organization.
- Follows legal mandates and procedures according to reporting (Child Abuse and Neglect Act).
- Ability to learn new technology tools quickly.
- Demonstrates professionalism and interpersonal skills.
- Responds to all communications within a 48-hour period.
- Perform other reasonable duties as assigned or required.

## **Knowledge of:**

- Online platforms and technology.
- California graduation requirements.
- Knowledge of current state laws, policies, and procedures of community mental health and social agencies.
- Special Education, English Language Learners, and 504 practices and procedures.
- General knowledge of Education Codes and laws.
- Knowledge of college entrance requirements & A-G courses.

## **Ability to:**

- Foster engaging activities and learning for student success through the use of technology.
- Provide individualized instruction to students by promoting interactive learning.
- Create a safe space for students to learn.
- Facilitate an online and in-person culture of creativity and diversity.
- Demonstrate exemplary communication skills (oral and written).
- Cultivate positive rapport with students, staff, parents, and community stakeholders.
- Assess student needs according to their needs/goals.



- Work flexible hours; sometimes weekends and/or evenings.
- Demonstrate integrity when making decisions.

**Work Environment:**

- Remote position
- In-home Office
- Occasional travel may be required by personal vehicle
- Flexible Hours

**Physical Demands:**

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

**HAZARDS:**

Contact with dissatisfied individuals.

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**Employee Acknowledgement:**

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Employee Signature

---

Printed Name

---

Date



## CONTRACT ADDENDUM

This Contract Addendum is made on February 18, 2025 by Elite Academic Academy- Mountain Empire and [REDACTED]

Company: Elite Academic Academy (the "Company") with a mailing address of 43414 Business Park Drive, Temecula, CA 92590, and [REDACTED].

The Company and Contractor is referred to herein as the "Parties".

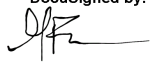
The Addendum shall be added to the original agreement dated February 1, 2024, between the parties (the "Independent Contractor Agreement").

The aforementioned Contract is hereby supplemented as follows:

- Co-creation of a comprehensive White Paper on the implementation of Virtual Reality at Elite Academic Academy and its effects on teachers and instruction.
- The scope of work is 100 hours, with a White Paper deliverable by June 30, 2025.
- The total cost paid for these services will be \$2500 to be billed at \$625 per month.

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

ELITE ACADEMIC ACADEMY -Mountain Empire

DocuSigned by:  


A4137E406BF5494...  
By: Meghan Freeman  
Its: Chief Executive Officer

[REDACTED]

Contractor



## QUOTE #202502-0005

**To** Elite Academy  
43414 Business Park Drive  
Temecula  
CA 92590  
USA

**VAT Number:** IE3326988EH

**Company Contact:** [seamus@engageplc.com](mailto:seamus@engageplc.com)

**Date** 6 February 2025

Qty. (days)	Description	Unit Price (US\$)	Line Total (US\$)
	ENGAGE Custom Development Work for Elite Academy to include:		
3.00	<u>Eagle Character</u> <ul style="list-style-type: none"> <li>Reskin Eagle character to use Avatar System custom bones - integrate to avatar system</li> <li>Animation of Eagle flying in and perching on rock</li> <li>Idle Animation</li> <li>Talk Animation</li> <li>Think Animation</li> <li>Walk Animation</li> </ul>	\$1,200.00	\$3,600.00
1.50	<u>Environment</u> <ul style="list-style-type: none"> <li>Custom version of Island with Eagle rock, firepit and expanded seating</li> </ul>	\$1,200.00	\$1,800.00
4.25	<u>Branding Bundle and branded environments with custom colour variations.</u> <ul style="list-style-type: none"> <li>The Coffee Shop can we make that Elite - custom material colour</li> <li>Engage Studio Expo Hall meeting table with a screen and a whiteboard on the mezzanine</li> <li>Engage Studio Meeting Room</li> <li>Branded Items are also available in the Group's menu.</li> </ul>	\$1,200.00	\$5,100.00
2	<u>Internal Persistent Metaworlds</u> Free of Charge until end of current license term on 29 Oct 2025	\$0.00	\$0.00
		<b>Total</b>	<b>\$10,500.00</b>

Cost split per school:  
EAA-LU \$5,250.00  
EAA-ME \$5,250.00





**Elite Academic Academy  
Approval for Overnight Field Trip**

**Group or Student Grade Levels:** Grade 10

**Teacher:** [REDACTED]

**Place of Overnight Trip:** *Physical Address 1401 K St, Sacramento, CA 95814*

**Purpose of Activity/Specific Learning Standards:**

HOSA - SLC focuses on leadership, teamwork, and communication and many other skills that are essential traits in healthcare, and it further gives students a platform to enhance these abilities, which will serve them throughout their medical careers. SLC competition also serves as a qualifying step for students to progress to the National Leadership Conference (NLC), where they can compete on a larger scale. It adds an element of progression and ambition to students' involvement in a Career Technical Student Organization

**Day(s) of Visit:** March 27-29, 2025

**Departure Time/Location:** Thursday March 27, 2025- Ontario Airport

**Return Time/Location:** Sunday March 30, 2025- Ontario Airport

**Number of Students:** 2

**Number of Chaperones:** 2

**Cost to Students:** \_\_\_\_\_

**Educational Funds Used  
Out of Pocket Expense**

**Attachments:**

Invoice

Field Trip Form

Itinerary

Other

**Teacher Signature:** \_\_\_\_\_ **Date:** 02/18/2025

**Chief Student Development Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



Board Approval Date:



**Elite Academic Academy**  
**Approval for Overnight Field Trip**



Board Approval Date:



# Renaissance

2911 Peach Street, Wisconsin Rapids, WI 54494-1905

Phone: (800) 338-4204 | Fax: (877) 280-7642

Federal I.D. 39-1559474

[www.renaissance.com](http://www.renaissance.com)

Quote  
# Q-153151

## Elite Academic Academy - 7846871

### Primary Contact



43414 Business Park Dr  
Temecula, CA 92590-5526

### Billing Contact

## Quote Summary

Renaissance Products & Services Total	\$12,945.00
Estimated Sales Tax	\$0.00
<b>Grand Total</b>	<b>USD 12,945</b>


By signing below, Customer:

- Acknowledges that the Person signing this Quote is authorized to do so on behalf of Customer.
- Agrees Customer's access to and use of the Products and Services referenced in the Quote (and any other quote issued to Customer during the Subscription Period) are subject to compliance with the Renaissance Terms of Service and License located at <https://doc.renlearn.com/KMNet/R62416.pdf>, incorporated herein by reference.
- Acknowledges and agrees that the applicable Data Protection Addendum and Privacy Notices located at <https://docs.renaissance.com/R62068> are incorporated into this Agreement. Additional information about Renaissance's privacy and security is available at <https://www.renaissance.com/privacy/>.

To accept this offer and place an order, please sign and return this Quote.

Renaissance will issue an Invoice for this Quote promptly after the date the Order is processed at Renaissance. If Customer requires a purchase order, Customer agrees to provide the purchase order to Renaissance as an attachment to this signed quote. Customer agrees to pay the invoice within 30 days after the Invoice Date.

Customer indicates that no Purchase Order is required, and that Billing Contact information is correct.

Renaissance Learning, Inc.	Elite Academic Academy
	By:
Name: Ted Wolf	Name:
Title: Chief Financial Officer	Title:
Date: 28-Feb-2025	Date:

Email: [electronicorders@renaissance.com](mailto:electronicorders@renaissance.com)

If changes are necessary, or additional information is required, please contact your account executive Jenna Thompson at (984) 341-4470. Thank you.

All quotes and orders are subject to availability of merchandise. This Quote is valid for 60 days from the date under Renaissance's signature. Professional development expires one year from purchase date. Alterations to this quote will not be honored without Renaissance approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order.

United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax ('TPT'). The incidence of the TPT is on Renaissance Learning for



# Renaissance

2911 Peach Street, Wisconsin Rapids, WI 54494-1905

Phone: (800) 338-4204 | Fax: (877) 280-7642

Federal I.D. 39-1559474

[www.renaissance.com](http://www.renaissance.com)

Quote

# Q-153151

the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.166% (4.712% O'ahu Is.) Hawaii General Excise tax. United States government and agency transactions into Hawaii: The Tax or General Excise Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Hawaii General Excise Tax. The incidence of the General Excise Tax is on Renaissance Learning for the privilege of conducting business in the State of Hawaii. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

New Mexico residents only: Orders shipped to New Mexico residents will be subject to the 5.125% (Location Code: 88-888) Gross Receipts tax. United States government and agency transactions into New Mexico: The Tax or Gross Receipts Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the New Mexico Gross Receipts Tax. The incidence of the Gross Receipts Tax is on Renaissance Learning for the privilege of conducting business in the State of New Mexico. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply. Starting July 1, 2021 New Mexico requires sellers to collect tax on the state and local rate. This varies depending on the city and county.

Students can become their most amazing selves — only when teachers truly shine. Renaissance amplifies teachers' effectiveness in the classroom — transforming data into actionable insights to improve learning outcomes. Remember, we're here to ensure your successful implementation. Please allow 30-90 days for installation and set-up.



# Renaissance

2911 Peach Street, Wisconsin Rapids, WI 54494-1905  
Phone: (800) 338-4204 | Fax: (877) 280-7642  
Federal I.D. 39-1559474  
[www.renaissance.com](http://www.renaissance.com)

Quote  
# Q-153151

Quote Details			
Elite Academic Academy			
Products & Services	Quantity	Unit Price	Total
Nearpod			
Quote Year 1 01-Jul-2025 – 30-Jun-2026			
Nearpod English Learner Program	1500	\$1.75	\$2,625.00
Nearpod Premium Plus	1500	\$4.54	\$6,810.00
Nearpod Math Program (Standards View)	1500	\$0.00	\$0.00
Nearpod Social Studies Program	1500	\$0.00	\$0.00
Quote Year 1 Subtotal			\$9,435.00
Flocabulary			
Quote Year 1 01-Jul-2025 – 30-Jun-2026			
Flocabulary Plus	1500	\$2.34	\$3,510.00
Quote Year 1 Subtotal			\$3,510.00
Elite Academic Academy Total			\$12,945.00

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Cost Split between schools:  
EAA-LU \$6,472.50  
EAA-ME \$6,472.50





Date: February 4, 2025

### ***Statement of Work - Tax Exempt Returns and Filings***

This agreement constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated February 23, 2023, or any superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and Elite Academic Academy-Mountain Empire ("you," "your," or "the organization"). The purpose of this SOW is to confirm our understanding of the scope of services, responsibilities, limitations, and related terms of our engagement for the year ended June 30, 2025.

#### **Our responsibility to you**

We will prepare the entity's federal and state returns and filings as defined herein in accordance with the applicable tax laws. We will use our judgment in resolving questions where the law is unclear, and where there is reasonable authority, we will resolve questions in your favor whenever possible.

We will not audit or otherwise verify the accuracy or completeness of the information we receive from you for the preparation of the returns and filings, and our engagement cannot be relied upon to uncover errors or irregularities in the underlying information.

#### **Your responsibilities**

It is your responsibility to provide us with all of the information needed to prepare complete and accurate returns and filings. We will have no obligation to prepare the returns and filings until you have provided such information to us. It is your responsibility to comply with all foreign jurisdiction filing requirements. We have no obligation to prepare returns for foreign jurisdictions.

CLA requires that you provide information 60 days prior to the filing deadline. If you provide information after that date, we may be unable to complete the return(s) by the original filing deadline and may need to file an extension. If an extension is filed and information is not provided by 60 days prior to the extended filing deadline, we may be unable to complete your return(s) by the extended due date. Failure to timely file your return(s) or to file for an extension can result in penalties which can be substantial.

The United States Supreme Court ruled in *South Dakota versus Wayfair* that physical presence is no longer required to establish nexus for sales tax. This ruling may have broad implications, even beyond sales tax, as to where an entity is subject to tax. Please note that if the entity had a taxable presence in more than one jurisdiction, such as an employee or agent within the jurisdiction, any tangible property owned or rented within the jurisdiction, or if the entity exceeds any applicable economic nexus thresholds, the entity, its owners, or related entities may be subject to state or local income, sales, use, franchise, or gross receipts tax in that jurisdiction depending upon the particular facts. It is the entity's responsibility, not CLA's, to



determine if assistance is needed in deciding whether the entity, its owners, or related entities may be liable for income, sales, use, franchise, or gross receipts tax, or have a filing requirement in the various state or local jurisdictions.

It is important for you to identify any ownership OR signature authority over a foreign bank account or other foreign financial assets which includes but is not limited to foreign: stocks, mutual funds, partnerships, bonds, retirement accounts, estates, trusts, annuities, swaps, and derivatives. Failure to disclose penalties can be significant, starting at \$10,000 and can be upwards of 50 percent of the value of the asset. Please provide account statements if you have any foreign account ownership or signature authority. Note that these rules do not apply to foreign investments held by U.S. mutual funds. In addition, ownership in a foreign business entity (association, corporation, disregarded entity, or partnership) could trigger additional U.S. foreign informational reporting requirements. These reporting requirements require the disclosure of ownership, financial information, and related-party transactions. Failure to properly disclose ownership, related-party transactions, and the required information could trigger a penalty of up to \$25,000 penalty per filing. We cannot be held responsible if you fail to identify or provide such information to us.

For all nonattest services we may provide to you, including these tax services, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services. You are responsible to carefully review the returns and filings that we prepare on your behalf before they are signed and submitted to tax authorities. We will advise you with regard to tax positions taken in the preparation of the returns and filings, but the responsibility for the returns and filings remains with you.

### **Section 174 capitalization requirement**

For tax years beginning after December 31, 2021, research and experimental (“R&E”) expenditures under IRC Section 174 are required to be capitalized and amortized. In the case of domestic R&E expenditures, the amortization period is 5 years, and in the case of foreign R&E expenditures the amortization period is 15 years. In order to comply with the law, your R&E expenditures under Section 174 must be identified and properly categorized. Should an accounting method change requiring a Form 3115 or equivalent statement be required, a separate Statement of Work for these services will be required.

### **Beneficial ownership information reporting**

Beginning in 2024 under the Corporate Transparency Act (CTA), certain entities organized in the U.S. (including entities that are disregarded for federal income tax purposes) and foreign entities doing business in the U.S. are required to report information to the Financial Crimes Enforcement Network (FinCEN) as to their beneficial ownership. The report must provide each beneficial owner, each company applicant and other required information. Entities subject to the beneficial ownership information (BOI) reporting include a corporation, limited liability company, or any other entity created by the filing of a document with the secretary of state or similar office under state, Tribal or foreign country law. Note that some entities are exempt from the BOI reporting requirements (including many nonprofits and certain large operating



companies).

**It is your responsibility to prepare and submit any BOI report to FinCEN that is required under the CTA.** We have no obligation to identify any filing requirements or provide any services related to BOI reporting.

### **Tax examinations**

All returns and filings are subject to potential examination by the IRS and state taxing authorities. In the event of an examination, we will be available, at your request, to assist or represent you. Services in connection with tax examinations are not included in our fee for preparation of your returns and filings. Our fee for such services will be billed to you, along with any direct costs.

### **Record retention**

You are responsible for retaining all documents, records, canceled checks, receipts, or other evidence in support of information and amounts reported on your returns and filings. These items may be necessary in the event a taxing authority examines or challenges your returns or filings. These records should be kept for at least seven years. Your copy of the returns and filings should be retained indefinitely.

If carryover item(s) exist (e.g., capital loss, net operating loss, tax credits, etc.), you should retain the supporting records related to the carryover item(s) until the item has either been utilized (and the statute of limitations associated with the year of utilization has expired) or the carryforward period has expired.

In preparing the returns and filings, we rely on your representation that you understand and have complied with these documentation requirements. You are responsible for the proper recording of transactions in the books of accounts, for the safeguarding of assets, and for the substantial accuracy of your financial records.

All of the records that you provide to us to prepare your returns and filings will be returned to you after our use. Our working papers, including any copies of your records that we chose to make, are our property and will be retained by us in accordance with our established records retention policy. This policy states, in general, that we will retain our working papers for a period of seven years. After this period expires, our working papers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The working papers and files of our firm are not a substitute for your records.

### **Tax consulting services**

This statement of work also covers tax consulting services that may arise for which you seek our consultation and advice, both written and oral, that are not the subject of a separate statement of work. These additional services are not included in our fees for the preparation of the federal and state returns and filings. Our fee for such services will be billed to you, along with any direct costs.

We will base our tax analysis and conclusions on the facts you provide to us, and will not independently verify those facts. We will review the applicable tax law, tax regulations, and other tax authorities, all of which are subject to change. At your request, we will provide a memorandum of our conclusions. Written advice provided by us is for your information and use only and is not to be provided to any third party without our express written consent.



Unless we are separately engaged to do so, we will not continuously monitor and update our advice for subsequent changes or modifications to the tax law and regulations, or to the related judicial and administrative interpretations.

<b>Tax Compliance Services or Form Description</b>	<b>Fee Detail</b>
--	-------------------

IRS Form 990 – Return of Organization Exempt from Income Tax	\$4,500
--	---------

State Corporate Income Tax Form(s) (same states as filed in the prior year, if additional states are needed you and CLA will connect before time and expenses are incurred)	included
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Our customary billing practice is to invoice up to 50% of the estimated professional services fees upon receipt of your tax return information, or upon the preparation of an application for an extension of time to file your tax return(s) if earlier. We will continue to periodically bill for our time as work progresses.

Our professional fee reflects that, if needed, CLA will provide you with first and second drafts of each return or filing. Additional drafts requested by you may result in additional professional fees.

Additional charges may apply if you request a paper copy of your return(s), your circumstances are complex, changes to the tax law occur, or unexpected circumstances require additional time. We may apply a 20% surcharge (based on prior year invoice) if you do not provide accurate and complete tax information at least 60 days prior to the extended federal filing deadline, and an additional 5% surcharge for each and every two-week period thereafter until accurate and complete tax information is provided.

We will bill for all expenses (including internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees. Our invoices, including applicable state and local taxes, are payable on presentation.

### **Termination of agreement**

Either party (you or CLA) may terminate this SOW at any time by giving written notice to the other party. In that event, the provisions of this SOW and the MSA shall continue to apply to all services rendered prior to termination.

### **Agreement**

We appreciate the opportunity to provide the services described in this SOW related to the MSA. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign below to indicate your acknowledgement and understanding of, and agreement with, this SOW.

### **CliftonLarsonAllen LLP**

Derrick DeBruyne  
Principal



derrick.debruyne@claconnect.com



Accepted on behalf of:

CLA

CLA

*Derrick DeBruyne*

---

Derrick DeBruyne, Principal

**SIGNED** 2/20/2025, 4:21:39 PM PST

Client

Elite Academic Academy-Mountain Empire

*Meghan Freeman*

---

Meghan Freeman

**SIGNED** 2/21/2025, 1:54:56 PM PST





February 20, 2025

### ***Statement of Work - Audit Services***

This agreement constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated February 22, 2023, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and Elite Academic Academy-Mountain Empire ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended June 30, 2025.

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

#### **Scope of audit services**

We will audit the financial statements of Elite Academic Academy-Mountain Empire, which comprise the financial statements identified below, and the related notes to the financial statements (collectively, the "financial statements") as of and for the year ended June 30, 2025.

The statement of financial position and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

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

#### **Nonaudit services**

We will also provide the following nonaudit services:

- Preparation of your financial statements and the related notes.
- Preparation of the supplementary information.
- Preparation of adjusting journal entries, as needed.
- Preparation of the informational tax returns.

#### **Audit objectives**

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the



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

Our audit will be conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the 2024-2025 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, published by the Education Audit Appeals Panel (State Audit Guide). Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion.

We will also perform procedures to enable us to express an opinion on whether the supplementary information accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

We will issue a written report upon completion of our audit of your financial statements.

We will provide an opinion (or disclaimer of opinion) on compliance with requirements described in the 2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, published by the Education Audit Appeals Panel. The State Compliance report will include a paragraph that states that the purpose of the report over compliance is to express an opinion on compliance with the types of requirements described in the 2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting; however, that the audit does not provide a legal determination of the entity's compliance.

The state compliance report on internal control over compliance will include a paragraph that states that the purpose of the 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 State Audit Guide.

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



statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*. The report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

It is our understanding that our auditors' report will be included in your annual report which is comprised of Local Education Agency Organization Structure and that your annual report will be issued concurrent with the financial statement audit. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

### **Auditor responsibilities, procedures, and limitations**

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards* and the State Audit Guide.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management Override of Controls

- Revenue Recognition

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

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

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will



be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the State Audit Guide.

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

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

The California Department of Education and State Controller's Office requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with state statutes and regulations. Our procedures will consist of tests of transactions and other applicable procedures described in the State Audit Guide for the types of compliance requirements applicable to the entity. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to the State Audit Guide.

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

### **Management responsibilities**

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

You are responsible for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability



to continue as a going concern for one year after the date the financial statements are available to be issued.

Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with state statutes, regulations, and the terms and conditions of state awards applicable to the entity's state programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for state compliance and for the accuracy and completeness of that information.

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

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers); (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the State Audit Guide; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

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



Management is responsible for the preparation of other information included in your annual report. You agree to provide the final version of such information to us in a timely manner, and if possible, prior to the date of our auditors' report. If the other information included in your annual report will not be available until after the date of our auditors' report on the financial statements, you agree to provide written representations indicating that (1) the information is consistent with the financial statements, (2) the other information does not contain material misstatements, and (3) the final version of the documents will be provided to us when available, and prior to issuance of the annual report by the entity, so that we can complete the procedures required by professional standards. Management agrees to correct material inconsistencies that we may identify. You agree to include our auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's operations, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

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

### **Responsibilities and limitations related to nonaudit services**

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

### **Use of financial statements**

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a



registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

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

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

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

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

### **Engagement administration and other matters**

We expect to begin our audit on approximately April 1, 2025.

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

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

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes



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

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

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

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

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

### **Fees**

Our professional fee is \$19,500.00. We will also bill for expenses (including travel, report production, word processing, postage, internal and administrative charges, etc.) plus a technology and client support fee of five percent (5%) of all professional fees billed. This estimate is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. Our invoices, including applicable state and local taxes, will be rendered as work progresses and are payable on presentation.

There is a ten percent withholding clause per Education Code 14505.

**Bill to be mailed on**  
April 2025

**Amount to be billed**  
\$6,500



August 2025	\$6,500
November 2025	\$6,500

Additional state compliance procedures related to changes to the 2024-2025 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, published by the Education Audit Appeals Panel will be billed as out-of-scope.

**Unexpected circumstances**

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

**Changes in accounting and audit standards**

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

**Agreement**

We appreciate the opportunity to provide the services described in this SOW related to the MSA. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign below to indicate your acknowledgement and understanding of, and agreement with, this SOW.

Sincerely,

**CliftonLarsonAllen LLP**

**Response:**

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



CLA  
CLA

*Derrick DeBruyne*

---

Derrick DeBruyne, Principal

**SIGNED** 2/21/2025, 9:46:44 AM PST

**Client**

Elite Academic Academy-Mountain Empire

*Meghan Freeman*

---

Meghan Freeman

**SIGNED** 2/21/2025, 1:54:11 PM PST





*Mountain Empire*

## **EMPLOYEE HANDBOOK**

*Pending Board Approval*





## Mountain Empire

WELCOME!

Welcome to Elite Academic Academy –Mountain Empire (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*



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*Pending Board Approval*



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## SECTION 1 - INTRODUCTORY POLICIES

### 1.1 The Purpose of this Handbook

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

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

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

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

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

### 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

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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.

### Annual Legal Updates

Due to the dynamic nature of legislative changes, new laws and regulations affecting our workplace are enacted each year. To keep our employees informed, we will communicate any relevant legal updates through internal employee communication channels, including, but not limited to:

- Company-wide emails
- Notices on the company intranet
- Regular updates on our official website
- Team meetings and briefings
- Acknowledgements via employee platforms (i.e. Paycom, Trainual, etc.)

