



# East Bay Innovation Academy

## Board Meeting

### Date and Time

Wednesday August 13, 2014 at 8:00 PM PDT

### Location

3400 Malcolm Ave, Oakland 94605

This meeting is the final meeting of the Board in preparation for the opening day of EBIA on 8/18/14. The priority topics for the agenda will be dedicated to readiness to welcome our innovators and topics that are high priority for the first months of operations.

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>8:00 PM</b>
Opening items			
<b>A. Record Attendance and Guests</b>		Laurie Jacobson Jones	1 m
<b>B. Call the Meeting to Order</b>		Laurie Jacobson Jones	1 m
<b>C. Approve Minutes</b>	Approve Minutes	Tali Levy	1 m
Approve minutes for Board Meeting on July 23, 2014			
<b>D. Action Items</b>		Tali Levy	5 m
<b>II. Academic Excellence</b>			<b>8:08 PM</b>
Academic Excellence Agenda Stock Description			
<b>A. Instructional Preparation and Teacher Training Update</b>	FYI	Devin Krugman	10 m
<b>III. Executive Director Report</b>			<b>8:18 PM</b>

	Purpose	Presenter	Time
CEO Support And Eval Agenda Stock Description			
A. Opening Day Readiness	FYI	Alex Harp	15 m
<b>IV. Finance</b>			<b>8:33 PM</b>
Finance Agenda Stock Description			
A. 2013-14 Year-End Financial Update and 2014-15 Budget and Cash Flow	FYI	Dena Koren	20 m
B. Finance Policy	Vote	Rochelle Benning	10 m
C. Loan for September	Discuss	Laurie Jacobson Jones	5 m
<b>V. Facility</b>			<b>9:08 PM</b>
Facility Agenda Stock Description			
A. Update on Prop 39 Agreement	FYI	Rochelle Benning	5 m
<b>VI. Committee Reports</b>			<b>9:13 PM</b>
A. Hiring Committee	FYI	Laurie Jacobson Jones	5 m
B. Board Development Committee	FYI	Tom Pryor	5 m
<b>VII. Other Business</b>			<b>9:23 PM</b>
A. Consent Agenda	Vote	Laurie Jacobson Jones	5 m
<b>VIII. Closing Items</b>			<b>9:28 PM</b>
A. Public Comment	FYI	Laurie Jacobson Jones	5 m
B. Adjourn Meeting	Vote		

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** C. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting on July 23, 2014

APPROVED



## East Bay Innovation Academy

### Minutes

#### Board Meeting

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**Date and Time**

Wednesday July 23, 2014 at 8:00 PM

**Location**

3400 Malcolm Ave, Oakland 94605

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**Directors Present**

Amber Banks (remote), Kim Smith (remote), Laurie Jacobson Jones, Rochelle Benning, Tali Levy, Tom Pryor

**Directors Absent**

*None*

**Guests Present**

Alex Harp, Dena Koren, Devin Krugman, Emily Loecher, Milton Howard

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**I. Opening Items****A. Record Attendance and Guests****B. Call the Meeting to Order**

Laurie Jacobson Jones called a meeting of the board of directors of East Bay Innovation Academy to order on Wednesday Jul 23, 2014 at 8:06 PM.

**C. Approve Minutes**

Rochelle Benning made a motion to approve minutes from the Board Meeting on 06-25-14 Board Meeting on 06-25-14.

Tom Pryor seconded the motion.

The board **VOTED** unanimously to approve the motion.

Carried with a vote of 5 YES/0 NO.

Meeting minutes from 06-11-14 and 06-18-14 were also approved in this vote.

## **II. Academic Excellence**

### **A. EBIA Model and Teacher Development Update**

Devin Krugman presented the Board with the Draft Professional Development Plan for Summer 2014, as well as the Draft 2014-14 Professional Development Plan.

## **III. CEO Support And Eval**

### **A. EBIA Implementation Plan Summary**

Alex Harp presented the Board with an overview of the Strategic Implementation Plan, which will be more fully presented at the next Board meeting.

## **IV. Facility**

### **A. Prop 39 Agreement Update**

Laurie Jones presented the Board with an update on the Proposition 39 Facility. OUSD delivered the keys to the building on time on July 1. EBIA and OUSD are still negotiating on two points: furnishings and custodial services. Rochelle Benning updated the Board on efforts towards future growth and the impending need for a larger facility.

## **V. Finance**

### **A. FY 2014 Cash Flow**

Emily Loecher gave the Board a brief overview of the Budget. At the subsequent Board Meeting in August, with a better estimate of actual student enrollment, the cash-flow will be more clear.

## **VI. Other Business**

### **A. Hiring Update**

Laurie Jones presented the Board with an update on staff hiring. All the core staff positions have been filled. There is one position left to fill, and there are candidates in the pipeline. Additionally, there are strong candidates for tutoring positions.

### **B. EBIA Enrollment Update**

Laurie Jones presented the Board with an Enrollment update. There are currently 227 students enrolled (74 in 7th grade and 153 in 6th grade).

### **C. Consent Agenda**

Rochelle Benning made a motion to adopt the consent agenda.

Tom Pryor seconded the motion.

The board **VOTED** unanimously to approve the motion.

Carried by a vote of 5 YES/0 NO.

## **VII. Governance**

### **A. Board Development**

Laurie Jones asked the Board to start thinking about Board development, as it is time for the Board to expand. ACTION ITEM: Laurie Jones will use the Higher Bar tools to develop a Board composition matrix. ACTION ITEM: Laurie Jones will connect EBIA community volunteer grantwriters with Emily Loecher. Tom Pryor volunteered to lead a Board Development Committee. Amber Banks, Kim Smith and Rochelle Benning will serve on the committee.

Kim Smith made a motion to give Laurie Jones the power to investigate whether the Board Development Committee should be ad hoc or a standing committee.

Amber Banks seconded the motion.

The board **VOTED** unanimously to approve the motion.

Carried by a vote of 6 YES/0 NO.

## **VIII. Closing Items**

### **A. Public Comment**

Milton Howard expressed his excitement and enthusiasm for EBIA.

### **B. Adjourn Meeting**

Rochelle Benning made a motion to adjourn the meeting.

Tom Pryor seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:30 PM.

Respectfully Submitted,

Tali Levy

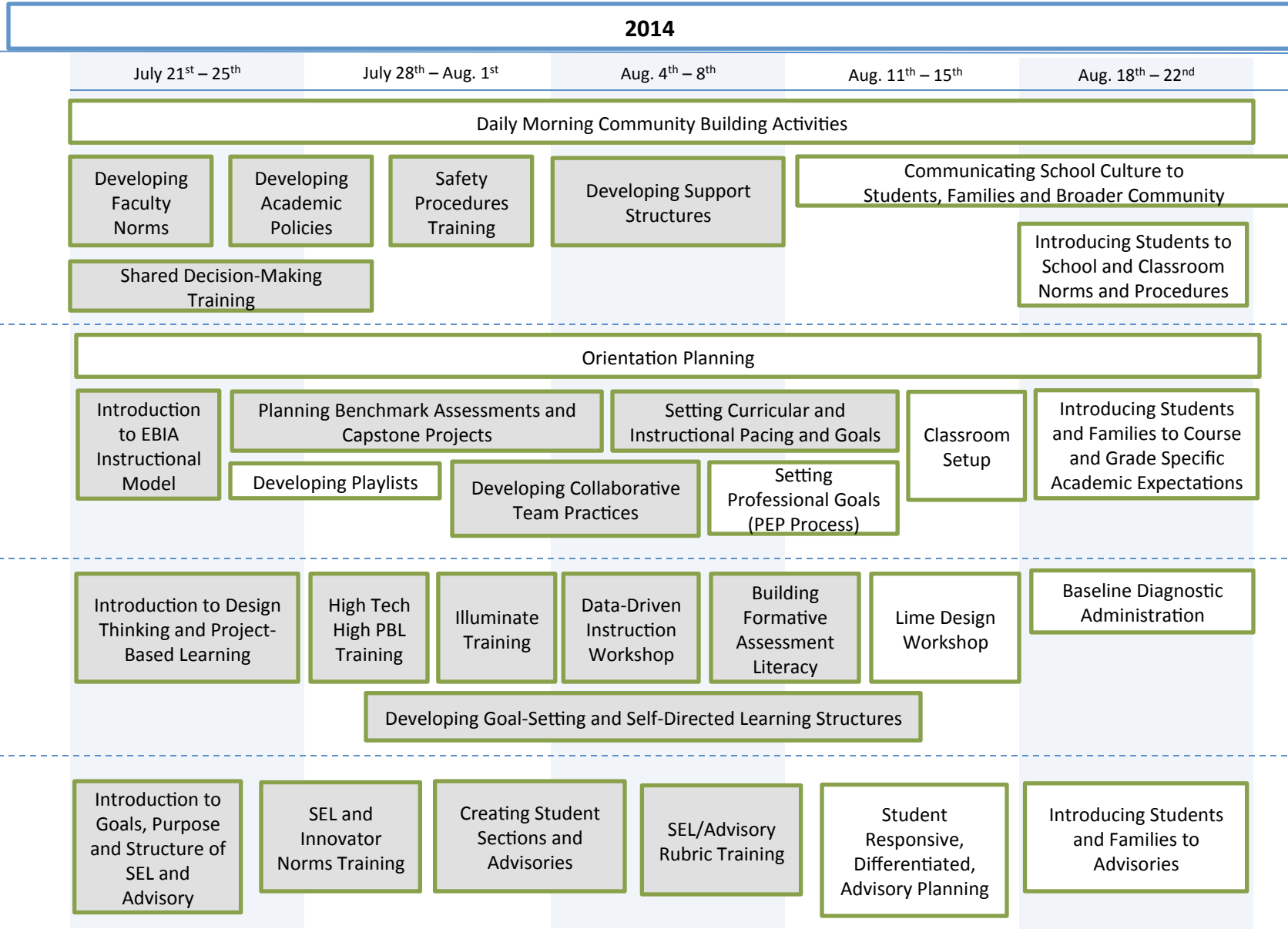
# Coversheet


## Instructional Preparation and Teacher Training Update

**Section:** II. Academic Excellence  
**Item:** A. Instructional Preparation and Teacher Training Update  
**Purpose:** FYI  
**Submitted by:** Devin Krugman  
**Related Material:** 2014 Summer PD Plan Progress as of 081314.pdf