### Employee Responsibility

It is crucial that all employees stay informed about these updates. As such, it is each employee's responsibility to:

- Read and acknowledge receipt of any communications regarding new laws and regulations.
- Review and understand how these updates may impact their roles and responsibilities.
- Seek clarification from their supervisors or the HR department if there are any questions or concerns about the updates.

The above approach ensures that employees are kept up-to-date with important legal information without overwhelming the handbook with frequent updates.

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.

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### 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.

### 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

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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 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 Qualifying Acts of Violence

The Company will provide reasonable accommodations for an employee who is a victim or whose family member is a victim of a qualifying act of violence who requests an accommodation for the safety of the employee while at work unless such an accommodation causes the Company 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, stalking, or another qualifying act of violence 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, stalking, or another qualifying act of violence, or referral to a victim assistance organization.

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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.

An employee may use sick leave, or any other paid time off that is otherwise available to the employee for this reasonable accommodation.

Leave taken by an employee pursuant to this policy shall run concurrently with leave taken pursuant to the federal Family and Medical Leave Act and the California Family Rights Act, if the employee would have been eligible for that leave.

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, 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

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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.

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

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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**

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.

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

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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 of a sexual nature, and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity or gender expression. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Harassment can also include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex. The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

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

- Verbal harassment such as derogatory comments or slurs, comments about an individual's body, use of sexually degrading words, suggestive or offensive notes, letters, or invitations;
- Physical harassment such as any touching of another, assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual;
- Visual forms of harassment, such as sexual gestures, displaying derogatory posters, cartoons or drawings that are offensive;
- Requests for sexual favors or unwanted sexual advances; and
- Any other conduct that unreasonably interferes with the performance of the job or that creates an intimidating, hostile or offensive working environment.

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

### Retaliation

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

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

### Reporting and Communication Policy

The Organization is committed to maintaining a workplace free from harassment, discrimination, and retaliation. This policy encourages individuals to report incidents and

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provides legal protections for those who do so in good faith.

### *Reporting Procedure*

1. **Immediate Action:** If you are subjected to or witness behavior that violates this policy, you are encouraged to:
  - Inform the offending individual that the behavior is inappropriate and request that it stops, if you feel comfortable doing so.
  - Report the incident to your supervisor or the Human Resources Department immediately.
2. **Alternative Reporting Options:** If the alleged offender is your supervisor or manager, you may report the conduct to any other supervisor, manager, or directly to the Human Resources Department. You will be asked to provide details of the incident, including:
  - Names of individuals involved.
  - Names of any witnesses.
  - Specific details of the incident(s).
3. **Anonymous Complaints:** The Organization also investigates anonymous complaints. The extent and method of investigation will depend on the information provided.

Any supervisor or manager who receives a report or other information regarding alleged unlawful harassment or discrimination is required to advise the Human Resources manager immediately so the Company can try to resolve the claim.

### *Investigation Process*

- **Timely Investigation:** All reported matters will be promptly and thoroughly investigated by qualified personnel in a timely and impartial manner. The investigation will be documented and tracked.
- **Confidentiality:** The Organization will endeavor to keep reports confidential. However, complete confidentiality cannot be guaranteed if it interferes with the Organization's obligations to investigate and address the issue.
- **Cooperation:** All employees, volunteers, and interns are required to cooperate fully with internal investigations.

### *Actions and Outcomes*

- **Findings:** After reviewing all evidence, the Organization will determine whether discrimination, harassment, retaliation, or other policy violations occurred.
- **Disciplinary Measures:** If misconduct is confirmed, appropriate disciplinary action will be taken, up to and including termination of employment.
- **Remedies:** The Organization will take steps to remedy any harm caused to affected individuals.
- **Notification:** The Human Resources Department will inform relevant parties of the investigation results as appropriate.

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## *Retaliation Prohibition*

The Organization strictly prohibits retaliation against any individual who:

- Files a complaint in good faith.
- Cooperates in an investigation or provides information.

Disciplinary action will be taken against anyone attempting to discourage or prevent individuals from reporting harassment, retaliation, or discrimination. The Organization will implement measures to protect complainants and participants in investigations from further harassment, discrimination, coercion, or intimidation.

## *Definition of "Communication"*

For the purposes of this policy, "communication" refers to factual information related to incidents of sexual assault, harassment, or discrimination experienced by the individual making the report. This includes but is not limited to:

- Sexual assault.
- Sexual harassment.
- Workplace harassment or discrimination.
- Housing-related harassment or discrimination.
- Educational-setting harassment or discrimination.
- Cyber sexual bullying.

## Filing Complaints Outside Our Organization

If you believe that the above procedure has not resolved your situation, you may contact the:

- Civil Rights Department ("CRD") at 800-884-1684 or visiting <https://calcivilrights.ca.gov/contactus/>.
- Equal Employment Opportunity Commission ("EEOC") at 800-669-4000 or visiting <https://www.eeoc.gov/contact-eeoc/>.

The CRD and EEOC serve as neutral fact-finders and will attempt to assist the parties to voluntarily resolve their disputes. In the event that the CRD or EEOC is unable to obtain voluntary resolution and finds that harassment or discrimination has occurred, the CRD and the EEOC may award reinstatement or monetary damages.

## **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

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work is free from negative and aggressive behaviors, and that the work environment is aimed at providing high quality products/services in an atmosphere of respect, collaboration, safety, and equality. All employees have the right to be treated with dignity and respect.

### Workplace Bullying Prohibited

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

### Workplace Bullying Defined

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

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

- Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets;
- Verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating;
- Inappropriate gestures or visual staring;
- Excessive yelling, repeated emotional outbursts, berating others, using a harsh tone of voice;
- Talking down to others;
- Criticizing or pointing out mistakes to others in front of a group or using a condescending tone;
- Social exclusion or ostracism, ignoring others, silent treatment;
- Gratuitous sabotage or undermining another's work performance, for example by giving impossible to meet deadlines or workloads;
- Withholding pertinent work-related information or undermining another's work by not giving them enough information to do what is required of them;
- Gossiping or spreading rumors;

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

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

### Acceptable and Healthy Workplace Behaviors

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

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

### Training

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

### Reporting Complaints

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

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

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

## **1.8 Gender Identity and Gender Expression in the Workplace**

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

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

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

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

### **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

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Human Resources, Human Resources can work directly with the employee's preferred point of contact to ensure the employee is aware of the Organization's transgender- related policies and guidelines.

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

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

### Privacy

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

### Preferred Names and Pronouns

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

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## Internal Recordkeeping

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

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

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

## Safe and Equal Access to Facilities

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

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

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

## **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:

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

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

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

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

## **1.10 Employment Eligibility Verification**

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

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## **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.

#### 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

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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.

## **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.

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## 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 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.

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## 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 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:

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- 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 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

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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.

### 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

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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)
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

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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 **each four (4) hour work period (or major fraction thereof)**. Upon request, reasonable accommodations, including privacy and increased break time, will be made to accommodate lactating employees.

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

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

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

## **2.9 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

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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, **as well as most temporary employees**) on the 10<sup>th</sup> (for hours worked from the 16<sup>th</sup> through the end of month, for the previous month); and on the 26<sup>th</sup> (for hours worked from the 1<sup>st</sup> through the 15<sup>th</sup> of that month), unless that payday falls on a holiday or weekend. In that case, employees will be paid on the last working day before the holiday or weekend. Due to changes in payroll companies or for other unforeseen reasons, the Organization retains the option to change payroll dates at any time.

### For Monthly Employees:

We currently pay monthly employees (which includes classified and/or certificated salary exempt employees) on the 26<sup>th</sup> 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**

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**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.

## **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,

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## **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 (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.

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**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 Human Resources 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 Human Resources Department immediately. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the Organization will promptly reimburse the employee for any improper deduction made. The Organization will not tolerate any retaliation against those who make such reports.

**2.17 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 necessary business-related expenses provided they complete a record of all expenses for which they seek reimbursement and submit

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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 Designee.

## **2.19 Travel and Hotel Accommodation Policy**

### **Policy Purpose**

This policy establishes guidelines for when hotel accommodations will be provided by Elite Academic Academies (“EAA”) for employees attending required work-related or professional development events, ensuring consistent and fair travel practices.

### **Eligibility**

EAA will provide hotel accommodations for employees traveling to attend approved and required attendance events, training sessions, or school-related activities when the following criteria are met:

#### **1. Mileage Requirement:**

- Hotel accommodations will be approved for events requiring a round-trip commute exceeding **340 miles** (170 miles one-way) from the employee's home address to the event location.

#### **2. Overnight Stay Consideration:**

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- Hotel stays may also be approved if the event's schedule requires travel that would result in a commute before **6:00 AM** and/or after **9:00 PM**, considering safety and fatigue concerns.

### 3. Approval Process:

- All hotel accommodations must be pre-approved by a supervisor, and documented by their supervisor.

### 4. Reimbursement Guidelines:

- Hotels will be booked by Elite Academic Academy. In special circumstances if there is a need for a hotel to be booked and paid for by an employee, it must be approved by their supervisor before booking; and hotel costs will be reimbursed up to the standard nightly rate for the location. Employees are encouraged to book within Elite Academic Academy's preferred lodging options if available.

### Exceptions

Special circumstances may be reviewed on a case-by-case basis with administrative approval.

## **2.20 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:

2.20.1 When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability;

2.20.2 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;

2.20.3 When an exempt employee is absent for jury duty or military duty for a full week (5

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business days) and performs no work during the week;

2.20.4 For penalties imposed in good faith for infractions or safety rules of major significance; or

2.20.5 For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

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

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

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

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

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

## **2.21 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,

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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.

## **2.22 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.

### 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

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the Human Resources Department so that the Organization complies with its legally required notice obligations.

### **2.23 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.

### **2.24 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.

### **2.25 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.

### **2.26 Outside Employment**

There are times when employees have the opportunity or the need to simultaneously hold

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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.

## **2.27 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:

- 2.27.1 Accepting personal gifts or entertainment from competitors, suppliers, potential suppliers, vendors, or potential vendors;
- 2.27.2 Working for a competitor, supplier, vendor, or customer ("customers" include our students and/or parents);
- 2.27.3 Engaging in self-employment in competition with the Organization;
- 2.27.4 Engaging in business with a family member or "significant other" in competition with the Organization;
- 2.27.5 Using proprietary or confidential Organization information for personal gain or to the Organization's detriment;

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- 2.27.6 Having a direct or indirect financial interest in or relationship with a competitor, supplier, vendor, or customer;
- 2.27.7 Using Organization assets or labor for personal use;
- 2.27.8 Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to the Organization;
- 2.27.9 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.

## **2.28 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.

## **2.29 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.

## **2.30 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.

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

## 2.32 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.

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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.

### **2.33 Reduction in Force**

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

### **2.34 Final Pay**

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

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

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Employees separated from employment will be paid as follows:

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

## **2.35 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.

## **2.36 Re-Employment**

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

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

# **SECTION 3 - STANDARDS OF CONDUCT**

## **3.1 Prohibited Conduct**

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

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

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- 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 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

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- Committing, or involvement in, any act of unlawful harassment or discrimination of another individual.

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

### **3.2 Professional Boundaries**

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

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

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.

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

#### USE OF ELECTRONIC & SOCIAL MEDIA:

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

#### EXAMPLES OF ACCEPTABLE AND RECOMMENDED BEHAVIORS:

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

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behavior of students or coworkers.

- Asking another staff member to be present when you must be alone with a student.
- Giving students praise and recognition without touching them.
- Pats on the back, high fives, and handshakes are acceptable.
- Keeping your professional conduct, a high priority.

EXAMPLES OF UNACCEPTABLE BEHAVIORS (VIOLATIONS OF THIS POLICY):

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

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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 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. Be mindful of the accuracy of information you share about the Organization,

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colleagues, customers, and others associated with our school. Avoid spreading rumors or false information.

### **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, 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

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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 responsibility to always maintain only appropriate communications with students and other individuals. 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. Everyone 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

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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 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

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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 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.

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### 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, **physical contact**, 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.

### 3.8 Workplace Violence Prevention Policy

To ensure the safety and well-being of all employees, the Organization is committed to preventing workplace violence through comprehensive planning and training. In compliance with applicable laws, all employers must develop and implement Workplace Violence Prevention Plans as part of their existing Cal/OSHA Injury and Illness Prevention Programs (IIPP).

#### *Key Requirements:*

1. **Workplace Violence Prevention Plan:** Employers must create and post a plan that outlines:
  - Procedures for preventing workplace violence.
  - Steps for identifying and addressing incidents.
  - Reporting mechanisms for employees to report incidents safely and confidentially.
2. **Training:** Employees must be trained on the Workplace Violence Prevention Plan, including:
  - Recognizing and responding to dangerous situations.
  - Knowing the procedures for reporting incidents.
  - Understanding how to obtain help during emergencies.
3. **Incident Logs:** Employers must maintain a log of all violent incidents against employees. Logs should include:
  - Details of each incident.
  - Investigations conducted afterward.
  - Use of this data to identify patterns and improve workplace safety.
4. **How to Get Help:** Employees must be informed about how to seek assistance from law enforcement or designated staff during emergencies involving workplace violence.

This policy reinforces the Organization's commitment to fostering a safe and secure workplace environment for all employees.

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### **3.9 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/or 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.

### **3.10 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

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other persons.

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

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

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

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equipment or other property; or (4) responsible for the safety of others in connection with, or while performing, Organization-related business.

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

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

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.

### **3.11 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.

### **3.12 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

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requirements as to alcohol consumption and driving. The Organization strongly suggests that employees have a “Designated Driver” available should the need arise.

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

### **3.13 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.

### **3.14 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

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drug and/or alcohol test. The employee shall be placed on paid administrative leave pending the outcome of the test. Should the test results indicate no use of illegal or controlled drugs or alcohol (including prescription drugs), the employee shall be reimbursed for the workdays missed during the suspension. Refusal to participate in the testing procedures will be grounds for immediate termination of employment. An employee may be disciplined, up to and including termination, if the test is positive. The Organization's drug screening practices with respect to cannabis are used solely to detect impairment and not non-psychoactive cannabis metabolites.

### **3.15 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.

### **3.16 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.

### **3.17 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

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with your supervisor at least one week in advance.

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

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

### **3.18 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.

### **3.19 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.

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### **3.20 Failure to Report an Absence**

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

### **3.21 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.

### **3.22 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.

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

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

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

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

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

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

### **3.23 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.

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- Student information and records.
- Confidential financial data, or other non-public proprietary Organization information.
- Confidential information regarding business partners, vendors, or customers.

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

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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.

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.

### **3.24 Business Ethics and Conduct Policy**

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

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

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

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

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

## **SECTION 4 - OPERATIONS**

### **4.1 Inclement Weather**

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

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

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

## **4.2 Security and Safety**

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

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

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

## **4.3 Restraining Orders and Domestic Violence**

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

To ensure a safe and supportive work environment, employers are empowered to protect employees who have been victims of harassment, unlawful violence, or credible threats of violence by facilitating the granting of workplace temporary restraining orders. These orders are intended to prevent further incidents and provide affected employees with necessary protections.

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

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

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

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

#### **4.4 Workplace Safety**

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

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

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

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

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

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.

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

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

#### **4.5 Communicable Illness**

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

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

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

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

#### **4.6 Safety Suggestions**

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

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supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to discipline.

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

#### **4.8 On-The-Job Injuries**

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

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

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

#### **4.9 Workers' Compensation Insurance**

The Organization provides Workers' Compensation insurance coverage for all employees to protect them in the event of an on-the-job injury, illness, or exposure. The Organization pays the full cost of the insurance. If the applicable insurance carrier determines that you cannot work 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.

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#### **4.10 Ergonomics**

The Organization is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The Organization will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The Organization encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

The Organization believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being and is essential to our business. We intend to provide appropriate resources to create a risk-free environment. If you have any questions about ergonomics, please contact the Safety Manager or the Human Resources Department.

#### **4.11 Workplace Smoking Ban**

The Organization is committed to providing a healthy and safe workplace. Smoking, vaping, or use of any tobacco product or e-cigarettes is strictly prohibited in any Organization building or within 25 feet of it, or in any enclosed premises of the Organization, including restrooms. Smoking will be permissible in outside areas designated by the Organization. This policy applies to all employees, customers, and visitors. Smoking is prohibited while inside Organization-owned, rented, or leased vehicles.

#### **4.12 Housekeeping**

All employees are expected to keep their work areas clean and organized. Common areas 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

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Organization. We respect an employee's individual right to voluntarily contribute to such campaigns.

#### **4.14 Conducting Personal Business**

Employees may not conduct personal business or business for another employer on Organization premises. However, employees may conduct reasonable personal business on Organization premises in case of emergency, or during meal or break periods, provided Organization property is not used in ways prohibited by Organization policies.

#### **4.15 Organization Property**

Lockers, desks, vehicles, computers, Internet access, and certain other property, are property of the Organization and must be maintained according to Organization rules and procedures. Organization property must be used only for work-related purposes, unless otherwise specified below. The Organization reserves the right to inspect all of its property to ensure compliance with its rules and procedures, without notice to the employee and/or in the employee's absence.

Telephones, voicemail and/or electronic mail (e-mail) and Internet access are to be used for business purposes, unless otherwise specified below. Chatting online, instant messaging, 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.

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#### **4.16 Return of Organization Property**

Any Organization property issued to you, such as keys, tools, badges, or any other items issued must be returned to the Organization within one month of your termination. You will be responsible for any lost or damaged items.

Regardless of whether your employment ends on a voluntary or involuntary basis, it is your responsibility to return all equipment, computers, telephones, Organization passwords, tools, keys, clothing, or any other property issued to you by the Organization. Failure to return property in good working condition may result in your being invoiced for the fair market value of such property in accordance with applicable state law.

#### **4.17 Personal Property/Employee Property**

Employees should not leave or store personal belongings of value in the workplace, for security reasons. The Organization is not responsible for personal belongings that are lost or stolen.

Terminated employees should remove all personal items at the time they leave the Organization. Personal items left in the workplace by previous employees are subject to disposal 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.

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“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 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.

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The Organization reserves the right to monitor the use by employees of Organization telephones, computer networks, and electronic mail systems. Monitoring may be performed by observation, or through aural, mechanical, electronic, or other means.

Monitoring of Organization property (as referenced above) may take place on a regular or random basis and will be used to monitor an employee's job performance, for training or quality control purposes, or in instances in which the Organization has a reasonable suspicion that an employee is using Organization property in an unauthorized manner.

All inspections or searches of Organization property may be conducted as necessary and will be approved in advance by the Human Resources Department, who will inform supervisors of the impending inspection prior to its occurrence.

Employees who are found to be in possession of prohibited materials in violation of this 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.

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#### 4.19 Organization Equipment and Technology

The Organization maintains all rights pertaining to the use of its equipment. All Organization equipment, including but not limited to computers, laptops, tablets, workstations, printers, servers, and mobile devices, is for official business use only.

The Organization maintains all rights pertaining to the use of its resources. All Organization resources—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 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, removable storage devices, 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

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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 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 violation 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.

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## 4.20 Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by the Organization to assist employees in obtaining work-related data and technology. Remember, the truth and accuracy of information on the Internet should be considered suspect until confirmed by a separate reliable source. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the Organization and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the Organization. As such, the Organization reserves the right to monitor Internet traffic, and inspect, retrieve and/or read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or similarly disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, gender identity, gender expression, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not received authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

To ensure a virus-free environment, no files may be downloaded from the Internet without prior authorization from your Supervisor. Downloading of any executable files or programs which change the configuration of your system by anyone other than Information 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.

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Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are expressly prohibited and can result in discipline:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the Organization's time and resources for personal advantage
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting trade secrets or confidential proprietary information such as information regarding the development of systems, processes, products, know-how and technology outside of the Organization
- Violating laws protecting the privacy of student information
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted internet services and transmissions
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Malicious tampering with or attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for any sort of gambling
- Jeopardizing the security of the Organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the Organization
- Engaging in any illegal activities

Abuse of the Internet access provided by the Organization in violation of law or Organization policies will result in discipline.

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**

To maintain data security and privacy, employee email accounts will be disabled immediately upon termination, and will be retained for an additional 2-3 years before final deletion.

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## 4.22 Personal Use of Organization Telephones

Organization provided Zoom phone numbers should primarily be used for business purposes. Personal calls and text messages should be limited to urgent situations and made during non-working hours or breaks. When using your Zoom phone number, please exercise discretion and avoid disrupting the workplace. Long-distance calls should be minimized and approved by your supervisor. Excessive personal use or misuse of your Zoom phone number may result in disciplinary action.

## 4.23 Cell Phone Usage

Personal cell phone use should be minimized during work hours to maintain focus and productivity. The use of cell phones for work-related purposes is permitted, provided it does not interfere with job responsibilities. Cell phones should be avoided if possible during meetings, training sessions, or other important company events.

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 conversation conducted over a cell phone.

### Use Of Personal Mobile Devices

The Organization provides devices and tools for work-related tasks. To ensure security and efficiency, employees should primarily use these company-issued devices for work purposes. Personal mobile devices should be primarily used for personal matters, unless specifically authorized 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, personal data assistants, fax machines, copiers, printers, scanners, wearable technology, and any other products, communication systems.

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.

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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 device. Upon further request, the employee will show such Organization

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representative that no files or other Organization information still exists on the employee's PMD(s).

#### **4.24 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."

#### **4.25 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.

#### **4.26 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.

#### **4.27 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

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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.
- 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 and do not drive if that may occur.
- Be prepared to delay or cancel the trip if weather or traffic conditions worsen.

### SEAT BELTS SAVE LIVES

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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.

## **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.

### **4.28 Outside Use of Organization-Provided Equipment**

Some employees use Organization-provided equipment outside of the standard work environment as a regular part of their job. If you use Organization-provided equipment, you are responsible for:

- Ensuring the equipment is properly maintained and that only Organization authorized personnel performs all maintenance or repairs to the equipment.
- Ensuring that Organization equipment is not used in an unauthorized manner. You are the only one authorized to use the equipment. Third parties are not authorized to use your equipment unless approved, in advance, by senior management.
- Taking adequate safeguards to avoid loss, damage, or theft. If loss, damage, or theft occurs and it is determined to have occurred due to your negligence, the Organization may take discipline and/or you may be financially responsible for repair or replacement costs.
- Immediately reporting to your supervisor all incidents of loss, damage, or theft including a written account describing the events surrounding the incident. If necessary, a police report must be filed.
- Immediately returning all Organization-provided equipment when you transfer, are reassigned, or terminate employment.

### **4.29 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

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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.

#### 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-Coordination/Assistant Directors/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.

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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 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 **the reasons specified below** for yourself or an immediate family member. Immediate family includes: a biological, adopted

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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 of Paid Sick Leave

Accrual of paid sick leave shall begin on the first day of employment. All employees of the Organization, including part-time, seasonal, and temporary employees, will earn at least one hour of paid sick leave for every 30 hours worked.

Employees can use accrued paid sick leave as soon as it's accrued, without needing to wait until the 90th day of employment-that is not required but okay if you want.

### Carryover and Usage Limits

Unused accrued paid sick leave shall carry over to the following year of employment, but total accrued paid sick leave may not exceed eighty (80) hours or ten (10) days. No paid sick leave will accrue during an unpaid leave of absence.

### Notice to Employees

The Organization shall provide employees with written notice of the amount of paid sick leave available for use each payday, either 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.

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### 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 policies on Leave to Attend Court Proceedings or Seek Relief, Leave to Obtain Services Due to Qualifying Acts of Violence, or for Reasonable Accommodations for Victims of Qualifying Acts of Violence.

### 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.

### 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

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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).

<b>Paid Holidays</b>
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.

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.

In addition to the paid "non-contract" days mentioned above, which you will find listed on your staffing calendar (provided each year with your contract), five (5) additional "non-contract" days are available for any 12-month employees (those following the 224-day and/or 238-day

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calendar) who worked during the preceding summer term. These additional days may be utilized throughout the school year at the employee's discretion, subject to the approval of their immediate supervisor. These days must be used prior to June 15<sup>th</sup> of the school year within which they were issued. If the days are not utilized, they will not roll over and the balance will revert to zero (0) as of June 21<sup>st</sup>.

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/supplemental 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.

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## **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. 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 the time you become eligible, you will receive information regarding COBRA and HIPAA benefits.