# 2014 Summer Professional Development Plan - Progress



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# Coversheet

## Opening Day Readiness

**Section:** III. Executive Director Report  
**Item:** A. Opening Day Readiness  
**Purpose:** FYI  
**Submitted by:** Alex Harp  
**Related Material:** EBIA Opening Readiness 081314.pdf



# We are Ready to Welcome the Innovators!

## Orientation Week

August 18-22  
8:30-12:30

- First Day Festivities
- Team Building
- Morning Meeting
- Advisory
- Baseline Diagnostics
- Norm Setting
- Schedule Rotation
- Chromebooks
- Field Day

## Progress on Our Implementation Plan

### Learning and Teaching

- GLR and Department Planning
- Lesson and Unit Development
- Playlists and Assessments
- Capstone Project Plans
- Grading Policies
- Materials Acquisition
- PEP Meetings
- Innovation Time
- Interventions
- Individualized Support
- Special Education

### School Culture

- Community and Team Building
- SEL Importance
- Advisory
- Morning Meeting
- Positive Behavior Support Plan
- Communication Expectations
- Lunchtime and after-school activities
- Innovation Time
- Counseling Services

### Aligned Staff

- High Quality Professional Development in:**
- Project Based Learning
  - Blended Learning
  - Restorative Justice
  - Design Thinking
  - Mindfulness
  - Illuminate
  - Google
  - Response to Intervention
- Collaborative Establishment of:**
- Behavior Expectations and Norms
  - Policies and Protocols
  - Academic Norms
  - School Rules

### Systems and Operations

- Staff and Student hardware
- Office and Classrooms furnishing
- Interim Network Infrastructure
- Phones and Alarm
- Onboard with EdTec
- Policies and Procedures
- Lunch Program
- Facilities Operations
- OUSD Conditions of Opening

### Revenue and Growth

- 227 Students Enrolled
- Registration and Paperwork
- Furniture and Supply donations and purchase
- Pro-bono enrichment opportunities
- Partnerships
- Recruitment
- Community engagement:
  - Ice cream social
  - National Night Out
  - Newsletters

## Coversheet

### 2013-14 Year-End Financial Update and 2014-15 Budget and Cash Flow

**Section:** IV. Finance  
**Item:** A. 2013-14 Year-End Financial Update and 2014-15 Budget and Cash Flow  
**Purpose:** FYI  
**Submitted by:** Dena Koran  
**Related Material:** EBIA-2 Yr CF Projections-dk-20140809.pdf  
EBIA-1415 Budget and 3 Yr MYP-dk-20140809.pdf  
EBIA-August Board Meeting Presentation-dk-20140809.pdf

**East Bay Innovation Academy**

Monthly Cash Forecast

As of July 30, 2014

	2014/15 Projected												Forecast	AP/AR
	Jul Projected	Aug Projected	Sep Projected	Oct Projected	Nov Projected	Dec Projected	Jan Projected	Feb Projected	Mar Projected	Apr Projected	May Projected	Jun Projected		
<b>Beginning Cash</b>	\$8,131.90	155,511	2,207	(186,668)	227,976	36,290	(119,454)	32,048	(117,154)	(118,891)	404,884	394,917		
<b>Revenue</b>														
General Block Grant	-	-	-	568,177	-	-	304,122	-	158,939	134,512	124,300	124,300	1,548,861	134,512
Federal Income	26,275	-	-	50,625	-	-	51,391	6,391	6,391	51,391	6,391	8,891	348,247	140,500
Other State Income	-	-	-	-	-	-	559	559	19,226	19,226	12,170	1,137	128,549	75,674
Local Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fundraising and Grants	-	-	-	-	-	-	-	-	-	500,000	-	-	500,000	-
<b>Total Revenue</b>	<b>26,275</b>	<b>-</b>	<b>-</b>	<b>618,802</b>	<b>-</b>	<b>-</b>	<b>356,072</b>	<b>6,950</b>	<b>184,556</b>	<b>705,129</b>	<b>142,860</b>	<b>134,328</b>	<b>2,525,657</b>	<b>350,686</b>
<b>Expenses</b>														
Compensation & Benefits	31,565	75,635	119,495	113,896	112,963	112,963	120,428	113,896	113,896	112,592	112,592	105,367	1,291,473	46,183
Books & Supplies	72,631	31,057	23,094	15,549	6,610	8,735	18,054	8,210	10,935	8,210	10,610	6,935	229,308	8,677
Services & Other Operating E:	38,981	48,360	49,781	78,207	75,607	37,540	69,583	37,540	64,957	64,046	33,120	33,120	690,433	59,593
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>143,177</b>	<b>155,052</b>	<b>192,370</b>	<b>207,653</b>	<b>195,180</b>	<b>159,239</b>	<b>208,065</b>	<b>159,647</b>	<b>189,788</b>	<b>184,848</b>	<b>156,322</b>	<b>145,422</b>	<b>2,211,214</b>	<b>114,453</b>
<b>Operating Cash Inflow (Outflow)</b>	<b>(116,902)</b>	<b>(155,052)</b>	<b>(192,370)</b>	<b>411,149</b>	<b>(195,180)</b>	<b>(159,239)</b>	<b>148,007</b>	<b>(152,697)</b>	<b>(5,232)</b>	<b>520,281</b>	<b>(13,462)</b>	<b>(11,094)</b>	<b>314,444</b>	<b>236,233</b>
Revenues - Prior Year Accrua	42,672	-	-	-	-	-	-	-	-	-	-	-	-	-
Expenses - Prior Year Accrual	(28,791)	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Receivable - Curren	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable - Current Yr	401	-	-	-	-	-	-	-	-	-	-	-	-	-
Summerholdback for Teachers	-	1,747	3,495	3,495	3,495	3,495	3,495	3,495	3,495	3,495	3,495	3,495	3,495	3,495
Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)	250,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Leases Payable	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Long Term Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure & Depreci	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Balance Sheet Changes	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Ending Cash</b>	<b>155,511</b>	<b>2,207</b>	<b>(186,668)</b>	<b>227,976</b>	<b>36,290</b>	<b>(119,454)</b>	<b>32,048</b>	<b>(117,154)</b>	<b>(118,891)</b>	<b>404,884</b>	<b>394,917</b>	<b>387,318</b>		

**East Bay Innovation Academy**

Monthly Cash Forecast

As of July 30, 2014

	2015/16												Forecast	AP/AR
	Projected													
	Jul Projected	Aug Projected	Sep Projected	Oct Projected	Nov Projected	Dec Projected	Jan Projected	Feb Projected	Mar Projected	Apr Projected	May Projected	Jun Projected		
<b>Beginning Cash</b>	<b>387,318</b>	<b>308,201</b>	<b>229,016</b>	<b>19,113</b>	<b>198,845</b>	<b>106,170</b>	<b>10,240</b>	<b>91,946</b>	<b>42,385</b>	<b>(38,058)</b>	<b>410,810</b>	<b>381,658</b>		
<b>Revenue</b>														
General Block Grant	-	78,865	99,649	342,312	132,257	132,257	239,690	132,257	176,448	330,753	137,351	137,351	2,269,942	330,753
Federal Income	-	-	-	-	-	-	14,895	8,795	13,265	44,365	13,265	13,265	240,372	132,521
Other State Income	4,667	4,667	9,109	9,109	9,109	9,109	10,994	18,959	9,610	9,610	17,575	9,610	203,950	81,823
Local Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fundraising and Grants	-	-	-	-	-	-	-	-	-	250,000	-	-	250,000	-
<b>Total Revenue</b>	<b>4,667</b>	<b>83,531</b>	<b>108,758</b>	<b>351,421</b>	<b>141,366</b>	<b>141,366</b>	<b>265,579</b>	<b>160,011</b>	<b>199,323</b>	<b>634,728</b>	<b>168,192</b>	<b>160,226</b>	<b>2,964,265</b>	<b>545,097</b>
<b>Expenses</b>														
Compensation & Benefits	55,501	149,677	158,355	153,798	153,039	153,039	159,115	153,798	153,798	151,065	151,065	201,311	1,793,563	-
Books & Supplies	28,224	60,275	73,340	10,567	10,567	16,780	10,567	10,567	16,780	10,567	10,567	16,780	282,436	6,853
Services & Other Operating E:	12,204	33,915	81,738	47,096	81,140	70,250	42,712	39,979	114,377	38,167	40,900	69,987	715,175	42,711
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>95,929</b>	<b>243,867</b>	<b>313,433</b>	<b>211,461</b>	<b>244,746</b>	<b>240,068</b>	<b>212,394</b>	<b>204,345</b>	<b>284,955</b>	<b>199,799</b>	<b>202,533</b>	<b>288,078</b>	<b>2,791,173</b>	<b>49,564</b>
<b>Operating Cash Inflow (Outflow)</b>	<b>(91,262)</b>	<b>(160,336)</b>	<b>(204,675)</b>	<b>139,960</b>	<b>(103,380)</b>	<b>(98,702)</b>	<b>53,184</b>	<b>(44,333)</b>	<b>(85,632)</b>	<b>434,929</b>	<b>(34,341)</b>	<b>(127,852)</b>	<b>173,092</b>	<b>495,533</b>
Revenues - Prior Year Accrua	163,292	75,962	-	45,000	15,932	8,000	33,750	-	-	8,750	-	-	-	-
Expenses - Prior Year Accrual	(114,453)	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Receivable - Curren	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable - Current Yr	\$0.00	-	-	-	-	-	-	-	-	-	-	-	-	-
Summerholdback for Teachers	(36,694)	5,189	5,189	5,189	5,189	5,189	5,189	5,189	5,189	5,189	5,189	5,189	-	-
Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)	-	-	(10,417)	(10,417)	(10,417)	(10,417)	(10,417)	(10,417)	-	-	-	-	-	-
Capital Leases Payable	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Long Term Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure & Depreci	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Balance Sheet Changes	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Ending Cash</b>	<b>308,201</b>	<b>229,016</b>	<b>19,113</b>	<b>198,845</b>	<b>106,170</b>	<b>10,240</b>	<b>91,946</b>	<b>42,385</b>	<b>(38,058)</b>	<b>410,810</b>	<b>381,658</b>	<b>258,995</b>		