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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 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.

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### 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. The Organization reserves the right to determine whether a limited/modified duty release can be accommodated.

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### Benefit Continuation:

If you are eligible for health insurance benefits at the time you begin a LOA, the Organization will maintain your health benefits to the extent required by law; however, you must pay your portion of the premium costs, if applicable. The Human Resources Department will notify you of your payment obligations and you must pay this amount each month you are on leave in order to maintain your insurance benefits. If paid leave is used for any portion of an approved LOA, premium payments may be deducted from your paycheck. If benefits are canceled during the leave, you may re-enroll during a subsequent Open Enrollment period. If an employee does not return to work after an approved leave, then they may be required to reimburse the Organization for any premiums paid on the employee's behalf during the leave.

Accumulated fringe benefits such as retirement and service credit shall be preserved at the level accrued as of commencement of the leave but shall not accrue further during any such unpaid leave period.

Listed below are the types of leaves of absence or accommodations available.

## **6.2 Family and Medical Leave of Absence**

Eligible employees may be entitled to take family care and personal medical leave in accordance with the provisions of the California Family Rights Act ("CFRA") and the federal Family and Medical Leave Act ("FMLA"). If you have any questions about such benefits, please contact the Human Resources Department.

The Organization will not discriminate against employees as a result of the approved use of family care or medical leave or a proper request for such leave. Requests for family care and medical leave will be considered without regard to race, color, citizenship status, national origin, ancestry, gender, genetic characteristics, genetic information gender identity, gender expression, transgender status, sexual orientation, age, religion, creed, physical or mental disability, perceived disability or perceived potential disability, marital status, military and veteran status, and a status as a victim of crime or any other unlawful basis for consideration.

Eligible employees may be entitled to job-protected family or medical leaves of absence if they are unable to come to work due to pressing family or medical concerns as described within this Family and Medical Leave of Absence Policy. This policy shall be administered in accordance with applicable state and federal laws, and the Organization will not interfere with, restrain, or deny the exercise of employee rights provided by these laws.

### Eligibility Requirements

- Employees are eligible for CFRA/FMLA leaves if they have been employed for twelve (12) months with the Organization at any time prior to the commencement of the CFRA/FMLA leave and worked at least 1250 hours in the 12-month period immediately preceding the date the employee wants to begin his/her leave. This twelve

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(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.
- 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

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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, 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:

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- 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 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

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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 that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.

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“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 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

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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, 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,

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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 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:

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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 **California Civil Rights Department** and may bring a private lawsuit against an employer. Neither the FMLA nor CFRA affects any Federal or State law prohibiting discrimination or supersedes any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

## **6.3 General Medical Leave**

Employees who are not eligible for a medical leave under the CFRA or FMLA, and who are temporarily disabled and unable to work due to either a work related or non-work-related medical condition, may be granted a general medical leave of absence for the period of their disability.

Employees shall be required to take accrued vacation time and accrued sick time as part of their medical leave of absence.

To obtain a general medical leave you must submit to your supervisor a letter from your attending physician as soon as you learn that you are, or will become, temporarily disabled and unable to work due to a medical condition. The letter must contain the following information: (a) the date the leave will begin; (b) the estimated date of your return to work; and (c) that the leave is requested due to a medical condition.

It is the employee's responsibility to make certain that any and all written verifications by physicians of illness or disability are received by the Organization. Thus, if anyone other than an employee provides a physician verification to the Organization, the employee must contact the 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.

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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, 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

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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 Qualifying Acts of Violence**

Employees may take time off of work, and the Organization will not discharge or in any manner discriminate or retaliate against an employee who is a victim, or who has a family member who is a victim, for taking time off from work for any of the following purposes::

1. To obtain or attempt to obtain any relief for the family member. Relief includes, but is not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the family member of the victim.
2. To seek, obtain, or assist a family member to seek or obtain, medical attention for or to recover from injuries caused by a qualifying act of violence.
3. To seek, obtain, or assist a family member to seek or obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of a qualifying act of violence.
4. To seek, obtain, or assist a family member to seek or obtain psychological counseling or mental health services related to an experience of a qualifying act of violence.
5. To participate in safety planning or take other actions to increase safety from future qualifying acts of violence.
6. To relocate or engage in the process of securing a new residence due to the qualifying act of violence, including, but not limited to, securing temporary or permanent housing or enrolling children in a new school or childcare.
7. To provide care to a family member who is recovering from injuries caused by a qualifying act of violence.
8. To seek, obtain, or assist a family member to seek or obtain civil or criminal legal services in relation to the qualifying act of violence.
9. To prepare for, participate in, or attend any civil, administrative, or criminal legal proceeding related to the qualifying act of violence.
10. To seek, obtain, or provide childcare or care to a care-dependent adult if the childcare or

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care is necessary to ensure the safety of the child or dependent adult as a result of the qualifying act of violence.

“Family member” means a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner, or designated person. “Designated person” means any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave. An employer may limit an employee to one designated person per 12-month period for leave pursuant to this section.

“Qualifying act of violence” means any of the following, regardless of whether anyone is arrested for, prosecuted for, or convicted of committing any crime: (A) Domestic violence; (B) Sexual assault; (C) Stalking; or (D) An act, conduct, or pattern of conduct that includes any of the following: (i) in which an individual causes bodily injury or death to another individual; (ii) in which an individual exhibits, draws, brandishes, or uses a firearm, or other dangerous weapon, with respect to another individual; and (iii) in which an individual uses, or makes a reasonably perceived or actual threat to use, force against another individual to cause physical injury or death.

The Company may limit total leave time taken pursuant to this policy to 12 weeks. If any employee’s family member is a victim who is not deceased as a result of crime, and the employee is not a victim, the Company may limit the total leave taken pursuant to subdivision to 10 days. If an employee’s family member is a victim who is not deceased as a result of a crime, and the employee is not a victim, and the employee takes leave pursuant to paragraph (6) of this policy, the Company may limit the leave taken for that reason to five days.

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, a note from a healthcare professional, or any other form of documentation that reasonably verifies that the qualifying act of violence occurred, including, but not limited to, a written statement signed by the employee, or an individual acting on the employee’s behalf, certifying that the absence is for a purpose authorized under this policy.

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 for taking time off under this policy.

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, sick time, or any other paid time off that is otherwise available to the employee. Please contact the Human Resources Department for additional information.

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Leave taken by an employee pursuant to this policy shall run concurrently with leave taken pursuant to the federal Family and Medical Leave and the California Family Rights Act, if the employee would have been eligible for that leave.

## **6.6 Leave for Reproductive Loss**

Employees who have completed at least thirty (30) days of service are entitled to take up to **five (5) unpaid days** of leave for “a reproductive loss event.”

A “reproductive loss event” is defined as the day of, or the final day in the case of a multiple-day event, any of the following:

- Miscarriage
- Stillbirth
- Failed adoption
- Failed surrogacy arrangement
- Unsuccessful assisted reproduction (e.g., IVF)

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 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 months of the date of the loss.

While this leave is unpaid, employees may choose to use any accrued paid time off such as vacation or paid sick leave to cover their absence if applicable. Employees are encouraged to speak with their manager or HR representative to arrange their leave and discuss available support.

This policy reflects our commitment to supporting our employees during difficult personal circumstances and fostering a respectful and compassionate workplace environment.

## **6.7 Personal Leave to Attend Court Proceedings or Seek Relief**

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

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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 an employee's family member is a victim 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.
- When the employee is a victim and 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.

"Family member" means a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner, or designated person. "Designated person" means any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave. An employer may limit an employee to one designated person per 12-month period for leave pursuant to this section.

Employees must give the Organization reasonable advance notice of their need to take time off under this policy. A copy of the relevant subpoena, police report, court order, or other documentation regarding the court proceeding at issue or that verifies that the crime or abuse occurred should be brought to Human Resources immediately after it is served or received so that we can make appropriate arrangements to cover your work in your absence.

The Organization will not discharge or in any manner discriminate or retaliate against an employee because of the employee's status as a victim 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 or any other paid time off 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.

Leave taken by an employee pursuant to this policy shall run concurrently with leave taken pursuant to the federal Family and Medical Leave and the California Family Rights Act, if the employee would have been eligible for that leave.

Please contact the Human Resources Department for additional information.

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## 6.8 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.

### 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.

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### 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.

**The Organization will not seek supporting documentation when:**

- (1) the limitation and adjustment or change needed is obvious and the employee provides self-confirmation;
- (2) the Company has sufficient information to determine whether the employee has a qualifying limitation and needs an adjustment or change due to the limitation;
- (3) the employee is pregnant and seeking a “predictable assessment” such as taking additional restroom breaks as needed or taking breaks to eat and drink as needed;
- (4) the reasonable accommodation relates to a time and/or place to pump or to nurse during work hours, and the employee provides self-confirmation; or
- (5) the requested accommodation is available to employees without known limitations pursuant to a policy or practice without submitting supporting documentation.

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If required, please see the Organization for a copy of a medical certification form to give to your health care provider to complete.

When it is reasonable to do so, 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. 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

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available at the conclusion of your leave. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been employed continuously rather than on leave. For example, if an employee on a pregnancy disability leave would have been laid off had she not gone on leave, or if an employee's position is eliminated during the leave, then the employee would not be entitled to reinstatement.

Returning employees retain all benefits they had accrued at the start of their leave but do not accrue any benefits, including vacation, during an unpaid leave. Benefits such as vacation and sick time will continue to accrue only during the paid portion of your leave of absence.

Employees cannot be employed elsewhere or apply for unemployment benefits while on leave.

#### Job Abandonment While on Leave

YOU WILL BE CONSIDERED TO HAVE ABANDONED YOUR JOB IF EITHER OF THE FOLLOWING OCCURS:

- a. You start a leave of absence or extend a leave of absence without following these procedures for having a leave of absence properly approved.
- 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 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.

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### Payment for Leave

Leave taken in accordance with this policy will be paid by the Organization. However, employees who take leave for bone marrow donation shall be required to take five (5) days of their accrued and unused sick or vacation time for the leave and employees who take leave for organ donation shall be required to take up to two (2) weeks of their accrued and unused sick or vacation time for the leave.

### Making A Request

To receive an organ or bone marrow donation leave of absence, employees must provide written verification that he or she is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow. The verification should also state the date the leave will begin and the estimated date of return to work. The verification must be submitted to the Organization at least 15 calendar days prior to the expected date of the leave of absence, unless doing so is not possible because of emergent circumstances.

### 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.

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### Health Insurance While on Leave

While an employee is on a paid organ or bone marrow leave, the Organization will pay the health insurance premiums for the employee, to the same extent it paid for the employee's premium before the leave, for the full duration of the permitted leave. If the employee's leave of absence is longer than the period of time he/she is entitled to paid or partially paid premiums, the employee is entitled to continue insurance benefits at his/her own expense, to the extent permitted by COBRA.

### Benefits While on Leave

Any period of time during which an employee is on leave by reason of being an organ or bone marrow donor is not a break in continuous employment for the purpose of his or her right to salary adjustments, sick leave, vacation, annual leave, or seniority.

### 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.

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- b. You do not return from a leave of absence or an extension of a leave of absence on the stated return date.

## **6.10 Military Leave**

The Organization will allow qualified military leave and will re-employ an individual returning from military leave, pursuant to the standards established by law.

Military Leave is also available for employees who are members of the National Guard in another state and are called into service by the other state or by the President.

### 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.

### 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.

## **6.11 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

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reinstated to their position upon return from leave.

## **6.12 Unpaid Family-School Partnership Leave**

Employees may be eligible for forty (40) hours of unpaid leave in a calendar year, not exceeding eight (8) hours in any calendar month of the year, to participate in school-related activities, school or childcare emergencies, or licensed childcare 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.

## **6.13 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

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a partial day, you are expected to report to work and complete your normal workday unless you make other arrangements with your supervisor. Employees are required to notify the Organization and promptly return to work upon completion of jury duty service.

Part-time, seasonal, and temporary employees will be granted a leave of absence to serve as a juror or witness at a trial in accordance with their legal obligation to do so but are not eligible for paid leave for these purposes.

#### **6.14 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).

#### **6.15 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 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

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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 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

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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.
- 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:

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- 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 SEX-BASED 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.

### **7.1 Definitions**

Complaint: A complaint means an oral or written request that objectively can be understood as a request to investigate and make a determination about alleged discrimination under Title IX.

Complainant: A Title IX complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. - The Final Rule expressly recognizes the legal rights of parents and guardians to act on behalf of parties (including by filing formal complaints) in Title IX matters.

Confidential Employee: Confidential employees are employees who are not required to make a report to the Title IX office and will typically not share information without permission. However, they may be required or allowed to share information in certain circumstances.

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**Disciplinary Sanctions:** Title IX disciplinary sanctions are consequences imposed on a person who is found to have violated Title IX, a federal law that prohibits sexual discrimination at institutions that receive federal funding.

**Hostile Environment Harassment:** A situation of discriminatory or sexual nature that has occurred and created an adverse setting, an intimidating or offensive environment that causes a person to be fearful or a setting that denies, limits, or interferes with a person's ability to participate in or benefit from a program, activity, or job

**Parental Status:** includes adoptive parents, stepparents, or legal guardians.

**Pregnancy or Related Conditions:** Title IX protects students and employees from discrimination based on pregnancy or related conditions (such as Pregnancy, childbirth, termination of pregnancy, lactation, medical conditions related to any of the above or recovery from any of the above).

**Remedies:** Title IX remedies are informal and case-specific actions that ensure students have equal access to educational opportunities. These remedies can include supportive measures, preventions and bystander intervention programs, new security procedures, campus climate surveys and policy revisions.

**Respondent:** A Title IX respondent is a person who has been alleged to have violated our policy on sexual harassment, sexual assault, domestic violence, dating violence, or stalking. The respondent is the target of a formal complaint filed by another person, known as the complainant.

**Retaliation and Peer Retaliation:** Under Title IX, retaliation is defined as any action that interferes with a person's rights or privileges under the law, including intimidation, threats, coercion, and discrimination

**Sex-based Harassment:** Title IX defines sex-based harassment as harassment based on sex, sex stereotypes, sex characteristics or conduct of a sexual nature, and includes harassment based on pregnancy, childbirth, breastfeeding, or related medical conditions, gender, gender identity or gender expression. This includes when it takes the form of quid pro quo harassment, specific offenses or hostile work environment.

**Supportive Measures:** Title IX supportive measures are non-punitive services that help students and employees impacted by sexual misconduct, discrimination, or harassment: Restore equal access to education, protect safety, and deter sexual misconduct.

## **7.2 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.

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The purpose of this document is to outline the steps the Organization will take to provide the 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 discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, harassment, including unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the education program or activity, creates a hostile work environment 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, former students, parents/guardians, employees and former 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.

The Organization must comply with Title IX and the final regulations in the event of a conflict with State law or FERPA, and that Title IX and the final regulations do not override any legal right of a parent, guardian, or other authorized legal representative to act on behalf of a complainant, respondent, or other person.

### **7.3 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 sex-based discrimination or sex-based 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, sex-based 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,

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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.

Sex-based 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.

The Organization will not separate or treat any person differently based on sex in a manner that subjects that person to more than de minimis harm, except in limited circumstances.

#### **7.4 Discrimination Based on Pregnancy**

The Organization will protect students, employees, and applicants from discrimination based on pregnancy, childbirth, termination of pregnancy, lactation, related medical conditions, or recovery, including by providing reasonable modifications for students, reasonable break time for employees for lactation, and a clean, private lactation space for both students and employees. Likewise, the Organization will not treat parents differently on the basis of sex.

The Organization will ensure that when a student (or a student's parent or other legal representative) informs the Organization of the student's pregnancy or related conditions, the Organization will provide that person with the Title IX Coordinator's contact information and inform that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the education program or activity.

Once a student or the student's representative notifies the Title IX Coordinator, the Organization will:

- Inform the student of the Organization's obligations to students who are pregnant or experiencing pregnancy-related conditions and restrictions on Organization disclosure of personal information, as well as provide the Organization's notice of nondiscrimination.
- Provide the student with the option of individualized, reasonable modifications as needed to prevent discrimination and ensure equal access to the Organization's education program or activity.
- Allow the student a voluntary leave of absence for, at minimum, the medically necessary time period and reinstatement upon return.
- Ensure the student's access to a clean, private space for lactation.

The Organization will not require supporting documentation from a student unless doing so is necessary and reasonable. For example, the Organization will not require documentation

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when it has already been provided or relates to lactation needs; the need is obvious or one of various routine and simple modifications; or when modifications, leave, or other steps are available to students for non-pregnancy related reasons without submitting supporting documentation.

## **7.5 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 is conflict-of-interest free and biased-free and will coordinate with the administration to implement and administer this policy, a notice of non-discrimination and the Organization's remedies for resolving Title IX complaints.

Upon being notified of conduct that reasonably may constitute sex discrimination, the Compliance Coordinator will:

- Treat the complainant and respondent equitably.
- Offer and coordinate supportive measures, as appropriate, for the complainant or respondent.
- Notify the complainant, or if the complainant is unknown, the individual who reported the conduct, and the respondent of the grievance procedures and the informal resolution process, if available and appropriate.
- In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, make a fact-specific determination by considering, at a minimum, required factors, and determining whether the conduct as alleged presents an imminent and serious threat to the health or safety of a complainant or other person or prevents the Organization from ensuring equal access based on sex to its education program or activity such that the Title IX Coordinator may initiate a complaint.
- Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the Organization's education program or activity, in addition to providing remedies to an individual complainant.

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.

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The Title IX Coordinator will also monitor for barriers to reporting information about conduct that reasonably may constitute sex discrimination and take steps reasonably calculated to address such barriers.

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](mailto:thasper@eliteacademic.com)

## **7.5 Reporting Complaint**

Any person may report sex-based 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.

Any non-confidential employee is obligated to notify the Title IX Coordinator. (§ 106.44(c)(1)). (Please note that elementary school and secondary school employees may have additional obligations under Federal, State, or local law to report sex-based misconduct.)

Any non-confidential employee who either has authority to take corrective action or has responsibility for administrative leadership, teaching, or advising is obligated to notify the Title IX Coordinator of any conduct that may constitute sex discrimination and provide or the contact information of the Title IX Coordinator to the appropriate individual.

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.

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## **7.6 Responding to A Complaint**

The Organization will address all sex discrimination occurring under its education program or activity which includes conduct that is subject to the Organization's disciplinary authority.

When the Organization has knowledge of a complaint, the Organization will respond promptly and effectively, and the Coordinator will promptly contact the complainant and explain the process to file a formal complaint.

In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, the Title IX Coordinator may initiate a complaint only if the conduct presents an imminent and serious threat to someone's health or safety or prevents the Organization from ensuring equal access based on sex to its education program or activity.

## **7.7 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 sex-based 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.

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## 7.8 Grievance Process: Response to Formal Complaints

### General Guidelines

Throughout the process of reporting, the Organization will:

- Ensure fair treatment of all parties and unbiased Title IX personnel.
- Presume the respondent is not responsible until proven otherwise.
- Adhere to prompt timelines and privacy protections for parties and witnesses.
- Objectively evaluate relevant evidence, excluding impermissible items.
- Provide clear criteria for selecting applicable procedures and notify parties of allegations.
- Allow dismissal or consolidation of complaints under certain conditions, with appeals and supportive measures as needed.
- Ensure equal opportunities for parties to present and access relevant evidence.
- Assess credibility when disputed and apply the preponderance of evidence standard, unless another standard is consistently used.
- If discrimination is found, provide remedies for complainants, sanctions for responsible parties, and steps to prevent recurrence.

### Step 1: Notice of Allegations

When the Organization receives a 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 sex-based 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.

### 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.

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Within a reasonable amount of time 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 sex-based 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 after receipt of the complaint initiate an investigation within a reasonable amount of time.

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 sufficient time for the party to prepare to participate; and 5. Provide both parties an

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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 Organization 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. Students have a right to written notice of allegations, the right to an advocate, and the right to submit, examine, and challenge evidence. All students

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have the right to a live hearing where advisors conduct cross-examination. All students have the right to an impartial finding based on evidence using a standard of evidence — either the preponderance of evidence standard or the clear and convincing standard — that applies to all members of the school community, including faculty.

#### Step 5: Dismissal or Remedies.

Where the Decision Maker determines sex-based 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 sex-based 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; (b) 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 supporting 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.

*Pending Board Approval*



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;
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.

## 7.9 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. The Organization will not disclose personally identifiable information obtained in complying with Title IX, with limited exceptions.

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.

## 7.10 Training

All employees are required to receive training on (1) the general obligations under Title IX, (2) the scope of conduct that constitutes sex discrimination under Title IX (including sex-based harassment), (3) the requirement to notify the Title IX Coordinator when they have knowledge about conduct that reasonably may constitute sex discrimination under Title IX, (4) how students can seek confidential assistance, and (5) how to make a complaint of sex discrimination.

*Pending Board Approval*



## **7.11 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.

Retaliation is defined as intimidation, threats, coercion, or discrimination against any person by the Organization, a student, or an employee or other person authorized by the Organization to provide aid, benefit, or service under the Organization's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or the regulations, or because the person has reported possible sex discrimination, made a sex-discrimination complaint, or participated or refused to participate in any way in a Organization's Title IX process. Peer retaliation, which is defined as retaliation by one student against another student, is also 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 – Mountain Empire (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



## Appendix B - ELECTRONIC SIGNATURE POLICY ACKNOWLEDGEMENT

I hereby acknowledge that I have read and agree to the **Elite Academic Academy – Mountain Empire’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. **I acknowledge and agree that my electronic signature binds me to the information contained in the document I electronically sign.**

This means that **Elite Academic Academy – Mountain Empire** will rely upon my signature electronically for all electronic documents or records signed by me in electronic format **related to my employment.**

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 document or record means a 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 **Elite Academic Academy – Mountain Empire** when determining whether I have understood and signed any employment related documents **by electronic signature.**

---

EMPLOYEE SIGNATURE

---

DATE

---

PRINT EMPLOYEE NAME

---

SIGNATURE, EMPLOYER REPRESENTATIVE

---

DATE

*Pending Board Approval*



*Pending Board Approval*



1. Revised Section 1.1, *Integration Clause/Right to Revise*, to address legal updates and employee responsibilities.
2. Clarified language regarding qualifying acts of violence, including the use of sick or vacation time for such incidents and the application of FMLA.
3. Added requirements for supervisors to report harassment or discrimination.
4. Updated break policy to specify that breaks should be taken as close as possible to the midpoint of a four-hour work period or its major fraction.
5. Provided further clarification on wage overpayment procedures.
6. Added section 2.19 where we Introduced a new policy on travel and hotel accommodations.
7. Added Section 2.31 and Section 2.20, addressing the return of property and deletion of data from personal devices.
8. Included new sections: 3.3 *Social Media* and 3.4 *Electronic Communications*.
9. Section 3.7: Expanded the definition of a *Violence-Free Workplace* to explicitly include physical violence.
10. Amended Section 4.3, *Restraining Orders and Domestic Violence*, to ensure legal compliance.
11. Revised Section 4.19, *Organization Equipment and Technology*.
12. Updated language in Section 4.21, *Employee Emails*.
13. Adjusted Section 4.22, *Personal Use of Organizational Telephones*.
14. Revised Section 4.23, *Cell Phone Usage*.
15. Section 4.27 Business Travel and use of organization vehicles
16. Section 5.3 Sick Time: updated language regarding accruals and basis for sick leave
17. Section 5.4 Paid Holidays and Non Contract Days: updated language to include new accruals
18. Section 6.5 Personal leave to obtain services due to qualifying acts of violence: updated additional language to align with law
19. Section 6.6 Leave for reproductive loss: updated language to align with current law
20. Section 6.8 Pregnancy and Disability Leave: updated language to align with current law
21. Updated Title IX sections to revert back to 2020 laws per legal





# 2024 - 2025 Safety Plan Lucerne

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## **Section 1: School Safety Plan Purpose**

### **Objective**

Elite Academic Academy recognizes that students and staff have the right to a safe and secure environment where they are free from physical and psychological harm. The school is fully committed to maximizing school safety and creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

### **Nondiscrimination and Fair Treatment of Pupils**

Elite Academic Academy realizes that a major source of conflict in many schools is the problem of bias and unfair treatment of students (real or perceived) due to ethnicity, gender, race, social class, religion, disability, nationality, sexual orientation, physical appearance, or some other factor. Our school strives to convey the attitude that all children can achieve academically and behave appropriately, while at the same time appreciating individual differences. Elite Academic Academy endeavors to communicate to students, and the greater community, that all students are valued and respected.

### **Conduct**

Elite Academic Academy believes that all students have the right to be educated in a positive learning environment free from disruptions. At school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

Behavior is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful towards Elite Educators, other staff, students, and volunteers. Every effort is made to ensure students are aware of the expected behaviors at school-organized events.

### **Plan Elements**

The Elite Academic Academy School Safety Plan contains the following elements:

- Emergency Preparedness
  - Learning Period Meetings
  - Testing sites



- Field Trips
- Staff meetings
- School Office
- Human Resources
  - Mandated Reporter
  - Sexual Harassment
  - Bloodborne Pathogens
  - FERPA: Confidentiality of Records
- Expectations of Conduct
  - Students
  - Parents/Guardians
  - Staff

The school safety plan shall be evaluated annually. A copy of the School Safety Plan will be available for review at the Elite Academic Academy school office. The school also has an IILP, COVID plan, and School reopening plan that can be viewed upon request.

## **Section 2: Emergency Preparedness**

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 parents/guardians 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 the following section for testing sites, the school office, staff meetings, and field trips. 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.

### ***Elite Academic Academy Responsibilities***

Elite Academic Academy will abide by the vendor/site emergency plans. Beyond that, Elite Academic Academy will consistently maintain the following:



- Staff emergency information in Paycom
- Student emergency information is held within the Student Information System with staff access
- Employee safety training assignments, as appropriate
- First aid kits for all test sites, the field trip coordinators, and the school office

### ***Parent/Guardian Responsibilities***

Parents and legal guardians of students will be required to complete when applicable:

- Annual CAASPP Site Security form - ER Card
- Field trip permission slips and waivers

All parents are responsible for keeping their child's Student Information System Student Emergency Card and contacts current. In case of a declared emergency, students will be released only to persons designated on the application form. Parents/guardians are responsible for ensuring that information on all forms is current at all times.

### ***Guidelines for Student and Staff Dismissal***

#### ***Student Dismissal:***

In the event of a declared emergency, as per the site, all students will be required to remain onsite or at an alternate safe site under the supervision of the Director, Director's designee, or other school staff assigned by the Director or designee. Students will not be permitted to leave until:

1. Regular dismissal time, and only if it is considered safe to do so.
2. Depending on the site, an authorized adult with a photo ID, whose name appears on the Emergency Card or field trip permission slip, arrives to pick up the student.
3. In the event of an earthquake or other disaster that prevents parents and other designated adults from picking up students, students will remain with school staff.

#### ***Staff Dismissal:***

In the event of a declared emergency with students present, all school employees will remain on-site and carry out their assignments until officially dismissed by the Director, or the Director's designee, or relieved by fire or law enforcement.



### ***Learning Period Meeting (LPM)***

The purpose of the Learning Period Meeting(LPM) is for the credentialed teacher to meet with the student to provide educational support, document learning, and complete other administrative tasks. Sometimes, these meetings occur in private homes and public locations, such as a library. Typically, the parent/guardian is present for these meetings and is solely responsible for the safety of the student. In the rare occasion when a student is not accompanied by the parent, the Elite Educator is required to meet in a public location for the safety of the student.

If during an LPM, there is an incident that poses a safety threat to the student, the parent/guardian would be responsible for deciding the appropriate course of action for his/her child. If the parent/guardian is not present, the Elite Educator will take responsibility for the student's safety.

### ***Elite Educator***

Required Training and Resources:

- Annually complete the following training:
  - Mandated Reporter
  - Bloodborne Pathogens
  - Sexual Harassment
  - CPR Certification
- Download, when possible, emergency apps to phone
  - Red Cross First Aid
  - Red Cross Earthquake
- First Aid Kit, provided by the school

Responsibilities:

- 
- In the event of a student injury when a parent is not present:
  - Call 911 if a students injury requires medical attention
  - If blood or other bodily fluids are present, follow the bloodborne pathogens procedures using the school-provided first aid kit.
  - Contact the parent/guardian and allow them to take responsibility. Once present, the teacher may offer the use of the first aid kit to the parent in this event.
  - Contact a Director to complete any necessary paperwork.
- In the event of a student catching on fire:
  - Instruct the student to stop, drop, and roll (when clothes are on fire) and the teacher will use a blanket, jacket, or other available material - Starting at the head of the victim, drag the blanket toward the feet, moving the flame away from the face.



- Contact a Director for any necessary paperwork.
- In the event of a building fire:
  - Evacuate the building.
    - Call 911.
    - Contact a Director for any necessary paperwork.
- Earthquake:
  - Instruct the student to implement the *Drop, Cover, and Hold* procedure:
    - *Drop* to the ground. For those students who are physically unable to drop to the ground, they should remain seated and cover their heads with their arms and hands.
    - *Cover* under or near desks, tables, or chairs in a kneeling position with their backs to the windows.
    - *Hold* onto the table or chair legs.
    - Remain in the drop position until the ground movement ends.
  - Contact a Director for any necessary paperwork.

### **Section 3: Testing Sites**

The school conducts testing at various sites. Since these venues are not school-owned buildings or property, an effort to obtain the site plans from the venue and bring awareness to the staff of all site-specific emergency plans is the primary focus. Developing clear roles of responsibility, providing emergency student information to staff, maintaining first aid training and kits as appropriate, and developing a plan in the event of various emergency scenarios are outlined as follows:

#### ***Director, Assessment***

Responsibilities:

- Provide general staff safety training for test sites.

Provide Test Site Coordinator (TSC) test-site-specific safety training and binder.

#### ***Test Site Coordinator (TSC)***

Responsibilities:

- *Adult and Pediatric First Aid/CPR/AED Certified*
- Complete *Safe Schools Training - School Intruders, Active Shooter, Safety Basics for Security Staff & Medication Administration: Epinephrine Auto-Injectors*
- Emergency Apps downloaded on phone:
  - Red Cross First Aid
  - Red Cross Earthquake
- EpiPen Trained.
- Epinephrine Indemnity Acknowledgement Signed.
- Standing Order for Anaphylaxis - Procedures to follow.
- Maintain a current list of all proctors and students on-site, including contact information (cell number) for proctors
- Responsible for overall direction and coordination of emergency response efforts during an incident.
- Receive and review a copy of Elite's *Testing Safety Plan*



- Obtain Site Emergency Plans and Emergency Contact Numbers
- Confirm and Locate Site Emergency Evacuation Map in the testing room(s).
- Establish pre-designated evacuation areas and exits and clearly mark them on the site map.
- Provide site-specific safety training for proctors, and ensure all staff is aware of site exits and evacuation areas.
- Complete incident report as needed for any medical concerns: minor cut, illness, allergic reaction, nosebleed, emotional upset, etc.

#### *Assessment Support (AS)*

##### Responsibilities:

- Complete *Safe Schools Training - School Intruders, Active Shooter, Safety Basics for Security Staff & Medication Administration: Epinephrine Auto-Injectors*
- Emergency Apps downloaded on phone:
  - Red Cross First Aid
  - Red Cross Earthquake
- Responsible for ensuring the site is safe.
- Provided copy of *Safety Plan - Test Sites*.
- Support TSC as needed.
- Complete incident report, as needed, for any medical concerns: minor



## ***Teacher/Proctor***

### Responsibilities:

Proctors wear ID/lanyard or name tag at all times at the test site

- Once alerted by a parent, it is the Elite Educator's responsibility to report ALL listed health issues
- Attend staff safety training
- Provided copy of Elite's Testing Site Safety Plan
- Attend site-specific safety training
- Report safety concerns to TSC immediately
- Take the student to TSC/Assessment Support for any medical concerns: minor cut, illness, allergic reaction, nosebleed, emotional upset, etc.

## ***Site Supplies and Resources***

### First Aid

- CPR/AED Responder - Pack (contains one-way valve face shield)
- First Aid Kit
- Gloves (latex-free) - Box

### Emergency Preparedness

- Maintain emergency food and water

### Student Information

- TSC Manual - Master Copy -Student Emergency Card required for every student on site

### Proctor Binders

- Copies - *Emergency Cards*- grade-level specific
- Grade Level Rosters - Parent Signatures for Sign-In and Pick-Up (Photo ID Required for student release)

## ***Emergency Procedures***

### *Fire*

Proctors shall take Proctor Binders (containing student information) and:

1. Begin orderly evacuation immediately and complete within minutes of the initial alarm of a fire, with minimal congestion in hallways and exits.
2. Lead students to the pre-designated evacuation area away from fire lanes.
3. Take roll once in the evacuation area.
4. Report any missing students to the Test Site Coordinator (TSC) immediately.



## *Earthquake*

The proctor shall implement the *Drop*, *Cover*, and *Hold* procedure and instruct students to

- *Drop* to the ground. For those students who are physically unable to drop to the ground, they should remain seated and cover their heads with their arms and hands.
- *Cover* under or near desks, tables, or chairs in a kneeling position with their backs to the windows.
- *Hold* onto the table or chair legs.
- Remain in the drop position until the ground movement ends.
- Evacuation shall occur if directed by the Test Site Coordinator (TSC).
- Proctors will take Proctor Binders (containing student information).
- Proctors will lead students to the pre-designated evacuation area.
- Proctors will take roll once in the evacuation area.
- Proctors will immediately report any missing students to the Test Site Coordinator (TSC).
- Proctors will remain with students until given alternative instructions.

## *Emergency Site Lockdown*

The decision to call for a *Lockdown* will be made by the Test Site Coordinator (TSC) The TSC shall:

- Notify all proctors of the need for a test site lockdown, as soon as the decision has been made.
- As soon as possible after an emergency:
  - Inform the proctors of the reasons for the need for a lockdown;
  - Contact Assessment Director.
- Provide parents and other community members who ask for the reason for the lockdown, either in person or by phone, the reason as specifically as possible under the circumstances.
- Not provide the names of any students or parents involved (Ex. custody conflicts) to maintain confidentiality.
- Use discretion in determining how much information will be given to the students, based on their ages and maturity.
- Instruct proctors to provide information to the students in a calm and reassuring manner.

### **Lockdown Sample Situations**

- The site has been informed that a crime has been committed near the site and the criminal has not been apprehended. There is no specific reason to believe that the criminal will come to the school.



- The Sheriff's Department has informed the site that an armed and dangerous person is in the vicinity of the school and all precautions should be taken.
- The site has received a direct credible threat that someone intends to do harm to one or more persons at the site.
- Information has been received by the site that a non-custodial parent is coming to try to take a student away from the test site.
- A person not having a legitimate business has been seen loitering in the vicinity of the site. He/she either has not left the area when asked to do so, or he/she has left but the TSC believes that based on the person's behavior, he/she may return.

### ***Lockdown Procedures***

The TSC will:

- Notify the Sheriff's Department.
- Notify the Assessment Director of the *Lockdown* as soon as possible.
- Assign a proctor to monitor the main entrance(s) to allow legitimate visitors to enter.
- Notify the proctors in the fastest possible manner that a *Lockdown* has been initiated.
- Notify parents of the lockdown status.
- Delay dismissal until it is safe for students to exit.
- Inform all proctors and the Assessment Director that the *Lockdown* has ended, once it has been determined that the dangerous situation no longer exists.

Proctors will:

- Keep all students indoors under their supervision for the duration of the *Lockdown*.
- Lock testing room or building doors, and close windows, and blinds if directed by the TSC.
- Contact the TSC to determine if the situation allows for students to leave the room to go to the bathroom.
- Escort any student who goes to the bathroom.
- Not dismiss students until receiving direction to do so by the TSC.
- Escort their students to the site of the parent pick-up location.

The Assessment Director will:

- Notify the Executive Director in the fastest possible manner.



### ***Active Shooter/Armed Intruder on Campus***

If an armed assault occurs on or near the test site personnel who observed the assault should immediately notify the Test Site Coordinator (TSC) and call 9-1-1

TSC will:

- Initiate the appropriate response actions, which may include Shelter-in Place, Lockdown, On-Campus Evacuation, or Off-Campus Evacuation.
- Call 9-1-1 and provide the exact location, description, and nature of the incident. If the TSC cannot remain on the phone, a designated person should remain on the phone line with the 9-1-1 dispatcher until law enforcement personnel arrive on the scene.



If it is safe to do so, proctors should attempt to isolate and secure the students away from the perpetrator(s).

Proctors will:

- Take steps to calm and control students.
- Keep students in secured areas until local authorities arrive and are able to neutralize the perpetrator(s).
- Stay inside testing rooms.
- Instruct students to lie flat on the floor, move away from the doors or windows, and remain quiet.
- Turn off lights, lock doors, and close any shades or blinds.
- The goal is to hide and make your room look vacant.
- Silence cell phones.
- Remain in the testing room, or secured area, until further instructions are provided by the TSC or law enforcement.

### *Field Trips*

The school hosts field trips at various venues. Since these venues are public locations, the staff, students, and families in attendance will follow the protocol for emergency evacuations and safety as per the venue guidelines. School field trips require parent participation and therefore all students should be in the care of a parent/guardian or an Elite credentialed employee. To promote the safety of those in attendance, the development of clear roles of responsibility, collection, and organization of emergency student information, and maintenance of first aid kits are outlined as follows:

### *Field Trip Coordinators (FTC):*



- Maintain a current list of all chaperones and students on site.
- Chaperones maintain a list of student information, emergency contact information, and any medical/allergy information
- Provide a first aid kit to all Field Trip Coordinators (FTC).
- Identify the method of communication between coordinators and chaperones in the event of unforeseen events.
- Monitor and provide training to parents transporting students other than their own.
- Provide FTC with necessary safety training:
  - Safe Schools Training - First Aid
  - Emergency Apps downloaded on the phone
    - Red Cross First Aid

*Field Trip Organizer:*

- Collect all Field Trip Permission Slips and Waivers prior to the field trip from parents/guardians of students attendance.
- Process and file signed parent or guardian permission forms prior to the activity. These should include contact information in case of emergency Forms should be carried on the field trip in order to be given to a doctor/hospital in case emergency treatment is required.
- Plan for additional adult supervision. This includes, as a minimum, one (school-approved) adult per every 10 students. Consider assigning specific students to an adult in the group. Adult chaperones should be knowledgeable of all hazards, rules, and emergency procedures in advance.
- Maintain a current list of all school staff in attendance.
- Contact the Director in the event of an emergency.
- Complete all necessary training as needed.
- Bring a first aid kit to the field trip.
- Provide a pre-trip email to Elite Educators, Chaperones, and parent chaperones containing information such as venue safety procedure, behavior expectations, hazards, itinerary, and other related information.
- Obtain the most current weather forecast prior to the activity. Be especially aware of the chance of storms or other dangerous weather
- Identify the method of communication between coordinators and chaperones in the event of unforeseen events.
- Support the venue's direction and coordination of emergency response efforts during an incident.
- Inform parents of the FTC's contact information for safety concerns that occur during the trip.
- Provide parents with a map containing first aid stations.
- Complete incident report as needed for any medical concerns: minor cuts, illness, allergic reaction, nosebleed, emotional upset, etc.
- Distribute and collect the online Google form to all parents driving other students to the field
- Make sure that students fully understand the activities they will be conducting and any possible hazards to avoid. Ensure that, for water-related field



experiences, at least one adult is trained in water safety techniques including CPR and lifesaving. If the student activity is planned in or on water, U.S. Coast Guard-approved life jackets must be worn.

- Ensure all COVID field trip guidelines have been communicated to students and staff (if applicable)

*Elite Educator Chaperone:*

- Maintain current personal emergency contact information with school in Paycom.
- Carry a charged mobile phone in case of emergencies and a basic, approved first-aid kit for minor abrasions or scratches.
- Report safety concerns to the FTC immediately.
- Support FTC as needed.
- Support the venue's direction and coordination of emergency response efforts during an incident.
- Take the student to FTC for any medical concerns: minor cut, illness, allergic reaction, nosebleed, emotional upset, etc.
- Forms should be carried on the field trip in order to be given to a doctor/hospital in case emergency treatment is required
- Ensure all COVID field trip guidelines are implemented during the field trip for safety

*Parent Chaperones:*

- Parents/guardians will ensure that their student, and any student they are responsible for, will remain with them for the entire trip.
- Parents/guardians will be responsible for any medications and administration to their child and/or student they are responsible for.
- Provide students & chaperones with identifying name tags.
- Contact the FTC when safety concerns occur during the trip.
- Utilize the venue's first aid stations if necessary.
- Follow the venue's direction of emergency response efforts during an incident.
- Any other student attending the event is brought under the guidance and direction of the parent. Parents must complete the release of liability form for non-Elite Academic Academy students to attend.
- Ensure all COVID field trip guidelines are implemented during the field trip for safety
- For any overnight trips or student drop-off events such as Prom, Parent/Guardian must complete the DOJ LiveScan and have the LiveScan cleared by the DOJ. Payments for LiveScans are the Parent/Guardian's responsibility and will not be reimbursed.

***Teacher Transportation & Travel Policy***

**Purpose:**

To ensure the safety of students and compliance with California Education Code, this policy establishes guidelines for teachers transporting students in personal vehicles and traveling by air for school-related activities.



### *1. Transporting Students in Personal Vehicles*

Teachers are strongly discouraged from transporting students in their personal vehicles. If no other transportation options are available, the following conditions must be met:

- **Written Parent/Guardian Consent:** A signed permission form must be obtained from the student's parent/guardian before transport.
- **Administrative Approval:** Prior approval from school administration is required.
- **Valid License & Insurance:** The teacher must have a valid California driver's license and provide proof of insurance meeting the minimum liability coverage required by state law.
- **LiveScan & Driving Record Clearance:** The teacher must have a cleared background check and a satisfactory driving record verified by the DMV.
- **No One-on-One Transport:** Teachers should avoid transporting a single student alone unless in emergency situations with administrative and parental notification.

### *2. Air Travel with Students*

If a teacher is required to travel with students via air for a school-sanctioned event, the following must be adhered to:

- **Pre-Approval:** All travel must be approved by school administration and aligned with district/state travel policies.
- **Written Parent/Guardian Consent:** A signed permission form must be obtained from the student's parent/guardian before transport.
- **Chaperone Ratios:** Adequate chaperone supervision must be maintained according to district policy.
- **Student Conduct & Safety:** Teachers are responsible for ensuring students adhere to school conduct policies while traveling.

### *3. General Compliance*

All transportation and travel must comply with California Education Code §35330, which governs student field trips and excursions, and Vehicle Code §12517, which covers the transportation of students.

Non-compliance with this policy may result in disciplinary action in accordance with school district guidelines.



## *Staff Meetings*

In-person staff meetings are conducted in person at a facility rented by the school. Because this venue is a public location, the staff and any additional participants in attendance will follow the protocol for emergency evacuations and safety as per the venue guidelines. In an effort to promote the safety of the staff, the development of clear roles of responsibility, collection and organization of emergency staff information, and maintenance of first aid kits are outlined as follows:

### *Director or Director's designee*

- Maintain a current list of all employees in attendance.
- Responsible for supporting the venue's direction and coordination of emergency response efforts during an incident.
- Obtain Site Emergency Plans, if possible.
- Obtain Site Emergency Evacuation Map, if possible.
- Establish pre-designated evacuation areas and exits and mark them on the site map.
- Bring a first aid kit.

### *Required Training and Resources:*

- Complete Safe Schools Training - First Aid

### *All Employees:*

- Maintain current personal emergency contact information with the school in Paycom.
- Report safety concerns to a Director immediately.
- Support Director as needed.
- Follow the emergency plans as directed by the venue.



## ***School Office***

The school office is located in a rented facility that does not have an emergency plan. The staff and any additional individuals in attendance will follow the protocol for emergency evacuations and safety as per the following guidelines. In an effort to promote the safety of the staff, the development of clear roles of responsibility, collection of emergency staff information, and maintenance of first aid kits is outlined as follows:

### ***Director and Human Resources***

- Maintain current staff emergency contact information.
- Develop site emergency plans and protocol as well as communicate plans to staff.
- Clearly post a site map indicating various evacuation routes and exits within the facility, fire extinguishers, location of the site alarm, and predesignated refuge or safe areas outside.
- Provide a first aid kit including flashlights and a window breaker.
- Provide safety training as needed.

### ***Designee***

- The Designee is the most senior staff member present at the time of the emergency.
- Uphold the evacuation and safety plan.
- Bring a first aid kit.

### ***All Additional Office Staff***

- Maintain a current personal emergency contact with the school in Paycom.
- Responsible for following the emergency and safety plans during an incident.

## ***Emergency Procedures***

In the event that an emergency occurs, all employees are to evacuate the building by following the procedures below.

1. In the event of an emergency, all employees should immediately stop whatever they are doing and quickly and safely exit the building.
2. It is the responsibility of the most senior staff member present at the time of the emergency to see that all employees leave the building promptly and



3. All employees should exit the building by way of the nearest exit or stairwell, if applicable, to the outside.
  - a. If the nearest stairwell, if applicable, is blocked by smoke, use the other stairwell, if applicable. DO NOT USE AN ELEVATOR. Elite Academic Academy will make every attempt to create prior arrangements with staff and individuals with disabilities as needed to assist them in the event of an evacuation.
  - b. If the nearest doorway or exit is blocked, and if the emergency calls for immediate evacuation, utilize the window breaker to clear a safe path to the outside.
4. Follow the exit plans. People who exit the building first must position themselves far enough away from the building to enable everyone to stand clear of emergency vehicles. The street must be kept clear at all times, so as not to hamper the movement of emergency vehicles into the area.
5. If possible, before leaving the building, the designee will call the Fire Department and leave all doors unlocked to allow the fire department easy access.
6. Once outside the building, the designee will:
  - a. Confirm that the fire department has been called (911)
  - b. Congregate all employees in the parking lot and confirm that all employees and visitors are out of the building.
  - c. Designate someone to meet the fire department at the front entrance to provide additional information if necessary.
7. Staff members trained in CPR and rescue breathing should survey the individuals outside to determine if anyone is in need of first aid. Appropriate aid should then be given.
8. Once outside, do not re-enter until the building is declared safe by the Fire Department and you are informed to do so by the designee.

## **Section 4: Human Resources**

Human Resources is responsible for providing staff training and ensuring compliance. The following Safe Schools training courses are available to be assigned to designated employees depending upon their level of responsibility for upholding the school safety plan and requirements per the law. Training plans may include one or more of the following:

- Active Shooter
- Crisis Response and Recovery
- Family Reunification
- Incident Command Systems
- Managing the Aftermath of Tragedy
- Terrorism: Awareness and Response
- Supervisor's Role in Safety
- Chemical Spills Overview
- Compressed Gas Safety



- Confined Spaces
- Electrical Safety
- Eye and Face Protection
- Facility Emergencies
- Fall Protection
- Fire and Explosion Hazards
- Fire Extinguisher Safety
- General Safety Orientation
- Lead Safety Awareness
- Office Ergonomics
- Personal Protective Equipment
- Slips, Trips and Falls
- Storm Water Management Overview
- AED (Automated External Defibrillators)
- Bloodborne Pathogen Exposure Prevention
- Cardiopulmonary Resuscitation (CPR)
- First Aid
- Health Emergencies: Asthma Awareness
- Health Emergencies: Choking and Heimlich Maneuver
- Health Emergencies: Life-Threatening Allergies
- Health Emergencies: Overview
- Health Emergencies: Seizures
- HIV/AIDS Awareness
- Sexual Harassment: Staff-to-Staff
- Sexual Harassment: Student Issues & Response
- Sexual Misconduct: Staff-to-Student
- Workplace Bullying: Awareness and Prevention
- Cybersecurity Overview
- Email and Messaging Safety



- Arson Awareness and Prevention
- Safety Basics for Security Staff
- School Intruders
- School Violence: Identifying and Addressing
- Visual Weapons Screening
- Online Safety: Cyberbullying
- Online Safety: Predators
- Online Safety: Threats of Violence
- Online Safety: What Every Educator Needs to Know
- Bullying: Recognition and Response
- Child Abuse: Identification & Intervention
- Child Abuse: Mandatory Reporting
- Gang Awareness
- Hazing
- Making Schools Safe for LGBT Students
- Mandated Reporter: Child Abuse and Neglect
- Youth Suicide: Awareness and Prevention
- Evacuation Planning for Students with Special Needs
- Online Safety: Threats of Violence Mandated Reporter

### ***Mandated Reporter - Duty to Report***

In conformance with the requirements of the Penal Code 11165.7, any district employee who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment, whom he/she knows or reasonably suspects has been a victim of child abuse, shall report the known or suspected instance of child abuse to the Sheriff and/or child protective agency immediately, or as soon as practically possible, by telephone; and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. The mandated reporting duties are required of the individual and cannot be delegated to another individual except under circumstances set forth in Penal Code 11166.