**East Bay Innovation Academy**Multiyear Budget Summary  
As of July 30, 2014

	2013/14	2014/15	2014/15	2015/16	2016/17
	Startup Budget	Approved Budget	Current Forecast	Preliminary Budget	Preliminary Budget
<b>SUMMARY</b>					
<b>Revenue</b>					
General Block Grant	-	1,708,198	1,548,861	2,269,942	3,050,564
Federal Revenue	125,600	398,372	348,247	240,372	138,311
Other State Revenues	-	107,903	128,549	203,950	273,284
Local Revenues	207	99,873	-	-	-
Fundraising and Grants	66,069	105,466	500,000	250,000	257,500
<b>Total Revenue</b>	<b>191,876</b>	<b>2,419,812</b>	<b>2,525,657</b>	<b>2,964,265</b>	<b>3,719,659</b>
<b>Expenses</b>					
Compensation and Benefits	11,064	1,462,566	1,291,473	1,793,563	2,305,276
Books and Supplies	13,145	413,540	229,308	282,436	339,051
Services and Other Operating Expenditures	145,254	473,226	690,433	715,175	874,188
Capital Outlay	-	-	-	-	-
<b>Total Expenses</b>	<b>169,463</b>	<b>2,349,332</b>	<b>2,211,214</b>	<b>2,791,173</b>	<b>3,518,515</b>
<b>Operating Income (excluding Depreciation)</b>	<b>22,414</b>	<b>70,480</b>	<b>314,444</b>	<b>173,092</b>	<b>201,144</b>
<i>Operating Income (including Depreciation,</i>	<i>22,414</i>	<i>70,480</i>	<i>314,444</i>	<i>173,092</i>	<i>201,144</i>
<b>Fund Balance</b>					
Beginning Balance (Unaudited)	-	-	22,414	336,857	509,949
Operating Income (including Depreciation)	22,414	70,480	314,444	173,092	201,144
<b>Ending Fund Balance (including Depreciation)</b>	<b>22,414</b>	<b>70,480</b>	<b>336,857</b>	<b>509,949</b>	<b>711,093</b>
<b>Required Reserve Level (3%)</b>		<i>70,480</i>	<i>66,336</i>	<i>83,735</i>	<i>105,555</i>
<b>Ending Fund Balance as a % of Expenses</b>	<b>13%</b>	<b>3%</b>	<b>15%</b>	<b>18%</b>	<b>20%</b>

**East Bay Innovation Academy**

Multiyear Budget Summary  
As of July 30, 2014

	2013/14	2014/15	2014/15	2015/16	2016/17
Detail	Startup Budget	Approved Budget	Current Forecast	Preliminary Budget	Preliminary Budget
<b>Enrollment Breakdown</b>					
6	-	139	140	110	110
7	-	93	75	126	99
<b>Enrollment Summary</b>					
4-6	-	139	140	110	110
7-8	-	93	75	201	225
<b>Total Enrolled</b>	-	<b>232</b>	<b>215</b>	<b>311</b>	<b>410</b>
<b>ADA %</b>					
4-6	0%	97%	95%	95%	95%
7-8	0%	97%	95%	95%	95%
<b>Average</b>	<b>0%</b>	<b>97%</b>	<b>95%</b>	<b>95%</b>	<b>95%</b>
<b>ADA</b>					
4-6	0.0	135.0	133.0	104.5	104.5
7-8	0.0	90.0	71.3	191.0	213.8
<b>Total ADA</b>	<b>0.0</b>	<b>225.0</b>	<b>204.3</b>	<b>295.5</b>	<b>389.5</b>
<b>Demographic Information</b>					
<b>Current Year</b>	-	-	-	-	-
Enrollment (CBEDS)	-	232	215	311	410
# Free Lunch (Con App)	-	23	20	37	58
# Reduced Lunch (Con App)	-	40	41	66	97
# ELL (CALPADS)	-	4	18	27	36
New Students	-	232	215	96	99

**East Bay Innovation Academy**

Multiyear Budget Summary

As of July 30, 2014

		2013/14	2014/15	2014/15	2015/16	2016/17
		Startup Budget	Approved Budget	Current Forecast	Preliminary Budget	Preliminary Budget
<b>General Purpose Entitlement</b>						
8011	Charter Schools General Purpose Entitlement - St	-	1,015,797	1,161,611	1,361,641	1,853,126
8012	Education Protection Account Entitlement	-	310,126	40,850	407,230	536,862
8096	Charter Schools in Lieu of Prop. Taxes (was 8780)	-	382,275	346,400	501,071	660,576
		-	1,708,198	1,548,861	2,269,942	3,050,564
<b>8100 Federal Revenue</b>						
8181	Special Education - Entitlement	-	-	-	22,353	32,334
8220	Child Nutrition Programs	-	37,872	38,347	52,769	79,505
8291	Title I	-	10,000	10,000	14,152	24,611
8292	Title II	-	500	500	1,098	1,861
8298	Implementation Grant	125,600	350,000	299,400	150,000	-
<b>SUBTOTAL - Federal Income</b>		125,600	398,372	348,247	240,372	138,311
<b>8300 Other State Revenues</b>						
8381	Special Education - Entitlement (State)	-	100,000	93,333	137,689	183,410
8520	Child Nutrition - State	-	3,343	3,353	11,308	17,037
8550	Mandated Cost Reimbursements	-	4,560	-	7,091	9,738
8560	State Lottery Revenue	-	-	31,863	47,863	63,099
<b>SUBTOTAL - Other State Income</b>		-	107,903	128,549	203,950	273,284
<b>8600 Other Local Revenue</b>						
8634	Food Service Sales	-	99,873	-	-	-
8660	Interest	7	-	-	-	-
8690	Other Local Revenue	200	-	-	-	-
<b>SUBTOTAL - Local Revenues</b>		207	99,873	-	-	-
<b>8800 Donations/Fundraising</b>						
8802	Donations - Private	66,069	105,466	500,000	250,000	257,500
<b>SUBTOTAL - Fundraising and Grants</b>		66,069	105,466	500,000	250,000	257,500
<b>TOTAL REVENUE</b>		<b>191,876</b>	<b>2,419,812</b>	<b>2,525,657</b>	<b>2,964,265</b>	<b>3,719,659</b>



**East Bay Innovation Academy**

Multiyear Budget Summary  
As of July 30, 2014

		2013/14	2014/15	2014/15	2015/16	2016/17
		Startup Budget	Approved Budget	Current Forecast	Preliminary Budget	Preliminary Budget
<b>EXPENSES</b>						
<b>Compensation &amp; Benefits</b>						
<b>1000</b>	<b>Certificated Salaries</b>					
1100	Teachers Salaries	-	500,000	595,000	912,670	1,239,870
1101	Teacher - Stipends	-	33,000	-	-	-
1111	Teacher - Bonuses	-	-	19,500	29,085	39,228
1148	Teacher - Special Ed	-	55,000	64,000	65,830	67,715
1300	Certificated Supervisor & Administrator Salaries	-	228,000	234,413	245,140	252,494
1311	Cert Admin - Bonuses	-	-	11,520	11,866	12,222
	<b>SUBTOTAL - Certificated Employees</b>	<b>-</b>	<b>850,170</b>	<b>924,433</b>	<b>1,264,591</b>	<b>1,611,528</b>
<b>2000</b>	<b>Classified Salaries</b>					
2101	Classified - PE	-	45,000	-	-	-
2102	Classified - Computer Science	-	70,000	-	-	-
2300	Classified Supervisor & Administrator Salaries	11,064	80,000	83,000	85,400	87,872
2311	Classified Admin - Bonuses	-	-	11,400	11,742	12,274
2400	Classified Clerical & Office Salaries	-	36,000	31,680	32,630	33,609
2601	Classified bonuses - Custom 1	-	3,450	-	-	-
2602	Classified bonuses - Custom 2	-	4,800	-	-	-
2603	Classified bonuses - Custom 3	-	1,080	-	-	-
	<b>SUBTOTAL - Classified Employees</b>	<b>11,064</b>	<b>300,330</b>	<b>189,750</b>	<b>215,353</b>	<b>242,911</b>
<b>3000</b>	<b>Employee Benefits</b>					
3100	STRS	-	80,196	82,090	141,241	213,997
3300	OASDI-Medicare-Alternative	-	35,674	28,081	35,014	42,202
3400	Health & Welfare Benefits	-	123,480	44,000	98,496	149,714
3500	Unemployment Insurance	-	15,190	18,662	15,190	15,253
3600	Workers Comp Insurance	-	57,526	4,457	23,679	29,671
	<b>SUBTOTAL - Employee Benefits</b>	<b>-</b>	<b>312,066</b>	<b>177,290</b>	<b>313,620</b>	<b>450,836</b>