For this reporting procedure and the Penal Code 11166.1, “reasonable suspicion” means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like situation, drawing when appropriate on his or her training and experience, to suspect child abuse.

### ***Definitions***

1. "Child Abuse" includes the following:



- A physical injury inflicted by other than accidental means on a child by another person.
  - Sexual abuse of a child.
  - Willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person's care or custody.
  - Unlawful corporal punishment or injury resulting in a traumatic condition.
  - Neglect of a child or abuse in out-of-home care.
2. "Mandated Reporters" are those people defined by law as "child care custodians," "health practitioners," "child visitation monitors," and "employees of a child protective agency." Mandated reporters include virtually all school employees. The following school personnel are required to report:
    - Teachers, administrators, supervisors of child welfare and attendance, certificated pupil personnel employees, school psychologists, licensed nurses, counselors, and instructional aides or other classified employees trained in child abuse reporting.
  3. "Child Protective Agencies" are those law enforcement and child protective services responsible for investigating child abuse reports, including the local police or sheriff department, county welfare or juvenile probation
  4. Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify the director, or the director's designee, as soon as possible after the initial verbal report by telephone.

Notified administrators shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law and school regulations. At the mandated reporter's request, the director may assist in completing and filing these forms.

If the mandated reporter does not disclose his/her identity to a director, he/she shall provide or mail a copy of the written report to the school without his/her signature or name.

### *Legal Responsibility and Liability*

1. According to P.C. 11166 [c], if a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she is guilty of a misdemeanor punishable by confinement in jail for up to six months, a fine of up to \$1,000, or both. If the mandated reporter intentionally conceals his or her failure to report an incident known by the mandated reporter to be abuse or severe neglect, the failure to report is a continuing offense until a county



designated agency to receive mandated reports specified in P.C. 11165.9 discovers the offense.

2. Any supervisor or administrator who violated P.C. 11166 [1], which prohibits impeding others from making a report, shall be punished by not more than 6 months in county jail or by a fine of not more than \$1,000, or both.
3. Any mandated reporter who willfully fails to report abuse or neglect, or any person who impedes or inhibits a report of abuse or neglect, where the abuse or neglect results in death or great bodily injury, shall be punished by not more than 1 year in county jail or by a fine of not more than \$5,000, or both (P.C. 11166.01 [b]).
4. No mandated reporter shall be civilly or criminally liable for any report required or authorized unless it can be proven that a false report was made and the person knew that the report was false or was made with reckless disregard of the truth or falsity of the report. Any person who makes a report of child abuse or neglect known to be false or with reckless disregard of the truth or falsity of the report is liable for any damage caused (P.C. 11172 [a]). When two or more persons who are required to report have joint knowledge of a suspected instance of child abuse, and when they so agree, the telephone report may be made by either of them, and a single report made and signed by that person. However, if any person who knows or should know that the designated person failed to make the report, that person then has a duty to do so.

#### *Child Protective Services Hotlines*

1. Los Angeles County: 800-540-4000 (within CA), 213-639-4500 (outside CA), 800-272-6699 (TDD)
2. Kern County: 661-631-6011 -or- 760-375-6049
3. Riverside County: 800-442-4918 -or- 877-922-4453
4. Orange County: 714-940-1000 -or- 800-207-4464
5. San Bernardino County: 909-384-9233 -or- 800-827-8724
6. San Diego County: 858-560-2191 -or- 800-344-6000
7. Imperial County: 760-337-7750

#### *Sheriff's Offices Contact Information:*

1. Los Angeles County
  - Phone: 323-267-4800
  - Website: <http://www.lasd.org>
2. Kern County
  - Phone: 800-861-3110



- Website: <http://www.kernsheriff.com>
- 3. Riverside County
  - Phone: 951-955-2400
  - Website: <http://www.riversidesheriff.org>
- 4. Orange County
  - Phone: 714-647-7000
  - Website: <http://www.ocsd.org>
- 5. San Bernardino County
  - Phone: 909-387-8313 (Valley)
  - Phone: 760-956-5001
  - Website: <http://www.sbcounty.gov/sheriff>
- 6. San Diego County
  - Phone: 858-565-5200
  - Website: <http://www.sdsheriff.net>
- 7. Imperial County
  - Phone: 800-452-2051, 442-265-2021
  - Website: <http://www.icsso.org>

Within 36 hours, a written report must be sent, faxed, or submitted electronically. The written report should be completed on state form 8572, which can be downloaded at [http://ag.ca.gov/childabuse/pdf/ss\\_8572.pdf](http://ag.ca.gov/childabuse/pdf/ss_8572.pdf). (Appendix B: Child Abuse Report Form)

***Child Abuse Training Requirement:***

- Per AB 1432, all school employees must annually complete the Mandated Reporter Training course within the first six weeks of school, or by the sixth week of employment.
- This course is fully compliant with California Assembly Bill 1432 and is available online through Safe Schools, the school's online training and tracking system designed specifically for education agency employees.
- The Safe Schools learning management system will generate the required reports for proof of completion. Employees should retain a copy of the training certificate and provide a copy to Human Resources.
- Staff can access online training courses at:
  - <http://www.mandatedreporterca.com/> -or-
  - <http://eliteacademic.safeschools.com/login>
    - Employees must contact HR at [thasper@eliteacademic.com](mailto:thasper@eliteacademic.com) for mandated reporter course assignment in order to complete the training through the Safe Schools interface.



### *Sexual Harassment*

Elite Academic Academy prohibits sexual harassment of school employees and job applicants. The school also prohibits retaliatory behavior or action against employees or other persons who complain, testify, or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

The Elite Academic Academy Administrative team shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Per AB1825 and CA Govt. Code Sec. 12950.1, the school will provide supervisory employees, within 6 months of their assumption of a supervisory position, 2 hours of interactive sexual harassment training and education. Supervisors will be required to complete sexual harassment training every 2 years thereafter.
2. Providing training to all staff on sexual harassment and the sexual harassment school policy, particularly the procedures for filing complaints and employees' duty to use the school's complaint procedures as outlined in the employee handbook.
3. Publicizing and disseminating the school's sexual harassment policy to staff.
4. Ensuring prompt, thorough, and fair investigation of complaints.
5. Taking timely and appropriate corrective/remedial actions. This may require interim separation of the complainant and the alleged harasser, and subsequent monitoring of developments.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or take other subsequent necessary action. Any district employee or job applicant who feels that he/she has been sexually harassed, or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant, or a student, shall immediately report the incident to Human Resources, his/her supervisor, the director, or the director's designee. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

An employee who receives a harassment complaint shall promptly notify Human Resources. Complaints of sexual harassment shall be filed.

Any district employee who engages or participates in sexual harassment, or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a school



employee, job applicant, or student, is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

### *Bloodborne Pathogens (BBP)*

This policy pertains to spills and cleanup of blood or other body fluids. It is not a first aid/emergency response procedure.

### *Treatment of Students*

Each staff member will be required to complete a BBP course and will be equipped with a first aid kit. Staff will be instructed to prevent exposure to themselves by utilizing the kits if they must treat a student. Staff should follow the protocol of the site where the cleanup is needed (test site, field trip, etc.). If cleanup is needed during a Learning Period Meeting, the Elite Educator can provide the first aid kit to the parent/guardian for their use. All staff must contact their supervisor when an event requiring the use of their first aid kit was needed. First aid kits will be replaced as necessary.

### *School Office*

#### Procedure

1. In the event of a serious injury resulting in the release of blood or other body fluids that could contain pathogens (e.g., HIV or HBV), the first step is to treat the injured party. All personnel will have completed the Safe Schools Bloodborne Pathogens course in order to prevent exposure.
2. Spilled body fluids should not be cleaned up without the appropriate protective equipment and materials specifically designated for such fluids. In the case where spilled body fluids need clean-up, this procedure must be followed by all personnel:
  - Advise the most senior employee on duty. They should be aware of the individual(s) doing the actual clean-up and the purpose of the cleanup.
  - Clean up the spilled fluids as follows:
    - Put on protective gloves.
    - Spread the absorbent material on the spilled body fluids, (e.g., paper towels) or use the Bloodborne Pathogens Spill kit.
    - Neutralize the potential pathogens with a 10% bleach-with-water solution or use the solution provided in the Emergency First Responder Pack. Cover the spill for 15 minutes.
    - Use paper towels to pick up material as best possible. Place all potentially contaminated materials in a leak-proof plastic bag.



- Sweep/mop up any additional neutralized/absorbed fluids and place them in the leak-proof bag.
  - Clean sweep/mop materials with hot, soapy water. Lastly, remove gloves from inside out and place them in the bag.
  - Secure the bag and discard it as other trash.
  - Wash hands thoroughly in hot, soapy water.
3. After all activity is completed, an Incident Report is to be completed as necessary and submitted to the Director.

## **Section 5: Expectations of Conduct**

It is important that all students, parents/guardians, and staff understand the conduct expected at Elite Academic Academy in order to ensure that all parties feel safe.

### *Students*

Elite Academic Academy believes that all students have the right to be educated in a positive learning environment free from disruptions. At school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

Behavior is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful towards Elite Educators, other staff, students, and volunteers. Every effort is made at each site to ensure students are aware of the expected behaviors at a school-organized event.

### *Parents/Guardians*

The school developed a Civility Policy in light of defining the appropriate conduct for parents/guardians in relation to school-related interactions as well as a guide to the proper responses in light of a disruption. Please see the Elite Academic Academy Parent-Student Handbook.

### *Staff*

Staff conduct is equally important, and staff must exhibit professionalism at all times. Because we consider all school staff to be representatives of Elite Academic Academy, the school outlines standards of conduct for all staff members in the employee handbook, and defines expectations surrounding the following areas:

- Workplace violence
- Prohibited Conduct



- Physical Contact with Students and Other Staff Members
- Off-duty conduct
- Drug and Alcohol-Free Workplace and Awareness Program
- Tobacco-Free Workplace
- Punctuality and Attendance
- Professionalism
- Dress Code
- Gifts to Employees
- Fee and Cash Collection
- Tuition Assistance
- Building Security

### *Bullying Policy*

The school recognizes the harmful effects of discrimination, harassment, intimidation, and bullying on student learning and works to provide a safe school culture that protects students from physical and emotional harm. Bullying creates a hostile environment in schools if it sufficiently and severely interferes with or limits a student's ability to participate in or benefit from the services, activities, or opportunities offered by the school. The school will establish student safety at all school-related functions as a high priority and will not tolerate discrimination, harassment, intimidation, and/or bullying of any student.

No student or group of students shall, through physical, written, verbal, non-verbal, gestural, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cybersexual bully, cause bodily injury to, or commit hate violence against any other student or school personnel. This includes acts of discrimination, harassment, intimidation, and bullying related to school activity or school attendance occurring within a school under the jurisdiction of the Director of Elite Academic Academy.

*Note: Pursuant to Education Code 32261 48900 and 48900.2-48900.4, the definition of "bullying" for purposes of establishing grounds for suspension or expulsion includes bullying via an electronic act. AB 746 (Ch. 72, Statutes of 2011) amended Education Code 32261 AB 1732 (Ch. 157, Statutes of 2012) amended Education Code 48900 to expand the definition of bullying committed by means of an electronic act to include posting of messages on social media networks; see AR 5144.1 - Suspension and Expulsion/Due Process Involuntary Transfer Back to the District of Residence/Due Process.*

In addition, Penal Code 653.2 makes it a crime for a person to distribute personal identity information electronically with the intent to cause harassment by a third party and to threaten a person's safety or that of his/her family (e.g., placing a person's picture or address online so that he/she receives harassing messages).

Penal Code 288.2 makes it a crime to send a message to a minor if the message contains matter that is sexual in nature with the intent of seducing the minor (i.e., sexting). Cyberbullying and cybersexual bullying is an act of bullying committed through the transmission of a message, text, sound, or image by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or another wireless communication device, or computer. Cyberbullying



includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device.

Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation via a post on a social network Internet Web site, including not limited to posting to or creating a burn page, creating a credible impersonation of another actual pupil, or creating a false profile.

Cybersexual bullying includes but is not limited to, focusing on the person's appearance, body parts, sexual orientation, or sexual activity through the use of technology.

### *Bullying Prevention, Intervention, and Reporting*

School staff will have access to Safe Schools online training related to the professional development of detecting warning signs, effective prevention strategies, and intervention skills.

School staff who witness an act of discrimination, harassment, intimidation, bullying, hazing, or teasing shall take immediate steps to intervene to stop the incident when it is safe to do so (Education Code 234.1.1b) and notify a Director. As appropriate, the Director, or the Director's designee, will notify the parents/guardians of victims and perpetrators. The Director or the Director's designee also may involve counselors and/or law enforcement as necessary.

Students are encouraged to notify school staff when they are being discriminated against, harassed, intimidated, bullied, hazed, or teased or suspect that another student is being victimized.

### *Hate Crime Reporting*

Hate crimes occur when a perpetrator targets a victim because of his or her membership in a certain social group, usually defined by racial group, religion, sexual orientation, disability, ethnicity, nationality, age, gender, gender identity, or political affiliation.

Hate crimes can take many forms. Incidents may involve but are not limited to, physical assault, damage to property, bullying, harassment, verbal abuse or insults, or offensive graffiti or letters.

### *Intervention and Reporting*

1. Any student or employee who believes that he/she is a victim of hate-motivated behavior shall immediately contact the appropriate staff, Director, or the Director's designee; or, if an employee, Human Resources.
2. Staff who are informed of hate-motivated behavior or personally observe such behavior shall notify the Director, or the Director's designee; or, if regarding another employee, Human Resources.
3. Law enforcement will be notified by the Director, or Human Resources if it is determined that a hate-motivated crime occurred.
4. The staff has access to Safe Schools training to recognize hate-motivated behavior and methods of handling such behavior in appropriate ways.



## ***Cyber Security***

In today's digital learning environment, cybersecurity is essential to protecting students, staff, and school data from online threats. All members of the school community must follow best practices to ensure a safe and secure digital experience. This includes using strong, unique passwords, enabling multi-factor authentication, and being cautious with emails and links to prevent phishing attacks. Staff should model responsible technology use and educate students on recognizing cyber threats, maintaining privacy, and practicing good digital citizenship. The school's devices are monitored to prevent unauthorized access, and any suspicious activity should be reported immediately to the IT department. By staying vigilant and following cybersecurity protocols, we can create a safe and secure digital environment for all.

## ***Notifying Staff of Dangerous Pupils***

Per California Ed. Code 49079 and in an effort to ensure the safety of all employees, the school will notify the Elite Educator or any additional staff as necessary in writing if a pupil has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 as outlined below:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force or violence upon the person of another, except in self-defense.
- Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous objects, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the Director, or the designee of the Director.
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.



- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm which would be a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- Committed or attempted to commit a sexual assault or committed a sexual battery.
- Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drugs.
- Engaged in, or attempted to engage in, hazing. "Hazing" being a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- Engaged in an act of bullying. "Bullying" being any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
  - Placing a reasonable pupil or pupils in fear of harm to that pupil or those pupils' person or property.



- Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- A pupil who aids or abets the infliction or attempted infliction of physical injury to another person.
- "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
  - A message, text, sound, or image.
  - A post on a social network Internet Web site including, but not limited to:
    - Posting to or creating a "burn page."
    - Creating a credible impersonation of another actual pupil
    - Creating a false profile
  - An electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

*Additional Requirements and Liability as per Ed. Code 49079:*

- A. A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.
- B. An officer or employee of a school who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.



- C. Any information received by a teacher or staff pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the employee.



# APPENDIX A: School Pathways Student Emergency Card

## Emergency Card

Currently Assigned Staff:

Student Name:	Gender:	Grade:	Birthdate:	Age:	Student ID#:
Physical Street Address:	City:			State:	Zip:
Mailing Address:	City:			State:	Zip:

## Parent/Guardian

Parent/Guardian Name:	Relationship:
Address:	Home Phone:
	Cell Phone:
	Work Phone:
	Email:
Parent/Guardian Name:	Relationship:
Address:	Home Phone:
	Cell Phone:
	Work Phone:
	Email:
Person(s) authorized to pickup student from school:	
Custody issue regarding the student:	
Legal restrictions for any parent:	

## Emergency Contacts

(Relatives, neighbors, friends who will assume temporary care of your child if you cannot be reached)

Contact 1 Name:	Relationship to student:	Phone Number 1:	Phone Number 2:
Contact 2 Name:	Relationship to student:	Phone Number 1:	Phone Number 2:

## Other Children in Family

Name	Gender	Year Born	School Currently Attending	over 18	Relationship to student
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

Student: , ; Currently Assigned Staff: ;



**Health Information**

Medications taken by student at School or at Home (written authorization from doctor required for medications taken at school):

Other Health Condition:

What action is to be taken if student has a complication due to his/her allergic condition or other health condition (Please be specific):

**Known Conditions:** (check all that apply)

<input type="checkbox"/> Asthma <input type="checkbox"/> Bee Sting Allergy <input type="checkbox"/> Diabetes <input type="checkbox"/> Epilepsy <input type="checkbox"/> Heart Condition <input type="checkbox"/> Nut Allergy <input type="checkbox"/> Seizures <input type="checkbox"/> Other (Please Specify Below)	<input type="checkbox"/> Known hearing problem <input type="checkbox"/> Preferential seating <input type="checkbox"/> Wears hearing aid	<input type="checkbox"/> Glasses to be worn at all times <input type="checkbox"/> Known eye condition/defect in vision <input type="checkbox"/> Wears contact lenses <input type="checkbox"/> Wears glasses
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**Insurance**

Health Insurance Carrier:	Insurance ID or Policy #:	Hospital Preference
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**Physician**

Name of Physician:	Address:	Phone:
Vision (list Dr):		
Hearing (list Dr):		

**Parent Signature**

*In case of accident or other emergency, if parent or guardian cannot be reached, I hereby authorize a representative of the school to make such arrangements as he/she considers necessary for my child to receive medical or hospital care, including necessary transportation.*

*Under such circumstances, I further authorize the physician named above to undertake such acts and treatment of my child as he/she considers necessary. In the event said doctor is not available, I authorize such care and treatment to be performed by any licensed physician or surgeon.*

*I certify that all of the statements and information given above are true and correct to the best of my knowledge:*

The undersigned hereby agree to bear all costs incurred as a result of the foregoing. This authorization will remain in effect until revoked by the undersigned in writing:

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



APPENDIX B: [Child Abuse Reporting Form - detailed guide here](#)

[Additional link to the Counseling Department site here.](#)



# EAA 2025/2026 Staffing Calendar - Payroll

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

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

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

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

## Important Dates

7/4	- Independence Day
9/1	- Labor Day
11/11	- Veteran's Day
11/27-11/28	- Thanksgiving
12/25	- Christmas Day
1/1	- New Year's Day
1/19	- Martin Luther King Jr. Day
2/16	- Presidents' Day
5/25	- Memorial Day
6/19	- Juneteenth

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

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

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

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

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

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

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

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

## Key

	Semi-Monthly Payroll
	Monthly/Semi-Monthly Payroll
	Holidays





# EAA 2025/2026 Staffing Calendar - 34 Day Temporary Level Up Employee

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

## Important Dates

6/23	- Contract Start Date
7/1	- First Day of School (Year-Round)
7/4	- Independence Day
8/2	- Last Day of First LP (Year Round)
8/8	- Contract End Date

## Key

	Contract Start and End Dates
	First & Last Day(s) of School
	Holiday (unpaid)
	Professional Development



Pending Board Approval

I have reviewed the above, and understand that this is my staffing calendar, and it differs from the student calendar. \_\_\_\_\_



# EAA 2025/2026 Staffing Calendar – 189 (11 Month) Certificated Calendar

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						1	2		1	2	3	4	5	6					1	2	3	4			
6	7	8	9	10	11	12		3	4	5	6	7	8	9		7	8	9	10	11	12	13		5	6	7	8	9	10	11	
13	14	15	16	17	18	19		10	11	12	13	14	15	16		14	15	16	17	18	19	20		12	13	14	15	16	17	18	
20	21	22	23	24	25	26		17	18	19	20	21	22	23		21	22	23	24	25	26	27		19	20	21	22	23	24	25	
27	28	29	30	31				24	25	26	27	28	29	30		28	29	30						26	27	28	29	30	31		
						0		31						13							21								23		
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			1	2	3	4	5	6					1	2	3		1	2	3	4	5	6	7		
2	3	4	5	6	7	8		7	8	9	10	11	12	13		4	5	6	7	8	9	10		8	9	10	11	12	13	14	
9	10	11	12	13	14	15		14	15	16	17	18	19	20		11	12	13	14	15	16	17		15	16	17	18	19	20	21	
16	17	18	19	20	21	22		21	22	23	24	25	26	27		18	19	20	21	22	23	24		22	23	24	25	26	27	28	
23	24	25	26	27	28	29		28	29	30	31			10		25	26	27	28	29	30	31									
30						14								10							19								18		
MARCH							APRIL							MAY							JUNE										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
1	2	3	4	5	6	7					1	2	3	4						1	2					1	2	3	4	5	6
8	9	10	11	12	13	14		5	6	7	8	9	10	11		3	4	5	6	7	8	9		7	8	9	10	11	12	13	
15	16	17	18	19	20	21		12	13	14	15	16	17	18		10	11	12	13	14	15	16		14	15	16	17	18	19	20	
22	23	24	25	26	27	28		19	20	21	22	23	24	25		17	18	19	20	21	22	23		21	22	23	24	25	26	27	
29	30	31						26	27	28	29	30				24	25	26	27	28	29	30		28	29	30					
						17							22	31							20								12		

## Important Dates

7/1	- Contract Start Date
7/4	- Independence Day
8/13	- Return from summer break
8/27	- First Day of School (Traditional)
9/1	- Labor Day
11/11	- Veteran's Day
11/24-11/28	- Thanksgiving Break
12/15-1/2	- Winter Break
1/19	- Martin Luther King Jr. Day
2/13-2/16	- Presidents' Day Weekend
3/9-3/13	- Spring Break
5/25	- Memorial Day
6/4	- Graduation
6/11	- Last Day of School
6/17	- Begin summer break
6/19	- Juneteenth
6/30	- Contract End Date

## Key

	Contract Start and End Dates
	First & Last Day(s) of School
	Paid Holidays (full-time)
	Paid Flex Days (full-time) (non-school/contract)
	All Staff PD Days
	Graduation Day (no time c off approved)



189

Pending Board Approval

I have reviewed the above, and understand that this is my staffing calendar, and it differs from the student calendar. \_\_\_\_\_



# EAA 2025/2026 Staffing Calendar – 199 (New Hire) Certificated Calendar

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						1	2		1	2	3	4	5	6				1	2	3	4			
6	7	8	9	10	11	12		3	4	5	6	7	8	9		7	8	9	10	11	12	13		5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16		14	15	16	17	18	19	20		12	13	14	15	16	17	18	
20	21	22	23	24	25	26	17	18	19	20	21	22	23		21	22	23	24	25	26	27		19	20	21	22	23	24	25	
27	28	29	30	31			24	25	26	27	28	29	30		28	29	30						26	27	28	29	30	31		
						0	31						15							21								23		

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		1	2	3	4	5	6						1	2	3		1	2	3	4	5	6	7
2	3	4	5	6	7	8	7	8	9	10	11	12	13		4	5	6	7	8	9	10		8	9	10	11	12	13	14
9	10	11	12	13	14	15	14	15	16	17	18	19	20		11	12	13	14	15	16	17		15	16	17	18	19	20	21
16	17	18	19	20	21	22	21	22	23	24	25	26	27		18	19	20	21	22	23	24		22	23	24	25	26	27	28
23	24	25	26	27	28	29	28	29	30	31					25	26	27	28	29	30	31								
30						14							10															18	

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

## Important Dates

8/11	- Contract Start Date
8/27	- First Day of School (Traditional)
9/1	- Labor Day
11/11	- Veteran's Day
11/24-11/28	- Thanksgiving Break
12/15-1/2	- Winter Break
1/19	- Martin Luther King Jr. Day
2/13-2/16	- Presidents' Day Weekend
3/9-3/13	- Spring Break
5/25	- Memorial Day
6/4	- Graduation
6/11	- Last Day of School
6/19	- Juneteenth
6/30	- Contract End Date

## Key

	Contract Start and End Dates
	First & Last Day(s) of School
	Paid Holidays (full-time)
	Paid Flex Days (full-time) (non-school/contract)
	All Staff PD Days
	Graduation Day (no time c off approved)



Pending Board Approval

I have reviewed the above, and understand that this is my staffing calendar, and it differs from the student calendar. \_\_\_\_\_



# EAA 2025/2026 Staffing Calendar - 224 (12 Month) Certificated Calendar

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

## Important Dates

7/1	- Contract Start Date
7/1	- First Day of School (Year-Round)
7/4	- Independence Day
8/27	- First Day of School (Traditional)
9/1	- Labor Day
11/11	- Veteran's Day
11/24-11/28	- Thanksgiving Break
12/15-1/2	- Winter Break
1/19	- Martin Luther King Jr. Day
2/13-2/16	- Presidents' Day Weekend
3/9-3/13	- Spring Break
5/25	- Memorial Day
6/4	- Graduation
6/11	- Last Day of School
6/19	- Juneteenth
6/30	- Contract End Date

## Key

	Contract Start and End Dates
	First & Last Day(s) of School
	Paid Holidays (full-time)
	Paid Flex Days (full-time) (non-school/contract)
	All Staff PD Days
	Graduation Day (no time c off approved)



224

Pending Board Approval

I have reviewed the above, and understand that this is my staffing calendar, and it differs from the student calendar. \_\_\_\_\_



# EAA 2025/2026 Staffing Calendar - 232 (12 Month) Director/Coordinator Calendar

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
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
						21	31						21							21							23

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		1	2	3	4	5	6						1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31								
30						14							15							19							18	

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

## Important Dates

7/1	- Contract Start Date
7/1	- First Day of School (Year-Round)
7/4	- Independence Day
8/27	- First Day of School (Traditional)
9/1	- Labor Day
11/11	- Veteran's Day
11/24-11/28	- Thanksgiving Break
12/22-1/2	- Winter Break
1/19	- Martin Luther King Jr. Day
2/13-2/16	- Presidents' Day Weekend
3/9-3/13	- Spring Break
5/25	- Memorial Day
6/4	- Graduation
6/11	- Last Day of School
6/19	- Juneteenth
6/30	- Contract End Date

## Key

	Contract Start and End Dates
	First & Last Day(s) of School
	Paid Holidays (full-time)
	Paid Flex Days (full-time) (non-school/contract)
	All Staff PD Days - PTO requests will not be granted
	PTO requests will not be granted
	Graduation (PTO requests will not be granted)

\*\*\*July flex day may be adjusted if needed/desired.