**East Bay Innovation Academy**

Multiyear Budget Summary  
As of July 30, 2014

		2013/14	2014/15	2014/15	2015/16	2016/17
		Startup Budget	Approved Budget	Current Forecast	Preliminary Budget	Preliminary Budget
<b>4000</b>	<b>Books &amp; Supplies</b>					
4100	Approved Textbooks & Core Curricula Materials	-	40,000	31,665	32,614	33,593
4200	Books & Other Reference Materials	-	1,200	1,300	1,600	2,200
4300	Materials & Supplies	-	-	8,600	12,813	17,399
4315	Custodial Supplies	-	2,400	-	-	-
4320	Educational Software	200	15,000	7,525	23,250	31,500
4326	Art & Music Supplies	-	6,000	-	-	-
4330	Office Supplies	6,082	6,500	8,000	6,000	6,000
4400	Noncapitalized Equipment	-	140,325	38,972	40,141	41,345
4410	Classroom Furniture, Equipment & Supplies	-	55,480	7,594	7,822	8,056
4420	Computers (individual items less than \$5k)	6,863	-	80,224	82,631	85,110
4430	Non Classroom Related Furniture, Equipment & Supplies	-	835	959	180	270
4710	Student Food Services	-	145,800	44,469	75,384	113,578
<b>SUBTOTAL - Books and Supplies</b>		<b>13,145</b>	<b>413,540</b>	<b>229,308</b>	<b>282,436</b>	<b>339,051</b>

**East Bay Innovation Academy**

Multiyear Budget Summary

As of July 30, 2014

		2013/14	2014/15	2014/15	2015/16	2016/17
		Startup Budget	Approved Budget	Current Forecast	Preliminary Budget	Preliminary Budget
<b>5000</b>	<b>Services &amp; Other Operating Expenses</b>					
5200	Travel & Conferences	1,200	-	-	-	-
5210	Conference Fees	-	4,200	7,500	8,240	10,609
5220	Travel and Lodging	4,082	2,100	2,250	2,700	3,600
5225	Travel - Meals & Entertainment	424	-	-	-	-
5300	Dues & Memberships	3,853	3,850	6,326	6,881	7,376
5450	Insurance - Other	3,938	13,000	11,043	20,150	27,300
5515	Janitorial, Gardening Services & Supplies	-	150	70,000	72,100	74,263
5535	Utilities - All Utilities	-	33,600	40,688	52,080	70,560
5605	Equipment Leases	-	4,800	-	-	-
5611	Prop 39 Related Costs	-	115,505	115,505	115,505	115,505
5615	Repairs and Maintenance - Building	-	4,800	4,800	4,800	4,800
5800	Other Services & Operating Expenses	3,526	-	3,900	4,017	4,138
5803	Accounting Fees	-	8,200	8,200	8,200	8,200
5809	Banking Fees	-	300	-	300	300
5810	Intersession	-	-	86,000	128,132	173,988
5812	Business Services	-	111,033	106,424	169,873	231,714
5815	Consultants - Instructional	92,678	80,000	72,694	8,000	8,000
5820	Consultants - Non Instructional - Custom 1	10,305	-	-	-	-
5824	District Oversight Fees	-	17,082	15,489	26,134	35,648
5830	Field Trips Expenses	-	6,000	6,450	9,300	12,600
5836	Fingerprinting	-	1,080	760	360	480
5843	Interest	-	-	-	800	600
5845	Legal Fees	16,264	-	10,500	10,815	11,139
5848	Licenses and Other Fees	900	-	-	-	-
5851	Marketing and Student Recruiting	5,232	-	-	-	-
5857	Payroll Fees	580	2,400	1,500	2,400	2,400
5860	Printing and Reproduction	430	-	-	-	-
5863	Professional Development	-	18,000	28,740	26,000	30,490
5869	Special Education Contract Instructors	625	5,906	41,375	7,000	8,750
5875	Staff Recruiting	660	3,500	-	-	-
5878	Student Assessment	-	-	3,000	3,090	3,183
5881	Student Information System	-	14,000	14,000	11,778	12,025
5884	Substitutes	-	-	18,090	-	-
5887	Technology Services	-	7,200	-	-	-
5900	Communications	-	14,400	13,500	14,400	14,400
5905	Communications - Cell Phones	-	120	-	120	120
5915	Postage and Delivery	538	2,000	1,700	2,000	2,000
5920	Communications - Telephone & Fax	20	-	-	-	-
	<b>SUBTOTAL - Services &amp; Other Operating Exp.</b>	<b>145,254</b>	<b>473,226</b>	<b>690,433</b>	<b>715,175</b>	<b>874,188</b>

**East Bay Innovation Academy**

Multiyear Budget Summary  
As of July 30, 2014

		2013/14	2014/15	2014/15	2015/16	2016/17
		Startup Budget	Approved Budget	Current Forecast	Preliminary Budget	Preliminary Budget
6000	Capital Outlay					
	<b>SUBTOTAL - Capital Outlay</b>	-	-	-	-	-
	<b>TOTAL EXPENSES</b>	<b>169,463</b>	<b>2,349,332</b>	<b>2,211,214</b>	<b>2,791,173</b>	<b>3,518,515</b>
6900	Total Depreciation (includes Prior Years)	-	-	-	-	-
	<b>TOTAL EXPENSES including Depreciation</b>	<b>169,463</b>	<b>2,349,332</b>	<b>2,211,214</b>	<b>2,791,173</b>	<b>3,518,515</b>

# East Bay Innovation Academy

## 2013-14 Year-End Financial Update and 2014-15 Budget and Cash Flow



Business and Development Specialists  
for Charter Schools

August 13, 2014

Presented by Dena Koren

# Agenda



- 2013-14 Year-End Update
- 2014-15 Budget Update
  - Review of forecast changes
  - Cash flow projections for 14-15 and 15-16
  - Fundraising goals

# 2013-14 Year-End Update

# 2013-14 Year-End Update

**Planning year operating income of 22K will roll into 2014-15;  
full audit done as part of first year audit next summer/fall**



- **Revenues of 192K, including:**
  - 126K of federal revenue (Public Charter School Grant Program)
  - 66K of private grants (founders, Rogers Family Foundation, and all other formal grants made through Pahara)
  
- **Expenses of 169K, including:**
  - 11K Compensation (Director of Operations for ~6 weeks)
  - 13K Books & Supplies
    - ~7K for staff laptops
    - ~6K in office supplies
  - 145K Services & Other Operating Expenses, including
    - 6K in travel & conferences
    - 4K in dues & memberships
    - 4K in insurance
    - 103K in consultants
    - 16K in legal fees
    - 5K in student marketing



# 2014-15 Budget Update

# 2014-15 Budget Update: Forecast

Current forecasted operating income of \$314K, with a fundraising goal of \$500K

	2013/14	2014/15	2014/15	2015/16	2016/17
	Startup Budget	Approved Budget	Current Forecast	Preliminary Budget	Preliminary Budget
<b>SUMMARY</b>					
<b>Revenue</b>					
General Block Grant	-	1,708,198	1,548,861	2,269,942	3,050,564
Federal Revenue	125,600	398,372	348,247	240,372	138,311
Other State Revenues	-	107,903	128,549	203,950	273,284
Local Revenues	207	99,873	-	-	-
Fundraising and Grants	66,069	105,466	500,000	250,000	257,500
<b>Total Revenue</b>	<b>191,876</b>	<b>2,419,812</b>	<b>2,525,657</b>	<b>2,964,265</b>	<b>3,719,659</b>
<b>Expenses</b>					
Compensation and Benefits	11,064	1,462,566	1,291,473	1,793,563	2,305,276
Books and Supplies	13,145	413,540	229,308	282,436	339,051
Services and Other Operating Expenditures	145,254	473,226	690,433	715,175	874,188
Capital Outlay	-	-	-	-	-
<b>Total Expenses</b>	<b>169,463</b>	<b>2,349,332</b>	<b>2,211,214</b>	<b>2,791,173</b>	<b>3,518,515</b>
<b>Operating Income (excluding Depreciation)</b>	<b>22,414</b>	<b>70,480</b>	<b>314,444</b>	<b>173,092</b>	<b>201,144</b>
<i>Operating Income (including Depreciation)</i>	22,414	70,480	314,444	173,092	201,144
<b>Fund Balance</b>					
Beginning Balance (Unaudited)	-	-	22,414	336,857	509,949
Operating Income (including Depreciation)	22,414	70,480	314,444	173,092	201,144
<b>Ending Fund Balance (including Depreciation)</b>	<b>22,414</b>	<b>70,480</b>	<b>336,857</b>	<b>509,949</b>	<b>711,093</b>
<b>Required Reserve Level (3%)</b>		70,480	66,336	83,735	105,555
<b>Ending Fund Balance as a % of Expenses</b>	<b>13%</b>	<b>3%</b>	<b>15%</b>	<b>18%</b>	<b>20%</b>

# 2014-15 Budget Update: Forecast

Current forecast projecting 314K operating income vs. 70K in approved budget, but fundraising goal increased to 500K vs. 105K in approved budget



- **Projected Revenues are up 106K**
  - 159K decrease in General Purpose Entitlement due to reduction in ADA assumptions
  - 50K decrease in Federal Revenue due to reallocation of PCSGP dollars to 13-14
  - 20K increase in Other State Revenue due to inclusion of lottery
  - 99K decrease in Local Revenue due to change in school lunch program (matched by decrease in expense)
  - 395K increase in Fundraising target to help develop strong “nest egg,” allowing school to smooth future cash flow
  
- **Projected Expenses are down 138K**
  - 171K decrease in Comp & Benefits primarily due to health insurance and workers comp
  - 184K decrease in Books & Supplies primarily due to donated furniture and change in school lunch program
  - 217K increase in Services & Other Op Exp primarily due to janitorial, consultants, Special Education, legal and substitute re-forecasts

# 2014-15 Cash Flow Projection

Significant cash shortfalls in September, December, February, and March;  
Proposal to bridge with short-term private loans



		2014/15 Projected											
		Jul Projected	Aug Projected	Sep Projected	Oct Projected	Nov Projected	Dec Projected	Jan Projected	Feb Projected	Mar Projected	Apr Projected	May Projected	Jun Projected
<b>Beginning Cash</b>		\$8,131.90	155,511	2,207	(186,668)	227,976	36,290	(119,454)	32,048	(117,154)	(118,891)	404,884	394,917
<b>Revenue</b>													
	General Block Grant	-	-	-	568,177	-	-	304,122	-	158,939	134,512	124,300	124,300
	Federal Income	26,275	-	-	50,625	-	-	51,391	6,391	6,391	51,391	6,391	8,891
	Other State Income	-	-	-	-	-	-	559	559	19,226	19,226	12,170	1,137
	Local Revenues	-	-	-	-	-	-	-	-	-	-	-	-
	Fundraising and Grants	-	-	-	-	-	-	-	-	-	500,000	-	-
	<b>Total Revenue</b>	<b>26,275</b>	<b>-</b>	<b>-</b>	<b>618,802</b>	<b>-</b>	<b>-</b>	<b>356,072</b>	<b>6,950</b>	<b>184,556</b>	<b>705,129</b>	<b>142,860</b>	<b>134,328</b>
<b>Expenses</b>													
	Compensation & Benefits	31,565	75,635	119,495	113,896	112,963	112,963	120,428	113,896	113,896	112,592	112,592	105,367
	Books & Supplies	72,631	31,057	23,094	15,549	6,610	8,735	18,054	8,210	10,935	8,210	10,610	6,935
	Services & Other Operating E	38,981	48,360	49,781	78,207	75,607	37,540	69,583	37,540	64,957	64,046	33,120	33,120
	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
	<b>Total Expenses</b>	<b>143,177</b>	<b>155,052</b>	<b>192,370</b>	<b>207,653</b>	<b>195,180</b>	<b>159,239</b>	<b>208,065</b>	<b>159,647</b>	<b>189,788</b>	<b>184,848</b>	<b>156,322</b>	<b>145,422</b>
<b>Operating Cash Inflow (Outflow)</b>		<b>(116,902)</b>	<b>(155,052)</b>	<b>(192,370)</b>	<b>411,149</b>	<b>(195,180)</b>	<b>(159,239)</b>	<b>148,007</b>	<b>(152,697)</b>	<b>(5,232)</b>	<b>520,281</b>	<b>(13,462)</b>	<b>(11,094)</b>
	Revenues - Prior Year Accrued	42,672	-	-	-	-	-	-	-	-	-	-	-
	Expenses - Prior Year Accrued	(28,791)	-	-	-	-	-	-	-	-	-	-	-
	Accounts Receivable - Current	-	-	-	-	-	-	-	-	-	-	-	-
	Accounts Payable - Current	401	-	-	-	-	-	-	-	-	-	-	-
	Summerholdback for Teachers	-	1,747	3,495	3,495	3,495	3,495	3,495	3,495	3,495	3,495	3,495	3,495
	Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-	-	-
	Loans Payable (Long Term)	250,000	-	-	-	-	-	-	-	-	-	-	-
	Capital Leases Payable	-	-	-	-	-	-	-	-	-	-	-	-
	Other Long Term Debt	-	-	-	-	-	-	-	-	-	-	-	-
	Capital Expenditure & Depreciation	-	-	-	-	-	-	-	-	-	-	-	-
	Other Balance Sheet Changes	-	-	-	-	-	-	-	-	-	-	-	-
<b>Ending Cash</b>		<b>155,511</b>	<b>2,207</b>	<b>(186,668)</b>	<b>227,976</b>	<b>36,290</b>	<b>(119,454)</b>	<b>32,048</b>	<b>(117,154)</b>	<b>(118,891)</b>	<b>404,884</b>	<b>394,917</b>	<b>387,318</b>

# 2015-16 Cash Flow Projection

With current 2014-15 fundraising target, only cash shortfall in March '15-16, which can likely be managed by strong vendor relations



	2015/16											
	Projected											
	Jul Projected	Aug Projected	Sep Projected	Oct Projected	Nov Projected	Dec Projected	Jan Projected	Feb Projected	Mar Projected	Apr Projected	May Projected	Jun Projected
<b>Beginning Cash</b>	387,318	308,201	229,016	19,113	198,845	106,170	10,240	91,946	42,385	(38,058)	410,810	381,658
<b>Revenue</b>												
General Block Grant	-	78,865	99,649	342,312	132,257	132,257	239,690	132,257	176,448	330,753	137,351	137,351
Federal Income	-	-	-	-	-	-	14,895	8,795	13,265	44,365	13,265	13,265
Other State Income	4,667	4,667	9,109	9,109	9,109	9,109	10,994	18,959	9,610	9,610	17,575	9,610
Local Revenues	-	-	-	-	-	-	-	-	-	-	-	-
Fundraising and Grants	-	-	-	-	-	-	-	-	-	250,000	-	-
<b>Total Revenue</b>	<b>4,667</b>	<b>83,531</b>	<b>108,758</b>	<b>351,421</b>	<b>141,366</b>	<b>141,366</b>	<b>265,579</b>	<b>160,011</b>	<b>199,323</b>	<b>634,728</b>	<b>168,192</b>	<b>160,226</b>
<b>Expenses</b>												
Compensation & Benefits	55,501	149,677	158,355	153,798	153,039	153,039	159,115	153,798	153,798	151,065	151,065	201,311
Books & Supplies	28,224	60,275	73,340	10,567	10,567	16,780	10,567	10,567	16,780	10,567	10,567	16,780
Services & Other Operating E	12,204	33,915	81,738	47,096	81,140	70,250	42,712	39,979	114,377	38,167	40,900	69,987
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>95,929</b>	<b>243,867</b>	<b>313,433</b>	<b>211,461</b>	<b>244,746</b>	<b>240,068</b>	<b>212,394</b>	<b>204,345</b>	<b>284,955</b>	<b>199,799</b>	<b>202,533</b>	<b>288,078</b>
<b>Operating Cash Inflow (Outflow)</b>	<b>(91,262)</b>	<b>(160,336)</b>	<b>(204,675)</b>	<b>139,960</b>	<b>(103,380)</b>	<b>(98,702)</b>	<b>53,184</b>	<b>(44,333)</b>	<b>(85,632)</b>	<b>434,929</b>	<b>(34,341)</b>	<b>(127,852)</b>
Revenues - Prior Year Accrued	163,292	75,962	-	45,000	15,932	8,000	33,750	-	-	8,750	-	-
Expenses - Prior Year Accrued	(114,453)	-	-	-	-	-	-	-	-	-	-	-
Accounts Receivable - Current	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable - Current	\$0.00	-	-	-	-	-	-	-	-	-	-	-
Summerholdback for Teacher	(36,694)	5,189	5,189	5,189	5,189	5,189	5,189	5,189	5,189	5,189	5,189	5,189
Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)	-	-	(10,417)	(10,417)	(10,417)	(10,417)	(10,417)	(10,417)	-	-	-	-
Capital Leases Payable	-	-	-	-	-	-	-	-	-	-	-	-
Other Long Term Debt	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure & Deprec	-	-	-	-	-	-	-	-	-	-	-	-
Other Balance Sheet Change	-	-	-	-	-	-	-	-	-	-	-	-
<b>Ending Cash</b>	<b>308,201</b>	<b>229,016</b>	<b>19,113</b>	<b>198,845</b>	<b>106,170</b>	<b>10,240</b>	<b>91,946</b>	<b>42,385</b>	<b>(38,058)</b>	<b>410,810</b>	<b>381,658</b>	<b>258,995</b>

# 2014-15 Budget Update: Fundraising

Fundraising goal of 500K established to maintain EBIA program strength, reach annual operating income target, and smooth future cash flow needs



- **105K fundraising goal presented in May budget**
  - Initial goal was to reach district-mandated savings target
  
- **New fundraising goal of 500K based on further analysis of program needs and cash flow projections**
  - To meet program objectives and avoid compromising on class size, educational resources, or administrative support
  - To provide EBIA with strong cash position to support future months/years of lumpy state payments
  - To provide EBIA with foundation for future strategic growth and development
    - Permanent facility
    - Replication
    - Ongoing technology integration/upgrades

# Coversheet

## Finance Policy

**Section:** IV. Finance  
**Item:** B. Finance Policy  
**Purpose:** Vote  
**Submitted by:** Laurie Jacobson Jones and Rochelle Benning  
**Related Material:** EBIA Financial Policies and Procedures as of 081314 Final.pdf  
Accounts Payable Rules EBIA 081314 Final.pdf



## Financial Policies and Procedures

It is the intent of these Financial Policies and Procedures to implement both the letter and spirit of all applicable State and Federal regulations regarding the expenditure of and accounting for public funds. These Policies and Procedures will be in effect as of August 13, 2014 and may need to be modified as the School develops and regulations change. The Board of Directors ("Board") should approve these financial policies, and revisit them periodically.