232

Pending Board Approval

I have reviewed the above, and understand that this is my staffing calendar, and it differs from the student calendar. \_\_\_\_\_



# EAA 2025/2026 Staffing Calendar - 238 (12 Month) Classified Employee Calendar

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						1	2		1	2	3	4	5	6				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
						22	31						21						21								23

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		1	2	3	4	5	6						1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31								
30						14							15							19							18	

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

## Important Dates

7/1	- Contract Start Date
7/4	- Independence Day
9/1	- Labor Day
11/11	- Veteran's Day
11/24-11/28	- Thanksgiving Break
12/22-1/2	- Winter Break
1/19	- Martin Luther King Jr. Day
2/13-2/16	- Presidents' Day Weekend
5/25	- Memorial Day
6/4	- Graduation
6/19	- Juneteenth
6/30	- Contract End Date

## Key

	Contract Start and End Dates
	Paid Holidays (full-time)
	Paid Flex Days (full-time) (non-school/contract)
	All Staff PD Days (to see supervisor for direction)
	Graduation Day (no time c off requests)



238

Pending Board Approval

I have reviewed the above, and understand that this is my staffing calendar, and it differs from the student calendar. \_\_\_\_\_





## AT-WILL EMPLOYMENT AGREEMENT

Between Elite Academic Academy Charter - [SCHOOL]

and

Name: [New Hire]

in the position of

Title: [Position Title]

[DATE]

[NEW HIRE]

[HOME ADDRESS]

Dear [NEW HIRE],

We are pleased to offer you the position of full-time exempt [POSITION TITLE] with Elite Academic Academy- [SCHOOL] (the "School") commencing August 11, 2025. We are delighted you chose to join the Certificated Teaching Department and are confident you will enjoy it here. The purpose of this letter is to summarize the terms of your employment with the School as set forth in this At-Will Employment Agreement (the "Agreement"), should you accept our offer. This offer of employment is conditioned upon the receipt of proof of your legal eligibility to work in the United States (IRS I-9) and successful completion of all background (Livescan) checks.

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

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



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

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

4. Compensation. Due to funding uncertainties generally, and more specifically associated with the School’s required participation in the SB 740 funding process for non-seat-time charter schools, as well as the unpredictability of legislation affecting charter schools, the total amount of School funds available for employee compensation is often unknown to the School at the outset of any academic year. Accordingly, for the 25/26 school year you will be paid a minimum annual salary of \$\_\_\_\_ (or \$\_\_\_\_ per month for 11 months, August 2025-June 2026), less applicable withholdings, for 199 days of work (see attached staffing calendar). [Note: This salary includes your teacher salary of \$\_\_\_\_ (\$\_\_\_\_/day for 199 days), [OPTIONAL: plus your Lead Teacher (or MTSS, ASB, etc.) salary of \$\_\_\_\_ (see attached job description), along with your \$\_\_\_\_ salary in honor of your master's (or doctorate) degree, for a total base salary of \$\_\_\_\_.] This amount may be adjusted upward during or at the conclusion of the academic year by the School’s governing board in its sole discretion. You will also receive a stipend of \$150.00 a month for travel and mileage (in lieu of mileage reimbursement), which should adequately cover any travel and mileage expenses you incur in the performance of your duties. You will be paid once a month on, or before, the 26<sup>th</sup> of each month. Salary increases and annual bonuses may be awarded at the end of each academic year, at the sole and absolute discretion of the CEO, based upon, among other things, your performance and the School’s overall performance during the academic year.

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

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

7. Confidentiality. Because of the nature of our work and the highly confidential information we provide to our employees, you will be required to execute a Confidentiality and



Non-Disclosure agreement (attached), which will remain in full force and effect after your employment.

8. Equal Employment Opportunity. The School is an equal-opportunity employer. School policy prohibits discrimination, retaliation, or harassment based on actual or perceived ancestry, race, color, religion, including religious dress and grooming practices, national origin, including language use and possession of a driver's license issued to persons unable to prove their presence in the United States, citizenship, marital status, sex, pregnancy, childbirth, breastfeeding, or related medical conditions, gender, gender identity, gender expression, sexual orientation, age (40 and above), reproductive health decision-making, military or veteran status, physical or mental disability, including HIV and AIDS, medical condition, including cancer or a record or history of cancer, genetic characteristic or information, protected medical leaves (e.g., leave under the Family and Medical Leave Act), domestic violence victim status, political affiliation, and any other status protected by federal, state, or local laws. This commitment applies to all personnel decisions and to all persons involved in the operations of the School. In addition, you are expressly prohibited from discriminating against, retaliating against, or harassing any student of the School. You must treat all students and third parties working for or on behalf of the School respectfully and appropriately.

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

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

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

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

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

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

Sincerely,

Meghan Freeman



CEO

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

AGREED TO AND ACCEPTED BY:

Employee: NAME

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





## AT-WILL EMPLOYMENT AGREEMENT

Between Elite Academic Academy Charter - [SCHOOL]

and

Name: [New Hire]

in the position of

Title: [Position Title]

[DATE]

[NEW HIRE]

[HOME ADDRESS]

Dear [NEW HIRE],

We are pleased to offer you the position of full-time exempt [POSITION TITLE] with Elite Academic Academy- [SCHOOL] (the "School") commencing July 1, 2025 (please see below regarding employment start date). We are delighted you chose to join the Certificated Teaching Department and are confident you will enjoy it here. The purpose of this letter is to summarize the terms of your employment with the School as set forth in this At-Will Employment Agreement (the "Agreement"), should you accept our offer. This offer of employment is conditioned upon the receipt of proof of your legal eligibility to work in the United States (IRS I-9) and successful completion of all background (Livescan) checks.

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

1. Job Duties. Your job duties are detailed in the job description (attached) and you will report to [SUPERVISOR TITLE], or designee.
2. At-Will Employment. Your employment at the School is "at will," which means that it is of no definite duration and will continue only as long as both you and the School consider it of mutual benefit. Either you or the School is free to terminate the employment



relationship at any time, with or without cause and with or without notice. Although your job duties, title, compensation, and benefits, as well as our personnel policies and procedures, may change from time-to-time, the “at will” nature of your employment may only be changed in a document signed by you and the CEO of the School.

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

4. Compensation. Due to funding uncertainties generally, and more specifically associated with the School’s required participation in the SB 740 funding process for non-seat-time charter schools, as well as the unpredictability of legislation affecting charter schools, the total amount of School funds available for employee compensation is often unknown to the School at the outset of any academic year. Accordingly, for the 25/26 school year you will be paid a minimum annual salary of \$\_\_\_\_ (or \$\_\_\_\_ per month for 12 months, July 2025-June 2026), less applicable withholdings, for 189 days of work (see attached staffing calendar). [Note: This salary includes your teacher salary of \$\_\_\_\_ (\$\_\_\_\_/day for 189 days), [OPTIONAL: plus your Lead Teacher (or MTSS, ASB, etc.) salary of \$\_\_\_\_ (see attached job description), along with your \$\_\_\_\_ salary in honor of your master's (or doctorate) degree, for a total base salary of \$\_\_\_\_.] This amount may be adjusted upward during or at the conclusion of the academic year by the School’s governing board in its sole discretion. You will also receive a stipend of \$150.00 a month for travel and mileage (in lieu of mileage reimbursement), which should adequately cover any travel and mileage expenses you incur in the performance of your duties. You will be paid once a month on, or before, the 26<sup>th</sup> of each month. Salary increases and annual bonuses may be awarded at the end of each academic year, at the sole and absolute discretion of the CEO, based upon, among other things, your performance and the School’s overall performance during the academic year.

5. Paid Leave of Absence: From July 1, 2025 through August 13, 2025 (the “Summer”), you are not expected to render teaching services to students. Therefore, during this time, you shall be on a paid leave of absence and will receive your regular salary and health insurance benefits during those months per the schedule noted above.

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

7. Arbitration. It is a condition of your employment that you review our Arbitration Agreement (attached) which provides that any disputes between you and the School be submitted to binding arbitration. You should notify the School in writing of any complaints you



have with respect to your employment so that any issues can immediately be addressed and rectified.

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

9. Equal Employment Opportunity. The School is an equal opportunity employer. School policy prohibits discrimination, retaliation, or harassment based on actual or perceived ancestry, race, color, religion, including religious dress and grooming practices, national origin, including language use and possession of a driver's license issued to persons unable to prove their presence in the United States, citizenship, marital status, sex, pregnancy, childbirth, breastfeeding, or related medical conditions, gender, gender identity, gender expression, sexual orientation, age (40 and above), reproductive health decision-making, military or veteran status, physical or mental disability, including HIV and AIDS, medical condition, including cancer or a record or history of cancer, genetic characteristic or information, protected medical leaves (e.g., leave under the Family and Medical Leave Act), domestic violence victim status, political affiliation, and any other status protected by federal, state, or local laws. This commitment applies to all personnel decisions and to all persons involved in the operations of the School. In addition, you are expressly prohibited from discriminating against, retaliating against, or harassing any student of the School. You must treat all students and third parties working for or on behalf of the School respectfully and appropriately.

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

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

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

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

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

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



Sincerely,

Meghan Freeman  
CEO

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

AGREED TO AND ACCEPTED BY:

Employee: NAME

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





## AT-WILL EMPLOYMENT AGREEMENT

Between Elite Academic Academy Charter - [SCHOOL]

and

Name: [New Hire]

in the position of

Title: [Position Title]

[DATE]

[NEW HIRE]

[HOME ADDRESS]

Dear [NEW HIRE],

We are pleased to offer you the position of full-time exempt [POSITION TITLE] with Elite Academic Academy- [SCHOOL] (the "School") commencing July 1, 2025. We are delighted you chose to join the Certificated Teaching Department and are confident you will enjoy it here. The purpose of this letter is to summarize the terms of your employment with the School as set forth in this At-Will Employment Agreement (the "Agreement"), should you accept our offer. This offer of employment is conditioned upon the receipt of proof of your legal eligibility to work in the United States (IRS I-9) and successful completion of all background (Livescan) checks.

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

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



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

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

4. Compensation. Due to funding uncertainties generally, and more specifically associated with the School’s required participation in the SB 740 funding process for non-seat-time charter schools, as well as the unpredictability of legislation affecting charter schools, the total amount of School funds available for employee compensation is often unknown to the School at the outset of any academic year. Accordingly, for the 25/26 school year, you will be paid a minimum annual salary of \$\_\_\_\_ (or \$\_\_\_\_ per month for 12 months, July 2025-June 2026), less applicable withholdings, for 224 days of work (see attached staffing calendar). [Note: This salary includes your teacher salary of \$\_\_\_\_ (\$\_\_\_\_/day for 224 days), [OPTIONAL: plus your Lead Teacher (or MTSS, ASB, etc.) salary of \$\_\_\_\_ (see attached job description), along with your \$\_\_\_\_ salary in honor of your master's (or doctorate) degree, for a total base salary of \$\_\_\_\_.] This amount may be adjusted upward during or at the conclusion of the academic year by the School’s governing board in its sole discretion. You will also receive a stipend of \$150.00 a month for travel and mileage (in lieu of mileage reimbursement) which should adequately cover any travel and mileage expenses you incur in the performance of your duties. You will be paid once a month on, or before, the 26<sup>th</sup> of each month. Salary increases and annual bonuses may be awarded at the end of each academic year, at the sole and absolute discretion of the CEO, based upon, among other things, your performance and the School’s overall performance during the academic year.

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

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

7. Confidentiality. Because of the nature of our work and the highly confidential information we provide to our employees, you will be required to execute a Confidentiality and



Non-Disclosure agreement (attached), which will remain in full force and effect after your employment.

8. Equal Employment Opportunity. The School is an equal-opportunity employer. School policy prohibits discrimination, retaliation, or harassment based on actual or perceived ancestry, race, color, religion, including religious dress and grooming practices, national origin, including language use and possession of a driver's license issued to persons unable to prove their presence in the United States, citizenship, marital status, sex, pregnancy, childbirth, breastfeeding, or related medical conditions, gender, gender identity, gender expression, sexual orientation, age (40 and above), reproductive health decision-making, military or veteran status, physical or mental disability, including HIV and AIDS, medical condition, including cancer or a record or history of cancer, genetic characteristic or information, protected medical leaves (e.g., leave under the Family and Medical Leave Act), domestic violence victim status, political affiliation, and any other status protected by federal, state, or local laws. This commitment applies to all personnel decisions and to all persons involved in the operations of the School. In addition, you are expressly prohibited from discriminating against, retaliating against, or harassing any student of the School. You must treat all students and third parties working for or on behalf of the School respectfully and appropriately.

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

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

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

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

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

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

Sincerely,

Meghan Freeman



CEO

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

AGREED TO AND ACCEPTED BY:

Employee: NAME

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





**NOTICE TO EMPLOYEE AS TO CHANGE IN RELATIONSHIP**

(Issued pursuant to provisions of Section 1089 of the  
California Unemployment Insurance Code)

**Date:** [DATE]

**Re:** [NAME]

Effective as of July 1, 2025, your full-time employment position with Elite Academic Academy - SCHOOL has been changed from [POSITION] to [POSITION], as outlined in the attached job description; and you will report to [SUPERVISOR NAME]. Your 25/26 staffing calendar (# days) is attached; along with the 25/26 payroll calendar.

Pursuant to your original contract (attached), dated [DATE], the CEO reserves the right to make any assignment that your credential authorizes, and to change that assignment at its discretion.

Your monthly income will increase from [\$] to [\$], and your monthly stipend will increase from \$ to \$, to be paid on, or around, the 26<sup>th</sup> of each month.

All other elements of your original contract, including your health and welfare benefits, remain in full force and effect and are not changed based on this notice.

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

---

Meghan Freeman  
CEO

---

[NAME]  
[POSITION]





**DATE**

**EMPLOYEE NAME**

**Re: 25/26 Contract Addendum**

Beginning July 1, 2025, your INSERT DATE contract with Elite Academic Academy - CHARTER will be amended to include the updated XXX day staffing calendar (which includes your contract start and end date), and 25/26 payroll calendar (attached).

[OPTIONAL: Furthermore, beginning July 1, 2025, you will be paid a minimum annual salary of \$\_\_\_\_\_ (or \$\_\_\_\_\_ per month), less applicable withholdings, for XXX days of work (\$\_\_\_\_/day) (see calendar attached), which amount may be adjusted upward during or at the conclusion of the academic year by the School's governing board in its sole discretion. ]

All other elements of your INSERT DATE contract (attached for your reference), including your job description, stipend(s), supervisor, and any health and welfare benefits, remain in full effect and are not changed based on this addendum. If there is any inconsistency between this Addendum and your INSERT DATE contract, the terms of this Addendum shall apply.

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

---

Meghan Freeman  
Chief Executive Officer

---

EMPLOYEE NAME  
EMPLOYEE POSITION/TITLE





## AT-WILL EMPLOYMENT AGREEMENT

Between Elite Academic Academy Charter - COMPANY NAME

and

Name: EMPLOYEE NAME

in the position of

Title: POSITION

DATE

NAME:

HOME ADDRESS:

Dear NAME,

We are pleased to offer you the position of full-time exempt [POSITION TITLE] with Elite Academic Academy- [SCHOOL] (the "School") commencing July 1, 2025. We are delighted you chose to join the Elite Academic Academy team and are confident you will enjoy it here. The purpose of this letter is to summarize the terms of your employment with the School as set forth in this At-Will Employment Agreement (the "Agreement"), should you accept our offer. This offer of employment is conditioned upon the receipt of proof of your legal eligibility to work in the United States (IRS I-9) and successful completion of all background (Livescan) checks.

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

1. Job Duties. Your job duties are detailed in the job description (attached) which is incorporated herein, and you will report to the SUPERVISOR TITLE, or designee. The duties set forth in said job description may be amended from time to time at the sole discretion of the School.
2. At-Will Employment. Your employment at the School is "at will," which means that it is of no definite duration and will continue only as long as both you and the School consider it of mutual benefit. Either you or the School is free to terminate the employment relationship at any time, with or without cause and with or without notice. Although your job duties, title, compensation and benefits, as well as our personnel policies and procedures, may change from time-to-time, the "at will" nature of your employment may only be changed in a document signed by you and the Chief Executive Officer of the School.



3. Work Hours. You are compensated for the general value of services you perform and not for the amount of time you spend on the job. Thus, you will generally be paid your set salary notwithstanding the number of hours you work. However, to ensure that you can be reached by your supervisor and communicate with those individuals who will assist you in performing your job duties, you are generally expected to work Monday to Friday during normal business hours.
4. Best Efforts. You agree that you will at all times faithfully, industriously, and to the best of your ability perform all of the duties that may be required of you by the School which shall include:
  - a. Fulfilling the job duties and functions enumerated in the job description, attached hereto as Exhibit A;
  - b. Such other duties as assigned by the Board of the School or your supervisor from time-to-time as necessary in the School's discretion and judgment to effectuate the purposes of this Agreement including assignments that are in addition to those expressly described in this Agreement or its Exhibit A;
  - c. Attending any scheduled School events or training or planning sessions before or during the school year if requested by your direct supervisor; and
  - d. Following and abiding by the School's policies and procedures as adopted and amended from time-to-time, including those policies and procedures set forth in the School's current Employee Handbook, which may be amended from time to time at the sole discretion of the School.
5. Non-Competition During Employment. You agree that while you are working for the School, you will not render services in person or by electronic means, paid or otherwise, to any other entity, unless prior written approval is given by the CEO.
6. Compensation. Due to funding uncertainties generally, and more specifically associated with the School's required participation in the SB 740 funding process for non-seat-time charter schools, as well as the unpredictability of legislation affecting charter schools, the total amount of School funds available for employee compensation is often unknown to the School at the outset of any academic year. Accordingly, you will be paid a minimum annual salary of \$125,000, less applicable withholdings, for 232 days of work (see calendar attached), which amount may be adjusted upward during or at the conclusion of the academic year by the School's governing board in its sole discretion. You will also receive a stipend of \$250.00 a month for travel and mileage (in lieu of mileage reimbursement), which should adequately cover any travel and mileage expenses you incur in the performance of your duties. [IF REMOTE: You will also receive a \$10,000 "Travel" stipend (\$833.33 a month), to be used in order for you to travel to California, approximately 4 to 6 times in a school year. [Note: Such travel (including airfare, rental car, lodging, food, etc) must be *reasonable and comparable to non-profit organizational travel*; and not consist of First Class accommodations.] You will be paid once a month on, or before, the 26<sup>th</sup> of each month. Salary increases and annual bonuses may be awarded at the end of each academic year, at the sole and absolute discretion of the CEO, based upon, among other things, your performance and the School's overall performance during the academic year.



7. Benefits. You will be eligible for all benefits as generally offered to similarly situated employees of the School, including contributions to the California State Teachers Retirement System, as further described in our Employee Handbook. The School also offers Health and Welfare benefits, after one month of employment, totaling \$10,800 a year (or \$900 a month), which can be used to purchase medical, dental, and vision insurance benefits offered through the Charter providers. You may “opt out” of medical insurance provided by the Charter and retain a monthly allotment of \$200. For more information, please see the plan benefits.
8. Arbitration. It is a condition of your employment that you review the School’s Arbitration Agreement (attached) which provides that any disputes between you and the School be submitted to binding arbitration. You should notify the School in writing of any complaints you have with respect to your employment so that any issues can immediately be addressed and rectified.
9. Confidentiality. Because of the nature of our work and the highly confidential information we provide to our employees, you will be required to execute a Confidentiality and Non-Disclosure Agreement (attached), which will remain in full force and effect after your employment.
10. Equal Employment Opportunity. The School is an equal-opportunity employer. School policy prohibits discrimination, retaliation, or harassment based on actual or perceived ancestry, race, color, religion, including religious dress and grooming practices, national origin, including language use and possession of a driver’s license issued to persons unable to prove their presence in the United States, citizenship, marital status, sex, pregnancy, childbirth, breastfeeding, or related medical conditions, gender, gender identity, gender expression, sexual orientation, age (40 and above), reproductive health decision-making, military or veteran status, physical or mental disability, including HIV and AIDS, medical condition, including cancer or a record or history of cancer, genetic characteristic or information, protected medical leaves (e.g., leave under the Family and Medical Leave Act), domestic violence victim status, political affiliation, and any other status protected by federal, state, or local laws. This commitment applies to all personnel decisions and to all persons involved in the operations of the School. In addition, you are expressly prohibited from discriminating against, retaliating against, or harassing any student of the School. You must treat all students and third parties working for or on behalf of the School respectfully and appropriately.
11. Prior Agreements. You affirm that you are not a party to any agreement(s) such as a non-competition agreement that would prohibit you from employment with us.
12. Organization Policies. If you accept this offer and begin employment, on your first day of employment, you will be given additional information about the School, including but not limited to its Employee Handbook and other policies and procedures
13. Entire Agreement. This Agreement and its accompanying attachments, when accepted by you, constitutes our entire agreement and supersedes all prior agreements and representations whether written or oral. This Agreement may be amended only by a writing signed by both yourself and the CEO of the School. To the extent this Agreement or its attachments conflict with our Employee Handbook or any other policy or procedure, this Agreement or its attachments, as the case may be, shall control.