### A. PURCHASES

1. Authorization of Expenditures: All purchases of goods and services shall be consistent with the Board-approved budget. These purchases shall not require Board-approved/executed contracts, with the exception of expenditures in total annual amounts greater than \$1,000. All other proposed expenditures must be reviewed by the Director of Operations who will review the proposed expenditure to determine whether it is consistent with the Board adopted budget. The Board Chair or Treasurer will approve the check request and purchase order forms (if applicable).
2. Budgeted expenses over \$10,000 can be approved in advance of consent agenda review at monthly Board meetings.
3. All new proposed and unbudgeted expenditures over \$10,000 require Board review and approval.
4. Budgeted expenses for Paychex, OUSD and EdTec do not require additional oversight during monthly Board meetings.

### B. CONTRACTS

1. All professional consulting services shall be provided for under a contract.
2. Contracts for other goods and services exceeding \$25,000 on an annual basis shall be presented to the Board for approval prior to signing. Length of contracts shall be at the discretion of the Board. In general, contracts exceeding \$50,000 shall be let after a bidding process of sufficient duration to ensure competition. However, the Executive Director may make a finding to the Board for sole sourcing a contract exceeding \$10,000; in this case, the Board may approve the contract in arrears at the time of contract execution. (The basis for such a finding may include: time/urgency issues; the absence of competitors; high service/quality from a particular contractor).
3. Bid tabulations shall be presented to the Board along with a recommendation for action. The Board reserves the right to select





whichever vendor it deems most prepared to provide the required goods/ services without regard to the low bidder being the automatic selection.

C. Commitments and Purchase Orders

1. Purchase orders under \$1,000 must be approved by a Director of the corporation.
2. Purchase orders of \$1,000 or more must be approved by the Board Chair or Board Treasurer
3. Budgeted expenses over \$10,000 can be approved in advance of consent agenda review at monthly Board meetings.
4. All new proposed and unbudgeted expenditures over \$10,000 require Board review and approval.

D. Invoices

1. Invoices under \$1,000 must be approved by a Director of the corporation
2. Invoices for \$1,000 or more must be approved by the Board Chair or Board Treasurer

E. Accounts Payable: The school shall abide by EdTec accounts payable policies and procedures set forth separately.

F. Credit and Debit Card Usage: Unless otherwise specified by the Board of Directors and/or school management, the use of school credit and debit cards shall not be allowed for any School purchase.

G. Other Electronic Payments: Other electronic methods (wire, ACH, transfer between bank accounts, etc.) shall not be permitted for payment of any expenses or reimbursements without the express written consent of the Board Chair or Board Treasurer.

H. Employee Reimbursements: Reimbursements for business expenses must be pre-approved and are at the discretion of the Executive Director. Under no circumstances shall alcohol be reimbursed. The Executive Director must obtain a Board member's authorization on reimbursement requests payable to the Executive Director."

I. Petty Cash – Purpose and Usage

1. The purpose of the Petty Cash Checking Account is for payment of incidental expenses when there is insufficient time for processing



through the General Checking Account. Examples of proper expenses include, but are not limited to, food/meals for teachers doing curriculum work and emergency plumbing repairs. Petty cash shall not be used for teacher reimbursements, employee expense reimbursements or independent contractor payments.

2. The Executive Director, Director of Operations, Director of Instruction and the Office Manager shall have access to petty cash not to exceed \$500. Such funds shall be used at the discretion of the Executive Director, subject to Board oversight and consistent with the approved budget and School rules and regulations. Authorized employees must obtain each other's authorization on petty cash checks made payable to their names. Use of petty cash shall require original receipts for all purchases.

- J. Personal Use of School Funds: Use of School funds for personal use is prohibited. Violation of this policy shall result in discipline up to and including dismissal or removal, including from the Board.

## K. BANKING

### 1. General Checking Account

a) The Board shall authorize the establishment of commercial bank accounts for the purposes of School operations. Funds will be deposited in non-speculative accounts including federally-insured savings and/or checking accounts and/or invested in non-speculative federally-backed instruments and/or standard money market accounts.

b) The General Checking Account shall be the primary account for School needs. Authorized signatories to this account shall be the Board Chair and Board Treasurer.

c) The General Checking Account shall be reconciled monthly by a school staff member or outsourced accountant that does not have the ability to approve expenses or disperse funds from the account. The monthly Bank Reconciliations shall be reviewed and approved by the Board or a representative of the Board that does not have access to the account.

### 2. Petty Cash Checking Account – Account Setup and Maintenance

a) The Petty Cash Checking Account shall have a maximum balance of \$1,000. The Account shall be funded from the



School's business General Checking Account as necessary. A simple ledger shall be maintained by the Office Manager reconciled monthly by a staff member or accountant that does not have transactional access to the account. The petty cash bank reconciliations shall be reviewed by a representative of the Board. Replenishment of the Petty Cash Checking Account shall occur through the normal accounts payable process (see EdTec accounts payable policies and procedures set forth separately).

b) No deposits other than replenishments as stated above shall be made into the Petty Cash Checking Account. All cash and checks shall be deposited into the General Checking Account.

c) Check writing requires signatures from the Executive Director or Director of Operations.

d) Deposits of Receipts – The School will deposit all funds received as soon as practical upon receipt. The Office Manager will open all mail on a daily basis, immediately sort all checks and forward them to the Director of Operations. The Director of Operations will immediately endorse the checks to the appropriate school account and prepare appropriate deposits as soon as practical, ideally the same day and in no case later than three working days.

## L. TRAVEL POLICIES

### 1. Employee Mileage Reimbursement

a) All employees are reimbursed at the standard mileage rate per mile as determined by the Internal Revenue Service for use of their own vehicle for business related travel pre-approved by their supervisor. In addition, parking fees and tolls paid are reimbursable if supported by receipts.

b) All employees requesting such mileage reimbursement are required to furnish an Expense Report containing the destination of each trip, its purpose and the miles driven, parking fees and tolls, within one month after the travel date, supported by receipts, if applicable.

## M. OTHER PRACTICES

1. Budget Adoption: A budget shall be adopted by the Board no later than June 30 prior to the start of each new fiscal year, or earlier if required by the authorizing entity. During the course of the



year, the Board may adopt an amended budget as expenses and revenue projections change.

#### N. Audit

1. An annual audit by an outside firm shall be performed each year on the close of the prior year's books. The audit shall be performed in advance of the December 15 statutory audit deadline. The audit shall include, but not be limited to, (1) an audit of the accuracy of the School's financial statements, (2) an audit of the School's attendance accounting and revenue claims practices, and (3) an audit of the School's internal controls practices.
2. If the School receives over \$500,000 from federal sources, the audit shall be prepared in accordance with any relevant Office of Management and Budget audit circulars.
3. The audit firm shall be on the State approved list of School auditors.
4. At the conclusion of the audit, EdTec will review the audit with the Board and propose any changes necessary in operating procedures to comply with audit findings.
5. Form 990 Federal Tax Return: The selected audit firm will prepare the Form 990 tax return and send a copy to the school staff responsible for the audit. The school staff will review and send a copy to the Board of Directors for its review and approval before filing. Once approved by the Board, the school will notify the audit firm who will then prepare the final return for filing.

O. Board Meetings: The Board shall review financial statements at periodic Board meetings. The Board shall also review and approve the monthly check registers and bank reconciliations from the General Checking Account and the Petty Cash Account.

P. Conflict of Interest: Any Board member with a financial interest in a matter presented to the Board shall fully disclose such interest prior to Board discussion on the issue and shall recuse themselves from the discussion and voting on the matter. The Board shall develop a separate more comprehensive policy on conflict of interest, hiring of relatives, and compliance with Government Code 1090 and the Fair Political Practices Act.

#### Q. Payroll

1. New Employees: Requests for new employees shall be initiated by the Executive Director and be consistent with the approved annual personnel budget. New employees shall complete an Application for Employment and all necessary paperwork for payroll.



New employees shall be fingerprinted and TB tested consistent with State law. Fingerprint clearance must be received by the School before any employee may start work.

2. Employees shall accrue sick leave time based on the personnel policy of the School.

3. Timekeeping (for hourly staff)

a) The Executive Director or Director/Principal shall develop procedures to ensure accurate and timely preparation of timesheets for hourly employees.

b) Authorized timesheets shall be forwarded to EdTec according to EdTec policies and procedures set forth separately. Payroll processing and payment shall take place according to EdTec policies and procedures set forth separately.

4. Independent Contractors: The School shall only engage independent contractors if all of the following practices are followed:

a) The expense is within the approved budget or separately approved by the Board;

b) The contractor provides proof of adequate insurance and IRS form W-9;

c) IRS rules are followed regarding classification of staff as contractors versus employees; and

d) The work is done under contract.

R. Capitalization and Depreciation:

1. The School will capitalize and depreciate all assets costing \$5,000 or more. All other assets are charged to expense in the year incurred.

2. Capitalized assets are recorded at cost and depreciated under the straight-line method over their estimated useful lives which can range from:

a) Leasehold Improvement – Lease term or 5 years, whichever is shorter

b) Equipment – 3 years

c) Furniture – 5 years

3. Repair and maintenance costs, which do not extend the useful lives of the assets, are charged to expense. The cost of assets sold or retired and related amounts of accumulated depreciation are eliminated from the asset accounts, and any resulting gain or loss is included in the earnings in the year.

S. Disposal of Surplus Property and Donations:

1. Surplus property shall mean property that is no longer in use, is damaged beyond repair, or that the School feels will have no future



value to the School's program, and that is declared to be surplus property by the Board. If the School wishes to dispose of equipment or other surplus property, the Board shall declare the property surplus and shall direct the staff on the actual means of disposal of the property, such as sale, donation, or destruction and disposal.

2. If the School wishes to sell equipment or other surplus property, the Board shall direct the staff by giving specific guidance regarding the manner in which such property is to be sold.

3. If the School wishes to donate equipment or other surplus property, the Board shall declare the property surplus and authorize the donation. Requirements for potential donee organizations shall include: (1) the donee organization is fully independent of the School, with none of the School's Board members or key personnel involved in the donee organization; and (2) the donee organization shall be a non-profit or governmental entity related to education. In addition, the School shall secure a receipt from the donee organization for the donated property, and shall remove the asset from the School's books and record the donation as required by state and federal audit guidelines.

T. Property Acquired with Federal Grant Funds

1. If the property in question cost \$5,000 or more at the time of acquisition and was acquired with federal grant funds, the School shall notify the federal contract administrator prior to donating or disposing of such property as provided above.



## Accounts Payable & Banking Requirements East Bay Innovation Academy Effective 8/13/2014

**Approval of Purchase Orders (if applicable):**

Purchase Orders Under \$1,000	Purchase Orders of \$1,000 or More
How many signatures are needed for PO approval? 1	How many signatures are needed for PO approval? 1
Who are the signers (designate primary and secondary if appropriate)? Executive Director Director of Operations	Who are the signers (designate primary and secondary if appropriate)? Board Chair or Board Treasurer Budgeted expenses over <b>\$10,000*</b> can be approved in advance of consent agenda review at monthly Board meetings. All new proposed and unbudgeted expenditures over <b>\$10,000</b> require Board review and approval.

**Approval of Invoices:**

All Invoices
How many signatures are needed for check approval? 1
Who are the signers (designate primary and secondary if appropriate)?  Board Chair or Board Treasurer Budgeted expenses over <b>\$10,000</b> can be approved in advance of consent agenda review at monthly Board meetings. All new proposed and unbudgeted expenditures over <b>\$10,000</b> require Board review and approval. <i>*Budgeted expenses for Paychex, OUSD and EdTec do not required additional approval by the Board</i>

**General Checking Account**

All Checks
How many signatures are needed for check approval? 1
Who are the signers (designate primary and secondary if appropriate)?  Board Chair or Board Treasurer Budgeted payments can be approved in advance of consent agenda review at monthly Board meetings.



**Petty Cash Account – \$1,000**

**No one should ever authorize use of petty cash funds themselves without an additional signature.**

**Requirements:**

Disbursements Under \$100	Disbursements of \$100 or More (state amount)
How many signatures are needed for disbursement approval? 1	How many signatures are needed for disbursement approval? 1
Who are the signers (designate primary and secondary if appropriate)? Office Manager	Who are the signers (designate primary and secondary if appropriate)?  Directors Executive Director

**Petty Cash Checking Account Information: (if applicable)**

Account No.: \_\_\_\_\_

**I hereby certify that the above-named accounts are all of the school's accounts.**

\_\_\_\_\_ **Authorized School Representative**                      \_\_\_\_\_ **Date**

**Name of School: East Bay Innovation Academy**



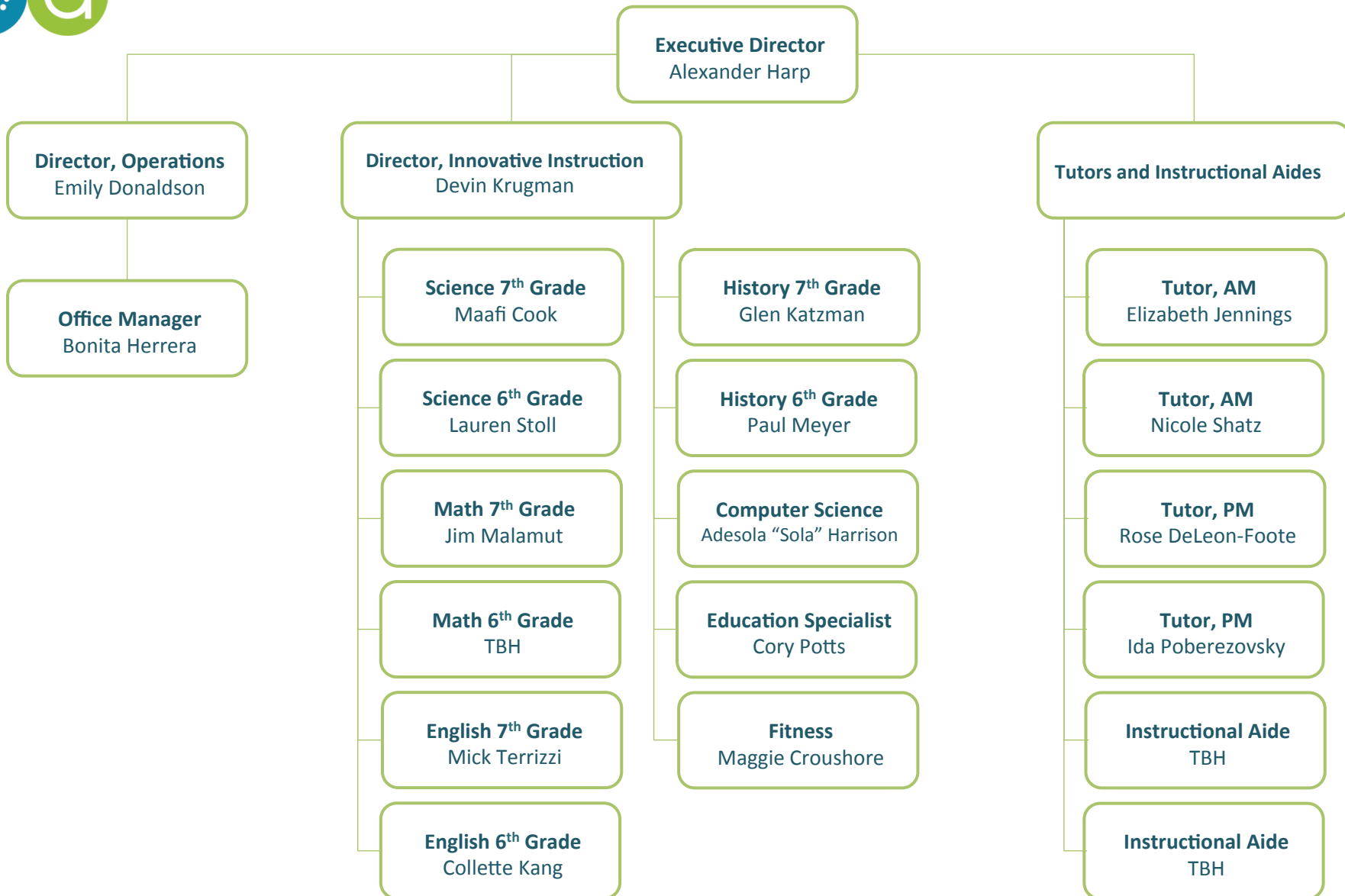
# Coversheet

## Hiring Committee

**Section:** VI. Committee Reports  
**Item:** A. Hiring Committee  
**Purpose:** FYI  
**Submitted by:** Laurie Jacobson Jones  
**Related Material:** Team EBIA as of 081314.pdf



# EBIA Organization as of 8/13/14



# Coversheet

## Consent Agenda

**Section:** VII. Other Business  
**Item:** A. Consent Agenda  
**Purpose:** Vote  
**Submitted by:** Alex Harp  
**Related Material:** EBIA Expenses - Consent Agenda Packet 081314 Exp Log.pdf  
EBIA Parent and Student Handbook 2014\_15.pdf

# BOARD OF DIRECTORS

## Summary of Expense Items exceeding \$5,000

East Bay Innovation Academy

Jul-14

Date	Vendor Paid (Where Purchased)	Amount	Description (Purpose of Expense/Trip)
06/26/14	Laurie Jacobson Jones	7,258.34	Expenses: Software, Office Supplies, Signage
07/28/14	Laurie Jacobson Jones	11,339.74	Hardware, Networking equipment, chromebook storage
07/01/14	EdTec	9,137.98	Monthly Service Fee
07/25/14	Cross Joftus Consulting	13,619.00	Consulting Fees: Elana Feinberg
<b>Total</b>		<b>41,355.06</b>	





Laurie Jacobson Jones <laurie@eastbayia.org>

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## CATS Software Inc. Customer Receipt/Purchase Confirmation

1 message

---

Customer Service <receipts@catsone.com>

Sun, Jun 8, 2014 at 2:28 AM

To: Laurie Jacobson Jones <laurie@eastbayia.org>

Thank you for using CATS Applicant Tracking System. Your monthly subscription fee has been processed.

### Thank you for your order!

#### Order Information

Merchant: CATS Software Inc.

Description: 1 licenses

Invoice Number: 125214

Customer ID: 36898

---

#### Billing Information

Laurie Jacobson Jones  
East Bay Innovation Academy  
774 Calmar Ave  
Oakland, CA 94610  
US  
laurie@eastbayia.org  
5105412426

#### Shipping Information

---

**Total: US \$98.00**

#### Visa

Date/Time: 8-Jun-2014 4:28:48 CDT

Transaction ID: 8239498423

To update your billing information or add/remove licenses, go to the Settings > Billing location within CATS. If you have any other questions, please give us a call at +1 (952) 373-4010 or email [billing@catsone.com](mailto:billing@catsone.com).



Laurie Jacobson Jones <laurie@eastbayia.org>

## Your Conference Call Receipt

1 message

InstantConference.com Account Manager <accounts@instantconference.com>  
 To: Laurie Jacobson Jones <laurie@eastbayia.com>

Wed, Jun 25, 2014 at 10:06 PM



### Your Receipt

Dear Laurie,

We hope you had a productive InstantConference! We have charged your credit card for the following conference call. This e-mail will serve as your receipt. The charge will appear on your credit card bill as "Conference Call Services". If you have any questions, please contact customer support at [conference-support@telephony.com](mailto:conference-support@telephony.com) or call 1-800-535-1005.