On your first day of work you will be required to complete the INS form I-9. Please bring appropriate



identification that shows your eligibility to work in the United States.

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

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

Sincerely,

Meghan Freeman, CEO

CEO/Designee Signature:

Date:

AGREED TO AND ACCEPTED BY:  
EMPLOYEE NAME

Employee Signature:

Date:

Address:

Telephone:





## AT-WILL EMPLOYMENT AGREEMENT

Between Elite Academic Academy Charter - COMPANY NAME

and

Name: EMPLOYEE NAME

in the position of

Title: POSITION

DATE

NAME:

HOME ADDRESS:

Dear NAME,

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

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4. Best Efforts. You agree that you will at all times faithfully, industriously, and to the best of your ability perform all of the duties that may be required of you by the School which shall include:
  - a. Fulfilling the job duties and functions enumerated in the job description, attached hereto as Exhibit A;
  - b. Such other duties as assigned by the Board of the School or your supervisor from time-to-time as necessary in the School's discretion and judgment to effectuate the purposes of this Agreement including assignments that are in addition to those expressly described in this Agreement or its Exhibit A;
  - c. Attending any scheduled School events or training or planning sessions before or during the school year if requested by your direct supervisor; and
  - d. Following and abiding by the School's policies and procedures as adopted and amended from time-to-time, including those policies and procedures set forth in the School's current Employee Handbook, which may be amended from time to time at the sole discretion of the School.
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6. Compensation. Due to funding uncertainties generally, and more specifically associated with the School's required participation in the SB 740 funding process for non-seat-time charter schools, as well as the unpredictability of legislation affecting charter schools, the total amount of School funds available for employee compensation is often unknown to the School at the outset of any academic year. Accordingly, you will be paid a minimum annual salary of \$125,000, less applicable withholdings, for 232 days of work (see calendar attached), which amount may be adjusted upward during or at the conclusion of the academic year by the School's governing board in its sole discretion. You will also receive a stipend of \$250.00 a month for travel and mileage (in lieu of mileage reimbursement), which should adequately cover any travel and mileage expenses you incur in the performance of your duties. You will be paid once a month on, or before, the 26<sup>th</sup> of each month. Salary increases and annual bonuses may be awarded at the end of each academic year, at the sole and absolute discretion of the CEO, based upon, among other things, your performance and the School's overall performance during the academic year.
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Sincerely,

Meghan Freeman, CEO

CEO/Designee Signature:

Date:

AGREED TO AND ACCEPTED BY:  
EMPLOYEE NAME

Employee Signature:

Date:

Address:

Telephone:





## AT-WILL EMPLOYMENT AGREEMENT

Between Elite Academic Academy Charter - COMPANY NAME

and

Name: EMPLOYEE NAME

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Title: POSITION

DATE

NAME:

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Dear NAME,

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3. Hours of Employment. Your days of work, and hours of employment, will be Monday through Friday at hours determined by the School and your direct supervisor, provided that ordinary working hours shall not exceed 8 hours per day, or 40 hours per week, *unless agreed upon by the School in advance*. We anticipate that there will be occasions when we will ask you to work overtime. All overtime hours must be approved in advance by your supervisor
4. Best Efforts. You agree that you will at all times faithfully, industriously, and to the best of your ability perform all of the duties that may be required of you by the School which shall include:
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provided by the Charter, and retain a monthly allotment of \$200. For more information, please see the plan benefits.

8. Meal and Rest Periods. If you work more than five hours in a day, you shall be provided with a duty-free, uninterrupted unpaid meal period of at least thirty minutes, which must begin by the end of the fifth hour of work. If you work a minimum of three-and-one half hours, you shall be provided with a duty-free, uninterrupted paid ten-minute rest period for each four-hour work period or major fraction thereof. Your supervisor will schedule the times for your meal and rest periods.
9. Timekeeping. You are required to record your time via our timekeeping system, in Paycom. You will be provided with specific instructions regarding this system. You will be responsible for reviewing, approving, and submitting your time to your supervisor. You must report any instance where you believe your time, or pay, is inaccurate to the payroll department.
10. Arbitration. It is a condition of your employment that you review the School's Arbitration Agreement (attached) which provides that any disputes between you and the School be submitted to binding arbitration. You should notify the School in writing of any complaints you have with respect to your employment so that any issues can immediately be addressed and rectified.
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Sincerely,

Meghan Freeman, CEO

CEO/Designee Signature:

Date:

AGREED TO AND ACCEPTED BY:  
EMPLOYEE NAME

Employee Signature:

Date:

Address:

Telephone:





## AT-WILL EMPLOYMENT AGREEMENT

Between Elite Academic Academy Charter - COMPANY NAME

and

Name: EMPLOYEE NAME

in the position of

Title: POSITION

DATE

NAME:

HOME ADDRESS:

Dear NAME,

We are pleased to offer you the position of full -time (non-exempt) \_\_\_\_\_ with Elite Academic Academy – COMPANY NAME (the “School”) commencing **July 1, 2025**. We are delighted you chose to join the Elite Academic Academy team and are confident you will enjoy it here. The purpose of this letter is to summarize the terms of your employment with the School as set forth in this At-Will Employment Agreement (the “Agreement”), should you accept our offer. This offer of employment is conditioned upon the receipt of proof of your legal eligibility to work in the United States (IRS I-9) and successful completion of all background (Livescan) checks.

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3. Hours of Employment. Your days of work, and hours of employment, will be Monday through Friday at hours determined by the School and your direct supervisor, provided that ordinary working hours shall not exceed 8 hours per day, or 40 hours per week, *unless agreed upon by the School in advance*. We anticipate that there will be occasions when we will ask you to work overtime. All overtime hours must be approved in advance by your supervisor
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10. Arbitration. It is a condition of your employment that you review the School’s Arbitration Agreement (attached) which provides that any disputes between you and the School be submitted to binding arbitration. You should notify the School in writing of any complaints you have with respect to your employment so that any issues can immediately be addressed and rectified.
11. Confidentiality. Because of the nature of our work and the highly confidential information we provide to our employees, you will be required to execute a Confidentiality and Non-Disclosure Agreement (attached), which will remain in full force and effect after your employment.
12. Equal Employment Opportunity. The School is an equal-opportunity employer. School policy prohibits discrimination, retaliation, or harassment based on actual or perceived ancestry, race, color, religion, including religious dress and grooming practices, national origin, including language use and possession of a driver’s license issued to persons unable to prove their presence in the United States, citizenship, marital status, sex, pregnancy, childbirth, breastfeeding, or related medical conditions, gender, gender identity, gender expression, sexual orientation, age (40 and above), reproductive health decision-making, military or veteran status, physical or mental disability, including HIV and AIDS, medical condition, including cancer or a record or history of cancer, genetic characteristic or information, protected medical leaves (e.g., leave under the Family and Medical Leave Act), domestic violence victim status, political affiliation, and any other status protected by federal, state, or local laws. This commitment applies to all personnel decisions and to all persons involved in the operations of the School. In addition, you are expressly prohibited from discriminating against, retaliating against, or harassing any student of the School. You must treat all students and third parties working for or on behalf of the School respectfully and appropriately.
13. Prior Agreements. You affirm that you are not a party to any agreement(s) such as a non-competition agreement that would prohibit you from employment with us.
14. Organization Policies. If you accept this offer and begin employment, on your first day of employment, you will be given additional information about the School, including but not limited to its Employee Handbook and other policies and procedures



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

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

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

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

Sincerely,

Meghan Freeman, CEO

CEO/Designee Signature:

Date:

AGREED TO AND ACCEPTED BY:  
EMPLOYEE NAME

Employee Signature:

Date:

Address:

Telephone:





## NOTICE TO EMPLOYEE AS TO CHANGE IN STATUS

**Date:** DATE

**Re:** NAME

This letter is to notify you that, per your conversation with SUPERVISOR, your current contract with Elite Academic Academy - SCHOOL, for the 24/25 school year, in the position of POSITION, will conclude on June 30, 2025 (with your final paycheck being received on June 26, 2025).

Please make sure you meet with your Supervisor, and complete all necessary assignments/tasks for the 24/25 school year, prior to June 30, 2025. [Note: You will also receive separation documents from HR to review/complete as well.]

Unfortunately, at this time, you will not be offered a contract for the 25/26 school year.

We greatly appreciate your services, and wish you the very best of luck in your future endeavors.

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

---

Meghan Freeman  
CEO

---

NAME  
POSITION





## AT-WILL EMPLOYMENT AGREEMENT

Between Elite Academic Academy Charter - COMPANY NAME

and

Name: EMPLOYEE NAME

in the position of

Title: POSITION

DATE

NAME:

HOME ADDRESS:

Dear NAME,

We are pleased to offer you the position of part-time (non-exempt) \_\_\_\_\_ with Elite Academic Academy – COMPANY NAME (the “School”) commencing **July 1, 2025**. We are delighted you chose to join the Elite Academic Academy team and are confident you will enjoy it here. The purpose of this letter is to summarize the terms of your employment with the School as set forth in this At-Will Employment Agreement (the “Agreement”), should you accept our offer. This offer of employment is conditioned upon the receipt of proof of your legal eligibility to work in the United States (IRS I-9) and successful completion of all background (Livescan) checks.

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

1. Job Duties. Your job duties are detailed in the job description (attached) which is incorporated herein, and you will report to the SUPERVISOR TITLE, or designee. The duties set forth in said job description may be amended from time to time at the sole discretion of the School.
2. At-Will Employment. Your employment at the School is "at will," which means that it is of no definite duration and will continue only as long as both you and the School consider it of mutual benefit. Either you or the School is free to terminate the employment relationship at any time, with or without cause and with or without notice. Although your job duties, title, compensation and benefits, as well as our personnel policies and procedures, may change from time-to-time, the “at will” nature of your employment may only be changed in a document signed by you and the Chief Executive Officer of the School.



3. Hours of Employment. Your days of work, and hours of employment, will be Monday through Friday at hours determined by the School and your direct supervisor, provided that ordinary working hours shall not exceed 20 hours per week, *unless agreed upon by the School in advance*. We anticipate that there will be occasions when we will ask you to work over 20 hours per week, and/or occasions when you may be asked to work overtime. All overtime hours must be approved in advance by your supervisor
4. Best Efforts. You agree that you will at all times faithfully, industriously, and to the best of your ability perform all of the duties that may be required of you by the School which shall include:
  - a. Fulfilling the job duties and functions enumerated in the job description, attached hereto as Exhibit A;
  - b. Such other duties as assigned by the Board of the School or your supervisor from time-to-time as necessary in the School's discretion and judgment to effectuate the purposes of this Agreement including assignments that are in addition to those expressly described in this Agreement or its Exhibit A;
  - c. Attending any scheduled School events or training or planning sessions before or during the school year if requested by your direct supervisor; and
  - d. Following and abiding by the School's policies and procedures as adopted and amended from time-to-time, including those policies and procedures set forth in the School's current Employee Handbook, which may be amended from time to time at the sole discretion of the School.
5. Non-Competition During Employment. You agree that while you are working for the School, you will not render services in person or by electronic means, paid or otherwise, to any other entity, unless prior written approval is given by the CEO.
6. Compensation. Due to funding uncertainties generally, and more specifically associated with the School's required participation in the SB 740 funding process for non-seat-time charter schools, as well as the unpredictability of legislation affecting charter schools, the total amount of School funds available for employee compensation is often unknown to the School at the outset of any academic year. You will be paid a minimum rate of \$RATE an hour for all regular hours worked, less applicable withholdings, for 189/224 days of work (see attached calendar), which amount may be adjusted upward, during or at the conclusion of the academic year, by the School's governing board in its sole discretion. For any overtime hours worked, you will be paid at the appropriate overtime rate in accordance with all applicable laws. You will also receive a stipend of \$\_\_\_ a month (or \$\_\_\_ per pay period) for travel and mileage (in lieu of mileage reimbursement), which should adequately cover any travel and mileage expenses you incur in the performance of your duties. You will be paid twice a month on, or around, the 10th and 26th of each month. Human Resources will confirm your exact pay dates.
7. Benefits. As a part-time employee you will not generally be eligible for benefits, except for voluntary benefits, and those required by law such as paid sick time and California State Teachers Retirement System, as described in the School's Employee Handbook. For more information, please see the plan benefits.



8. Meal and Rest Periods. If you work more than five hours in a day, you shall be provided with a duty-free, uninterrupted unpaid meal period of at least thirty minutes, which must begin by the end of the fifth hour of work. If you work a minimum of three-and-one half hours, you shall be provided with a duty-free, uninterrupted paid ten-minute rest period for each four-hour work period or major fraction thereof. Your supervisor will schedule the times for your meal and rest periods.
9. Timekeeping. You are required to record your time via our timekeeping system, in Paycom. You will be provided with specific instructions regarding this system. You will be responsible for reviewing, approving, and submitting your time to your supervisor. You must report any instance where you believe your time, or pay, is inaccurate to the payroll department.
10. Arbitration. It is a condition of your employment that you review the School's Arbitration Agreement (attached) which provides that any disputes between you and the School be submitted to binding arbitration. You should notify the School in writing of any complaints you have with respect to your employment so that any issues can immediately be addressed and rectified.
11. Confidentiality. Because of the nature of our work and the highly confidential information we provide to our employees, you will be required to execute a Confidentiality and Non-Disclosure Agreement (attached), which will remain in full force and effect after your employment.
12. Equal Employment Opportunity. The School is an equal opportunity employer. School policy prohibits discrimination, retaliation, or harassment based on actual or perceived ancestry, race, color, religion, including religious dress and grooming practices, national origin, including language use and possession of a driver's license issued to persons unable to prove their presence in the United States, citizenship, marital status, sex, pregnancy, childbirth, breastfeeding, or related medical conditions, gender, gender identity, gender expression, sexual orientation, age (40 and above), reproductive health decision-making, military or veteran status, physical or mental disability, including HIV and AIDS, medical condition, including cancer or a record or history of cancer, genetic characteristic or information, protected medical leaves (e.g., leave under the Family and Medical Leave Act), domestic violence victim status, political affiliation, and any other status protected by federal, state, or local laws. This commitment applies to all personnel decisions and to all persons involved in the operations of the School. In addition, you are expressly prohibited from discriminating against, retaliating against, or harassing any student of the School. You must treat all students and third parties working for or on behalf of the School respectfully and appropriately.
13. Prior Agreements. You affirm that you are not a party to any agreement(s) such as a non-competition agreement that would prohibit you from employment with us.
14. Organization Policies. If you accept this offer and begin employment, on your first day of employment, you will be given additional information about the School, including but not limited to its Employee Handbook and other policies and procedures
15. Entire Agreement. This Agreement and its accompanying attachments, when accepted by you, constitutes our entire agreement and supersedes all prior agreements and representations whether written or oral. This Agreement may be amended only by a writing signed by both yourself and the CEO of the School. To the extent this Agreement or



its attachments conflict with our Employee Handbook or any other policy or procedure, this Agreement or its attachments, as the case may be, shall control.

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

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

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

Sincerely,

Meghan Freeman, CEO

CEO/Designee Signature:

Date:

AGREED TO AND ACCEPTED BY:  
EMPLOYEE NAME

Employee Signature:

Date:

Address:

Telephone:





## AT-WILL EMPLOYMENT AGREEMENT

Between Elite Academic Academy Charter - COMPANY NAME

and

Name: EMPLOYEE NAME

in the position of

Title: POSITION

DATE

NAME:

HOME ADDRESS:

Dear NAME,

We are pleased to offer you the position of part-time (non-exempt) \_\_\_\_\_ with Elite Academic Academy – COMPANY NAME (the “School”) commencing **July 1, 2025**. We are delighted you chose to join the Elite Academic Academy team and are confident you will enjoy it here. The purpose of this letter is to summarize the terms of your employment with the School as set forth in this At-Will Employment Agreement (the “Agreement”), should you accept our offer. This offer of employment is conditioned upon the receipt of proof of your legal eligibility to work in the United States (IRS I-9) and successful completion of all background (Livescan) checks.

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

1. Job Duties. Your job duties are detailed in the job description (attached) which is incorporated herein, and you will report to the SUPERVISOR TITLE, or designee. The duties set forth in said job description may be amended from time to time at the sole discretion of the School.
2. At-Will Employment. Your employment at the School is "at will," which means that it is of no definite duration and will continue only as long as both you and the School consider it of mutual benefit. Either you or the School is free to terminate the employment relationship at any time, with or without cause and with or without notice. Although your job duties, title, compensation and benefits, as well as our personnel policies and procedures, may change from time-to-time, the “at will” nature of your employment may only be changed in a document signed by you and the Chief Executive Officer of the School.



3. Hours of Employment. Your days of work, and hours of employment, will be Monday through Friday at hours determined by the School and your direct supervisor, provided that ordinary working hours shall not exceed 20 hours per week, *unless agreed upon by the School in advance*. We anticipate that there will be occasions when we will ask you to work over 20 hours per week, and/or occasions when you may be asked to work overtime. All overtime hours must be approved in advance by your supervisor
4. Best Efforts. You agree that you will at all times faithfully, industriously, and to the best of your ability perform all of the duties that may be required of you by the School which shall include:
  - a. Fulfilling the job duties and functions enumerated in the job description, attached hereto as Exhibit A;
  - b. Such other duties as assigned by the Board of the School or your supervisor from time-to-time as necessary in the School's discretion and judgment to effectuate the purposes of this Agreement including assignments that are in addition to those expressly described in this Agreement or its Exhibit A;
  - c. Attending any scheduled School events or training or planning sessions before or during the school year if requested by your direct supervisor; and
  - d. Following and abiding by the School's policies and procedures as adopted and amended from time-to-time, including those policies and procedures set forth in the School's current Employee Handbook, which may be amended from time to time at the sole discretion of the School.
5. Non-Competition During Employment. You agree that while you are working for the School, you will not render services in person or by electronic means, paid or otherwise, to any other entity, unless prior written approval is given by the CEO.
6. Compensation. Due to funding uncertainties generally, and more specifically associated with the School's required participation in the SB 740 funding process for non-seat-time charter schools, as well as the unpredictability of legislation affecting charter schools, the total amount of School funds available for employee compensation is often unknown to the School at the outset of any academic year. You will be paid a minimum rate of \$RATE an hour for all regular hours worked, less applicable withholdings, for 238 days of work (see attached calendar), which amount may be adjusted upward, during or at the conclusion of the academic year, by the School's governing board in its sole discretion. For any overtime hours worked, you will be paid at the appropriate overtime rate in accordance with all applicable laws. You will also receive a stipend of \$\_\_\_ a month (or \$\_\_\_ per pay period) for travel and mileage (in lieu of mileage reimbursement), which should adequately cover any travel and mileage expenses you incur in the performance of your duties. You will be paid twice a month on, or around, the 10th and 26th of each month. Human Resources will confirm your exact pay dates.
7. Benefits. As a part-time employee you will not generally be eligible for benefits, except for voluntary benefits, and those required by law such as paid sick time, as described in the School's Employee Handbook. For more information, please see the plan benefits.



8. Meal and Rest Periods. If you work more than five hours in a day, you shall be provided with a duty-free, uninterrupted unpaid meal period of at least thirty minutes, which must begin by the end of the fifth hour of work. If you work a minimum of three-and-one half hours, you shall be provided with a duty-free, uninterrupted paid ten-minute rest period for each four-hour work period or major fraction thereof. Your supervisor will schedule the times for your meal and rest periods.
9. Timekeeping. You are required to record your time via our timekeeping system, in Paycom. You will be provided with specific instructions regarding this system. You will be responsible for reviewing, approving, and submitting your time to your supervisor. You must report any instance where you believe your time, or pay, is inaccurate to the payroll department.
10. Arbitration. It is a condition of your employment that you review the School's Arbitration Agreement (attached) which provides that any disputes between you and the School be submitted to binding arbitration. You should notify the School in writing of any complaints you have with respect to your employment so that any issues can immediately be addressed and rectified.
11. Confidentiality. Because of the nature of our work and the highly confidential information we provide to our employees, you will be required to execute a Confidentiality and Non-Disclosure Agreement (attached), which will remain in full force and effect after your employment.
12. Equal Employment Opportunity. The School is an equal opportunity employer. School policy prohibits discrimination, retaliation, or harassment based on actual or perceived ancestry, race, color, religion, including religious dress and grooming practices, national origin, including language use and possession of a driver's license issued to persons unable to prove their presence in the United States, citizenship, marital status, sex, pregnancy, childbirth, breastfeeding, or related medical conditions, gender, gender identity, gender expression, sexual orientation, age (40 and above), reproductive health decision-making, military or veteran status, physical or mental disability, including HIV and AIDS, medical condition, including cancer or a record or history of cancer, genetic characteristic or information, protected medical leaves (e.g., leave under the Family and Medical Leave Act), domestic violence victim status, political affiliation, and any other status protected by federal, state, or local laws. This commitment applies to all personnel decisions and to all persons involved in the operations of the School. In addition, you are expressly prohibited from discriminating against, retaliating against, or harassing any student of the School. You must treat all students and third parties working for or on behalf of the School respectfully and appropriately.
13. Prior Agreements. You affirm that you are not a party to any agreement(s) such as a non-competition agreement that would prohibit you from employment with us.
14. Organization Policies. If you accept this offer and begin employment, on your first day of employment, you will be given additional information about the School, including but not limited to its Employee Handbook and other policies and procedures
15. Entire Agreement. This Agreement and its accompanying attachments, when accepted by you, constitutes our entire agreement and supersedes all prior agreements and representations whether written or oral. This Agreement may be amended only by a writing signed by both yourself and the CEO of the School. To the extent this Agreement or



its attachments conflict with our Employee Handbook or any other policy or procedure, this Agreement or its attachments, as the case may be, shall control.

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

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

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

Sincerely,

Meghan Freeman, CEO

CEO/Designee Signature:

Date:

AGREED TO AND ACCEPTED BY:  
EMPLOYEE NAME

Employee Signature:

Date:

Address:

Telephone:





Date of Offer: DATE

Assignment Offered: Temporary CLASSIFIED POSITION

Candidate Name: NAME

Candidate Address: ADDRESS

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

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

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

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

- The term of this Temporary Employment Contract shall commence on \_\_\_\_, 2025, and continue until no later than \_\_\_\_, 2025.
- This offer of employment is conditioned upon the receipt of proof of your legal eligibility to work in the United States [I-9], and successful completion of all background (Livescan) checks.
- The Temp's employment under this Temporary Employment Contract is at-will, which means that the Temp has the right to terminate employment with the School at any time, with or without cause and with or without notice, and the School has the same right to terminate, and may terminate the Temp's employment with the School at any time, with or without cause and with or without notice.
- The School shall employ the Temp as a Classified Position (the "Position") performing the duties described on Exhibit A attached hereto. The Temp accepts employment with the School on the terms and conditions set forth in this Temporary Employment Contract, and agrees to devote his/her full time and attention (reasonable periods of illness excepted) to the performance of his/her duties under this Contract.
- The Temp's days of work shall be Monday through Friday at hours determined by the School, provided that ordinary working hours shall not exceed 20 hours per week, *unless agreed upon by the School*.



- You are required to record your time via our timekeeping system, in Paycom. You will be provided with specific instructions regarding this system. You will be responsible for reviewing, approving, and submitting your time to your supervisor. You must report any instance where you believe your time, or pay, is inaccurate to the payroll department.
- In consideration for the performance of the duties hereunder, the Temp shall be entitled to compensation as described on Exhibit B attached hereto.
- The Temp agrees and acknowledges that he/she shall comply with the School's Employee Handbook, which shall be provided during the Temp's onboarding process.
- No modification of this Contract shall be valid unless in writing and agreed upon by both Parties.
- This Temporary Employment Contract and the interpretation of its terms shall be governed by and construed in accordance with the laws of the State of California and subject to the exclusive jurisdiction of the federal and state courts located in COUNTY, California

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

Elite Academic Academy

\_\_\_\_\_  
Meghan Freeman -CEO

\_\_\_\_\_  
Date

AGREED TO AND ACCEPTED BY:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date

Exhibit A. Job Description (See attached)

Exhibit B. Compensation:

- COMPENSATION.
  - The Temp shall be entitled to receive an hourly rate of \$\_\_.00 (the "Compensation") for performance of the duties described in the Temporary Employment Contract.
  - Payments from the pay period beginning on the 1st and ending on the 15th will be paid on, or before, the 26th of that month; and payments for the pay period beginning on the 16th thru the end of the month, will be paid on or before the 10th of the month.
  - The compensation set out above shall be the Temp's sole compensation under the Temporary Employment Contract. Sick leave and any other benefits will be provided in accordance with the law.
  - Payments to the Temp shall be subject to employer withholding.









Date of Offer: DATE

Assignment Offered: Part-Time Temporary Teacher of Record or Content Teacher

Candidate Name: NAME

Candidate Address: ADDRESS

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

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

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

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

- The term of this Temporary Employment Contract shall commence on June 23, 2025 and continue until no later than August 8, 2023; with mandatory training June 24th-26th.
- This offer of employment is conditioned upon the receipt of proof of your legal eligibility to work in the United States [I-9], and successful completion of all background (Livescan) checks.
- The Temp's employment under this Temporary Employment Contract is at-will, which means that the Temp has the right to terminate employment with the School at any time, with or without cause and with or without notice, and the School has the same right to terminate, and may terminate the Temp's employment with the School at any time, with or without cause and with or without notice.
- The School shall employ the Temp as a Part-Time Temporary Teacher of Record or Content Teacher (the "Position") performing the duties described on Exhibit A attached hereto. The Temp accepts employment with the School on the terms and conditions set forth in this Temporary Employment Contract, and agrees to devote his/her full time and attention (reasonable periods of illness excepted) to the performance of his/her duties under this Contract.
- The Temp's days of work shall be in accordance with the 34 Day Temporary Level Up Calendar (see attached), at hours determined by your direct supervisor, provided that ordinary working



hours do not exceed 20 hours per week (unless agreed upon in advance by the school). The Temp must be available to work all of the calendar days.

- **Note:** Your authorized hours, per week, will be determined by the number of students you are assigned; and will be confirmed by your direct supervisor.
- You are required to record your time via our timekeeping system, in Paycom. You will be provided with specific instructions regarding this system. You will be responsible for reviewing, approving, and submitting your time to your supervisor. You must report any instance where you believe your time, or pay, is inaccurate to the payroll department.
- In consideration for the performance of the duties hereunder, the Temp shall be entitled to compensation as described on Exhibit B attached hereto.
- The Temp agrees and acknowledges that he/she shall comply with the School's Employee Handbook, which shall be provided during the Temp's onboarding process..
- No modification of this Contract shall be valid unless in writing and agreed upon by both Parties.
- This Temporary Employment Contract and the interpretation of its terms shall be governed by and construed in accordance with the laws of the State of California and subject to the exclusive jurisdiction of the federal and state courts located in \_\_\_\_\_ County, California

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

Elite Academic Academy

_____	_____
Meghan Freeman	Date

AGREED TO AND ACCEPTED BY:

_____	_____
NAME	Date

Exhibit A. Job Description (See attached)

Exhibit B. Compensation:

- **COMPENSATION.**
  - The Temp shall be entitled to receive an hourly rate of \$41.88 (the "Compensation") for performance of the duties described in the Temporary Employment Contract.
  - Payments from the pay period beginning on the 1st and ending on the 15th will be paid on, or before, the 26th of that month; and payments for the pay period beginning on the 16th thru the end of the month, will be paid on or before the 10th of the month.



- The compensation set out above shall be the Temp's sole compensation under the Temporary Employment Contract. Sick leave and any other benefits will be provided in accordance with the law.
- Payments to the Temp shall be subject to employer withholding.
- STRS: Certificated Teacher shall be subject to STRS.





Date of Offer: DATE

Assignment Offered: Temporary Teacher of Record or Content Teacher

Candidate Name: NAME

Candidate Address: ADDRESS

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

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

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

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

- The term of this Temporary Employment Contract shall commence on June 23, 2025 and continue until no later than August 8, 2025; with mandatory training June 24th-26th.
- This offer of employment is conditioned upon the receipt of proof of your legal eligibility to work in the United States [I-9], and successful completion of all background (Livescan) checks.
- The Temp's employment under this Temporary Employment Contract is at-will, which means that the Temp has the right to terminate employment with the School at any time, with or without cause and with or without notice, and the School has the same right to terminate, and may terminate the Temp's employment with the School at any time, with or without cause and with or without notice.
- The School shall employ the Temp as a Temporary Teacher of Record or Content Teacher (the "Position") performing the duties described on Exhibit A attached hereto. The Temp accepts employment with the School on the terms and conditions set forth in this Temporary Employment Contract, and agrees to devote his/her full time and attention (reasonable periods of illness excepted) to the performance of his/her duties under this Contract.
- The Temp's days of work shall be in accordance with the 34 Day Temporary Level Up Calendar (see attached), at a time determined by your direct supervisor. The Temp must be available to work all of the calendar days.



- In consideration for the performance of the duties hereunder, the Temp shall be entitled to compensation as described on Exhibit B attached hereto.
- The Temp agrees and acknowledges that he/she shall comply with the School's Employee Handbook, which shall be provided during the Temp's onboarding process.
- No modification of this Contract shall be valid unless in writing and agreed upon by both Parties.
- This Temporary Employment Contract and the interpretation of its terms shall be governed by and construed in accordance with the laws of the State of California and subject to the exclusive jurisdiction of the federal and state courts located in \_\_\_\_\_ County, California

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

Elite Academic Academy

\_\_\_\_\_  
Meghan Freeman                      Date

AGREED TO AND ACCEPTED BY:

\_\_\_\_\_  
NAME                                      Date

Exhibit A. Job Description (See attached)

Exhibit B. Compensation:

- **COMPENSATION.**
  - For performance of the duties described in the Job Description and Temporary Employment Contract, the Temp shall be entitled to receive a salary of \$10,200, (or \$3,400.00 per pay period), less applicable withholdings, for 34 days of work (\$300/day) (see calendar attached). "Compensation" will be made on the following dates: July 10th, July 26th, and August 9th.
  - You are compensated for the general value of services you perform and not for the amount of time you spend on the job. Thus, you will generally be paid your set salary notwithstanding the number of hours you work. However, to ensure that you can be reached by your supervisor and communicate with those individuals who will assist you in performing your job duties, you are generally expected to work Monday to Friday during normal business hours.
  - The compensation set out above shall be the Temp's sole compensation under the Temporary Employment Contract. Sick leave and any other benefits will be provided in accordance with the law.



- Payments to the Temp shall be subject to employer withholding.
- STRS: Certificated Teacher shall be subject to STRS.





Date of Offer: DATE

Assignment Offered: Temporary Instructional Assistant

Candidate Name: NAME

Candidate Address: ADDRESS

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

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

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

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

- The term of this Temporary Employment Contract shall commence on June 23, 2025, and continue until no later than August 8, 2025.
- This offer of employment is conditioned upon the receipt of proof of your legal eligibility to work in the United States [I-9], and successful completion of all background (Livescan) checks.
- The Temp's employment under this Temporary Employment Contract is at-will, which means that the Temp has the right to terminate employment with the School at any time, with or without cause and with or without notice, and the School has the same right to terminate, and may terminate the Temp's employment with the School at any time, with or without cause and with or without notice.
- The School shall employ the Temp as an Instructional Assistant (the "Position") performing the duties described on Exhibit A attached hereto. The Temp accepts employment with the School on the terms and conditions set forth in this Temporary Employment Contract, and agrees to devote his/her full time and attention (reasonable periods of illness excepted) to the performance of his/her duties under this Contract.
- The Temp's days of work shall be Monday through Friday at hours determined by the School, provided that ordinary working hours shall not exceed 20 hours per week, *unless agreed upon by the School*.



- You are required to record your time via our timekeeping system, in Paycom. You will be provided with specific instructions regarding this system. You will be responsible for reviewing, approving, and submitting your time to your supervisor. You must report any instance where you believe your time, or pay, is inaccurate to the payroll department.
- In consideration for the performance of the duties hereunder, the Temp shall be entitled to compensation as described on Exhibit B attached hereto.
- The Temp agrees and acknowledges that he/she shall comply with the School's Employee Handbook, which shall be provided during the Temp's onboarding process.
- No modification of this Contract shall be valid unless in writing and agreed upon by both Parties.
- This Temporary Employment Contract and the interpretation of its terms shall be governed by and construed in accordance with the laws of the State of California and subject to the exclusive jurisdiction of the federal and state courts located in COUNTY, California

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

Elite Academic Academy

\_\_\_\_\_  
Meghan Freeman -CEO

\_\_\_\_\_  
Date

AGREED TO AND ACCEPTED BY:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date

Exhibit A. Job Description (See attached)

Exhibit B. Compensation:

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









## 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, including those arising out of Employee’s employment or separation of employment, and mutually agree as follows:

In consideration of the undersigned employee’s 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, including those arising out of Employee’s employment or separation of employment with the Company. This Agreement shall be effective for a duration of five years following the end of Employee’s employment with the Company..

- 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, statutory and civil penalties, including, without limitation, wage statement, late payment, and/or waiting time penalties, paid time off, business expenses, benefits and/or other compensation; (b) breach of contract (oral, implied, express or written); (c) wrongful termination; (d) unfair competition and/or misappropriation of trade secrets; (e) discrimination and/or harassment, subject to 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 related to the Parties’ employment relationship or separation of the employment relationship 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”) (those predicated on Labor Code violations alleged sustained by other employees). 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 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,” unless a court orders otherwise. 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 Company and Employee, 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 by the Federal Arbitration Act (“FAA”)) such as: (i) claims for workers’ compensation benefits; (ii) claims for unemployment insurance benefits; (iii) sexual harassment and sexual assault disputes arising under federal, state or local law, unless 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 Civil Rights Department of the State of California, 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, personally, 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, and 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 or delivered personally. 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 mutually agree to an alternative, the arbitration shall be administered by JAMS ADR Services (“JAMS”) (and JAMS Mass Arbitration Procedures where applicable) and shall occur within 45 miles of where Employee is or was last employed by the Company under JAMS’s then current Employment Arbitration Rules, except where these rules contradict this Agreement or applicable law. (A current copy of the JAMS rules is available at [www.jamsadr.com](http://www.jamsadr.com) or from Human Resources upon request). The arbitrator can order the same remedies that a judge could order in a



court of law. The Parties shall be entitled to conduct reasonable discovery, and the arbitrator shall have the power to subpoena relevant documents (including to third parties) pursuant to a timely request by a Party prior to the arbitration hearing as well as subpoena relevant documents for production at the arbitration hearing. If the parties cannot agree on an arbitrator, JAMS's rules will govern selection. The arbitrator's written award shall: (i) issue within thirty (30) days of the conclusion of evidence; (ii) state the reasons to support the decision; and (iii) be based on governing law and evidence cited.

G) Arbitration Fees and Costs. Except for the equivalent court filing fees, the Company will be responsible for any 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. Otherwise, California law shall govern to the extent not inconsistent with the FAA.

I) Sole and Entire Agreement as to Dispute Resolution; Severability. This Agreement contains the entire agreement between the Parties with respect to the resolution of Covered Claims, 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, READ, UNDERSTOOD, AND AGREE TO BE BOUND BY THIS AGREEMENT AND KNOWINGLY AND VOLUNTARILY WAIVE THE RIGHT TO CLASS, COLLECTIVE, 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





A Tuition-Free  
Charter School

Certificated Employee Annual Review

Employee Name:

Job Title:

Department:

Manager Name:

Review Date:

Review Period:

Length of Service:

Location:

Welcome to your Performance Review. Please take your time to answer  
all the questions completely and honestly.



## **Essential # 1 – Families and Community**

### **Partner with Families and Communities to Improve Student Learning (Required)**

**Key Essential Takeaway (s):** Staff engage in consistent, multi-modal communication with students' families—through calls, emails, texts, video conferences, and/or in-person meetings—to foster collaborative partnerships that support student learning.

**High Reliability Indicators:**

**High Reliability School (HRS) 1.2:** Students, Parents, and community perceive the school environment as safe and orderly

**High Reliability School (HRS) 1.6:** Students, parents, and community have formal ways to provide input regarding the optimal functioning of the school.

**Employee Response:**

Please identify your efforts and accomplishments this past year that align with the key essential take away and the HRS indicators:

Please identify areas of support EAA can provide in these area(s):



**Manager Comments Following Verbal Evaluation:**

**Essential #2 – Professional Development -  
Ensuring Quality Professional Growth to Improve Student Learning  
(Required)**

**Key Essential Takeaway (s):** Staff actively seek out professional growth opportunities to refine their practices, using multiple sources of data to identify areas for improvement and enhancement. By engaging in continuous learning and development, they align their strategies with student achievement data, ensuring effective, research-based instruction that meets the diverse needs of all learners.

**High Reliability Indicators:**

**High-Reliability School (HRS) 2.2:** Support is provided to teachers to continually enhance their pedagogical strengths and weaknesses that are based on multiple sources of data and are consistent with student achievement data

**Employee Response:**

**Please identify your efforts and accomplishments this year and how they align with the key essential take away and the HRS indicators:**

**Please identify areas of support EAA can provide in these area(s):**



**Manager Comments Following Verbal Evaluation:**

**Essential #3 - Aligning Resources -Focus resources to support instruction improvement and improved student learning  
(Required)**

**Key Essential Takeaway (s):** Staff work collaboratively with colleagues and administrators to develop and advocate for individualized learning plans that support student success. Through regular engagement in professional learning communities, they address curriculum, assessment, instruction, and student achievement, ensuring that instructional decisions are data-informed and responsive to each student's unique needs.

**High Reliability Indicators:**

**High-Reliability School (HRS) 1.4** Teacher teams and collaborative groups regularly interact to address common issues regarding curriculum, assessment, instruction, and achievement of all students.

**Employee Response:**

**Please identify your efforts and accomplishments regarding the key essential takeaway and the HRS indicators:**

**Please identify areas of support EAA can provide in these area(s):**



**Manager Comments Following Verbal Evaluation:**

**Essential #4 – Responsive Instruction-Use effective instructional practices and create a collaborative charter school climate to improve student learning.**

**(Required)**

**Key Essential Takeaway (s):** Staff provide timely, specific, and standards-based feedback on students' academic progress, using assessment results and performance data to guide instruction. By regularly analyzing and interpreting data, they monitor student progress toward achievement goals and implement targeted interventions when needed.

**High Reliability Indicators:**

**High Reliability School (HRS) 3.5:** Data are analyzed, interpreted, and used to regularly monitor progress toward achievement goals

**High Reliability School (HRS) 3.6:** Appropriate school and academy-level programs and practices are in place to help students meet individual achievement goals when data indicates interventions are needed.

**Employee Response:**

**Please identify your efforts and accomplishments this past year that align with the key essential take away and the HRS indicators:**

**Please identify areas of support EAA can provide in these area(s):**



Manager Comments Following Verbal Evaluation:

**Essential #5 – Shared Leadership - Shared leadership to sustain instructional improvement**

**(Required)**

**Key Essential Takeaway (s):** Staff actively participate in a culture of shared leadership, viewing colleagues and leaders as valuable resources for professional growth. They collaborate to enhance practices, support one another in meeting goals, and contribute to a collective learning environment by sharing expertise—whether through peer mentorship, instructional coaching, or leading professional development sessions.

**High Reliability Indicators:**

**High-Reliability School (HRS) 1.7:** The success of the whole school, as well as individuals within the school, is appropriately acknowledged.

**High Reliability School (HRS) 2.6:** Teachers have opportunities to observe and discuss effective non-classroom-based teaching.

**Employee Response:**

Please identify your efforts and accomplishments this past year that align with the key essential take away and the HRS indicators.

Please identify areas of support EAA can provide in these area(s):



Manager Comments Following Verbal Evaluation:

**Essential #6 – Student Work and Data**

**Examine student work to drive instruction and professional development  
(Required)**

**Key Essential Takeaway (s):** Staff systematically track each student's learning progress, using interim screenings and formative assessments to monitor growth and guide instruction. They regularly share data with students to set personalized learning goals and make adjustments as needed. When students show signs of academic, linguistic, or social challenges, staff intervene promptly with targeted support to ensure continuous progress.

**High Reliability Indicators:**

**High Reliability School (HRS) 4.1:** Clear and measurable goals are established and are focused on critical needs regarding improving the achievement of individual students within the school.

**Employee Response:**

**Please identify your efforts and accomplishments this past year that align with the key essential take away and the HRS indicators:**



**Manager Comments Following Verbal Evaluation:**

**GOALS**

**(Required)**

Please review your goal(s) for the current 24.25 school year, based on your previous evaluation (copy provided), and provide an update below regarding your progress pertaining to the goals you set for this year

**24.25 Employee Goals:**

**Progress pertaining to goal(s):**

Now, please list goals for the upcoming 25.26 school year as determined by you, the employee.

**Goal 1:**

Using the TWIG (Teaching with Intention Guide) identify an area where you want to grow as an educator. Consider elements such as facilitation, student-led learning, planning, and learning culture creation. Write a goal that focuses on shifting towards a more student-centered approach. For example:

*"By the end of the school year, I will implement at least three new strategies that encourage student-led learning, such as peer tutoring, project-based assessments, or student-driven discussions, and measure their effectiveness through student feedback and engagement levels."*

Be specific about what success looks like and how you will track progress.

- Why is this goal relevant?
- Can you reasonably accomplish this goal?
- How is it measurable?
- Target Date to meet this goal?



**Goal 2:**

Collaborate with your supervisor to develop a personalized professional growth goal. Reflect on your strengths and areas for development or growth. Discuss with your supervisor:

- A specific area you'd like to improve or expand on.
- Strategies or professional development opportunities to support your growth.
- How success will be measured





A Tuition-Free  
Charter School

School Counselor Employee Annual Review

Employee Name:

Job Title:

Department:

Manager Name:

Review Date:

Review Period:

Length of Service:

Location:

Welcome to your Performance Review. Please take your time to answer  
all the questions completely and honestly.



## **Essential # 1 – Families and Community**

### **Partner with Families and Communities to Improve Student Learning (Required)**

**Key Essential Take Away(s):** Counselors engage in consistent, multi-modal communication with students' families—through calls, emails, texts, video conferences, and/or in-person meetings—to foster collaborative partnerships that support student learning.

**High Reliability Indicators:**

**High Reliability School (HRS) 1.2:** Students, Parents and community perceive the school environment as safe and orderly

**High Reliability School (HRS) 1.6:** Students, parents and community have formal ways to provide input regarding the optimal functioning of the school.

**Employee Response:**

Please identify your efforts and accomplishments this past year that align with the key essential take away and the HRS indicators:

Please identify areas of support EAA can provide in these area(s):



Manager Comments Following Verbal Evaluation:

**Essential #2 – Professional Development -  
Ensuring Quality Professional Development to Improve Student Learning  
(Required)**

**Key Essential Take Away(s):** Counselors actively seek out professional growth opportunities to refine their practices, using multiple sources of data to identify areas for improvement and enhancement. By engaging in continuous learning and development, they align their strategies, ensuring effective, research-based counseling processes that meet the diverse needs of all learners.

**High Reliability Indicators:**

**High Reliability School (HRS) 2.2:** Support is provided to teachers to continually enhance their pedagogical strengths and weaknesses that are based on multiple sources of data and are consistent with student achievement data

**Employee Response:**

Please identify your efforts and accomplishments this year and how they align with the key essential take away and the HRS indicators:

Please identify areas of support EAA can provide in these area(s):



Manager Comments Following Verbal Evaluation:

**Essential #3 - Aligning Resources -Focus resources to support instruction improvement and improved student learning  
(Required)**

**Key Essential Take Away(s):** Counselors work collaboratively with colleagues and administrators to develop and advocate for individualized learning plans that support student success. Through regular engagement in professional learning communities, they address curriculum, assessment, instruction, and student achievement, ensuring that instructional decisions are data-informed and responsive to each student's unique needs.

**High Reliability Indicators:**

**High Reliability School (HRS) 1.4** Teacher teams and collaborative groups regularly interact to address common issues regarding curriculum, assessment, instruction and achievement of all students.

**Employee Response:**

Please identify your efforts and accomplishments in regard to the key essential take away and the HRS indicators:

Please identify areas of support EAA can provide in these area(s):



Manager Comments Following Verbal Evaluation:

**Essential #4 – Responsive Instruction-Use effective instructional practices and create a collaborative charter school climate to improve student learning.**

**(Required)**

**Key Essential Take Away(s):** Counselors use holistic data to provide prompt and specific feedback to students to help them achieve their goals.

**High Reliability Indicators:**

**High Reliability School (HRS) 3.5:** Data are analyzed, interpreted and used to regularly monitor progress towards achievement goals

**High Reliability School (HRS) 3.6:** Appropriate school and academy level programs and practices are in place to help students meet individual achievement goals when data indicated interventions are needed.



**Employee Response:**

Please identify your efforts and accomplishments this past year that align with the key essential take away and the HRS indicators:

Please identify areas of support EAA can provide in these area(s):

**Manager Comments Following Verbal Evaluation:**

**Essential #5 – Shared Leadership - Shared leadership to sustain instructional improvement**

**(Required)**

**Key Essential Take Away(s):** Counselors actively participate in a culture of shared leadership, viewing colleagues and leaders as valuable resources for professional growth. They collaborate to enhance practices, support one another in meeting goals, and contribute to a collective learning environment by sharing expertise—whether through peer mentorship, instructional coaching, or leading professional development sessions.

**High Reliability Indicators:**

**High Reliability School (HRS) 1.7:** The success of the whole school, as well as individuals within the school, is appropriately acknowledged.



**High Reliability School (HRS) 2.6:** Teachers have opportunities to observe and discuss effective non-classroom based teaching.

**Employee Response:**

Please identify your efforts and accomplishments this past year that align with the key essential take away and the HRS indicators:

Please identify areas of support EAA can provide in these area(s):

**Manager Comments Following Verbal Evaluation:**

**Essential #6 – Student Work and Data**

**Examine student work to drive instruction and professional development  
(Required)**

**Key Essential Take Away(s) :** School counselors monitor each student's academic, social, and emotional well-being, regularly sharing progress and collaboratively setting goals. Counselors utilize various assessment tools and data to track student development and inform their support strategies. They intervene promptly when a student is not progressing as expected academically, socially, or emotionally.

**High Reliability Indicators:**

**High Reliability School (HRS) 4.1:** Clear and measurable goals are established and are focused on critical needs regarding improving achievement of individual students within the school.



**Employee Response:**

Please identify your efforts and accomplishments this past year that align with the key essential take away and the HRS indicators:

**Manager Comments Following Verbal Evaluation:****GOALS****(Required)**

Please review your goal(s) for the current 24.25 school year, based on your previous evaluation (copy provided), and provide an update below regarding your progress pertaining to the goals you set for this year

**24.25 Employee Goals:**

Progress pertaining to goal(s):



Now, please list goals for the upcoming 25.26 school year as determined by you, the employee.

**Goal #1 –**

Reflecting on the ASCA School Counselor [Professional Standards & Competencies](#), specifically within the domain of 'Direct and Indirect Student Services,' identify an area where you can enhance your skills in facilitating student-led activities or promoting student empowerment. Write a SMART goal that focuses on this growth and aligns with the ASCA National Model's emphasis on student success. Explain how you will collect data to track your progress and the impact on students.

Why is this goal relevant?

Can you reasonably accomplish this goal?

How is it measurable?

Target Date to meet this goal?

**Goal #2 –**



Collaborate with your supervisor to develop a personalized professional growth goal. Reflect on your strengths and areas for development or growth. Discuss with your supervisor:

- A specific area you'd like to improve or expand on.
- Strategies or professional development opportunities to support your growth.
- How success will be measured
- Target date to meet this goal