**Date:** 6/25/2014  
**Start Time:** 7:51 PM PDT  
**End Time:** 10:06 PM PDT

PHONE NUMBER: 1 (862) 902-0240  
 ACCESS CODE: 687-4601

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Friend us on Facebook

	TYPE	UNIT	RATE	COST
	Toll Minutes	876	\$0.01	\$6.76
	FUSF Surcharge	-	16.60%	\$1.12
			<b>TOTAL</b>	<b>\$7.88</b>

	START	END	CALLER NUMBER	MINUTES
1	7:51 PM	10:04 PM	510-363-****	134

2	7:57 PM	10:04 PM	510-541-****	128
3	7:57 PM	10:04 PM	720-579-****	128
4	7:58 PM	10:04 PM	415-706-****	127
5	8:00 PM	10:04 PM	707-927-****	124
6	8:06 PM	8:40 PM	510-368-****	35

- 6 Total Calls
- 6 Peak number of active lines



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**Subject:** USPS - The United States Postal Service Order # o352472007 has been received  
**From:** PostalStore (PostalStore@usps.com)  
**To:** laurie@metrostation.com;  
**Date:** Friday, June 27, 2014 12:51 AM



| [Sign In](#) | [Order History](#) | [Manage Your Mail](#) | [Customer Service](#)

## USPS - The United States Postal Service Order Confirmation

Due to system upgrades, orders currently being placed will require an additional 3 - 5 business days for delivery.

We apologize for any inconvenience this may cause.

Thank you.

**Order #:** o352472007  
**Placed on:** June 27, 2014 2:51:20 AM  
**Status:** Order Placed  
**Bill to:** Visa : ending in 3928  
 Exp: 10 / 2014

**Ship to:** Laurie Jones  
 774 CALMAR AVE  
 OAKLAND, CA, 94610-1729  
 United States  
 5105412426  
 laurie@metrostation.com

Item	QTY	Price	Total
------	-----	-------	-------



**The Star-Spangled  
Banner**

Roll of 100 - \$49.00      1 x      \$49.00      = \$49.00

Usually ships in 1 business  
day

Subtotal	<b>\$49.00</b>
Shipping	<b>\$1.30</b>
Tax	<b>\$0.00</b>
<b>Total:</b>	<b>\$50.30</b>

**Need Help?**

Search FAQs  
1-800-ASK-USPS®  
Privacy Policy  
Refund Policy

The Postal Store® ships all in stock orders within 1 Business Day and sends them via Priority Mail® or First-Class Mail®, both with USPS Tracking™, and should arrive within 1-3 Business Days.

All stamp and philatelic orders are charged a \$1.30 Handling Fee on domestic orders of up to \$50.00, and \$1.85 if the order is greater than \$50. These fixed handling fees apply to only the portion of the order total that is stamp and philatelic products.

All Personalized Stamped Stationery products are charged a flat Priority Mail rate depending on how many boxes are ordered as specified in the PSE Shipping Charges table, and should be received within 3-5 Business Days.

All other products except free shipping supplies are charged standard Priority Mail fees based on weight of the item and shipping address ZIP Code™.

If your order contains pre- or back-ordered items, all in stock products will ship within 1 Business Day and any pre- or back-ordered items will ship separately as they become available.

Free shipping supplies from The Postal Store Shipping Supply site are shipped within 2 Business Days and are mailed Standard Post™ and should arrive within 3-5 Business Days. For your convenience all orders will contain a carrier release endorsement "Leave if No Response". This will allow your postal carrier to leave your expedited packaging supply order if you are not available to receive the delivery.

If your local Post Office is unable to fulfill your order with expedited shipping supplies, you will receive the next quantity level of the requested supplies in 3-5 Business Days.




PO Box 162 - 14 Central Ave N  
Kensington, MN 56343

# Invoice

Date	Job Number	Invoice #
6/6/2014	848-0614-019	6614177

**PAID**  
06/06/2014

Bill To	Ship To
Laurie Jacobson Jones Laurie Jacobson Jones 774 Calmar Ave Oakland, CA 94610	Laurie Jacobson Jones Laurie Jacobson Jones 774 Calmar Ave Oakland, CA 94610 US

	P.O. No.	Terms	Rep	Ship Date
			JHBNS	6/11/2014

Description	Qty	Rate	Amount
3x8 full color banner	1	59.04	59.04T
reinforced corners	1	25.00	25.00
ground	1	9.91	9.91T

<b>Subtotal</b>	\$93.95
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$93.95
<b>Payments/Credits</b>	-\$93.95
<b>Balance Due</b>	\$0.00



CDWG.com | 800.594.4239

OE400SPS

# SALES ORDER

ORDER NO.	ACCOUNT NO.	DATE
FJKD965	12218286	6/6/2014

**BILL TO:**  
 EAST BAY INNOVATION ACADEMY  
 774 CALMAR AVE

**SHIP TO:**  
 EAST BAY INNOVATION ACADEMY  
 Attention To: MICHAEL BONADIO  
 262 VERDE MESA DR

Accounts Payable  
 OAKLAND, CA 94610-1729

DANVILLE, CA 94526-1657  
 Contact: LAURIE JACOBSON  
 JONES 510.541.2426

Customer Phone #510.541.2426

Customer P.O. # 1

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
JEFF POLK 866.639.2816		FedEx Ground (2-3 days)	Master Card / VISA	
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
3	3322597	LVO TS TP T440 I5-4200U 500GB 4GB W8 Mfg#: 20B6008EUS Contract: Standard Pricing	849.00	2,547.00
8	2745576	CRUCIAL 8GB DDR3 1600MHZ SODIMM Mfg#: CT102464BF160B Contract: Standard Pricing	76.43	611.44
8	654809	RECYCLING FEE 4" TO LESS THAN 15"  Contract: Standard Pricing	3.00	24.00
5	3306140	Fee Applied to Item: 3322597,3306140 LVO STF EDU TP E440 500GB 4GB W8PD Mfg#: 20C5S01L00 Contract: Standard Pricing	629.00	3,145.00
SUBTOTAL				6,327.44
FREIGHT				0.00
TAX				535.80
				US Currency

**TOTAL**  $\uparrow$  6,863.24

CDW Government  
 230 North Milwaukee Ave.  
 Vernon Hills, IL 60061

Fax: 312.752.3615

**Please remit payment to:**  
 CDW Government  
 75 Remittance Drive  
 Suite 1515  
 Chicago, IL 60675-1515

Final Details for Order #116-6563047-6137047

[Print this page for your records.](#)

**Order Placed:** June 6, 2014  
**Amazon.com order number:** 116-6563047-6137047  
**Order Total: \$50.24**  
**Supporting:** Little Sisters Fund, Inc.

**Shipped on June 8, 2014**

Items Ordered	Price
3 of: <i>Avery Self-Adhesive Printable Hanging File Tabs, Laser/Inkjet, 1/5 Cut, White, Pack of 90 (05567)</i> Sold by: Amazon.com LLC	\$12.37
<i>Condition: New</i>	
1 of: <i>Pendaflex Recycled Standard Green 1/5-Cut Tab Hanging File Folders, 25 per Pack (81602)</i> Sold by: Amazon.com LLC	\$8.99
<i>Condition: New</i>	
<b>Shipping Address:</b> SCOTT JONES 774 CALMAR AVE OAKLAND, CA 94610 United States	Item(s) Subtotal: \$46.10 Shipping & Handling: \$0.00 Total before tax: \$46.10 Sales Tax: \$4.14
<b>Shipping Speed:</b> Two-Day Shipping	<b>Total for This Shipment: \$50.24</b>

**Payment information**

<b>Payment Method:</b> Visa   Last digits: 3928	Item(s) Subtotal: \$46.10 Shipping & Handling: \$0.00 Total before tax: \$46.10 Estimated tax to be collected: \$4.14
<b>Billing address</b> SCOTT JONES 774 CALMAR AVE OAKLAND, CA 94610 United States	<b>Grand Total: \$50.24</b>



amazon

**Final Details for Order #116-9275423-3118667**

[Print this page for your records.](#)

**Order Placed:** June 22, 2014  
**Amazon.com order number:** 116-9275423-3118667  
**Order Total:** \$34.98  
**Supporting:** Little Sisters Fund, Inc.

<b>Shipped on June 23, 2014</b>	
<b>Items Ordered</b> 3 of: <i>Office Impressions File Folders, 1/3 Cut, Top Tab, Letter, Manila, 100/Box (82035)</i> Sold by: Amazon.com LLC Condition: New	<b>Price</b> \$7.81
<b>Shipping Address:</b> SCOTT JONES 774 CALMAR AVE OAKLAND, CA 94610 United States	Item(s) Subtotal: \$23.43 Shipping & Handling: \$0.00 ----- Total before tax: \$23.43 Sales Tax: \$2.10 -----
<b>Shipping Speed:</b> Two-Day Shipping	<b>Total for This Shipment: \$25.53</b> -----

<b>Shipped on June 23, 2014</b>	
<b>Items Ordered</b> 1 of: <i>Avery File Folder Labels for Laser and Inkjet Printers, 0.66 x 3.43 Inches, White, Pack of 150 (8478)</i> Sold by: Amazon.com LLC Condition: New	<b>Price</b> \$8.67
<b>Shipping Address:</b> SCOTT JONES 774 CALMAR AVE OAKLAND, CA 94610 United States	Item(s) Subtotal: \$8.67 Shipping & Handling: \$0.00 ----- Total before tax: \$8.67 Sales Tax: \$0.78 -----
<b>Shipping Speed:</b> Two-Day Shipping	<b>Total for This Shipment: \$9.45</b> -----

<b>Payment information</b>	
<b>Payment Method:</b> Visa   Last digits: 3928	Item(s) Subtotal: \$32.10 Shipping & Handling: \$0.00 -----
<b>Billing address</b> SCOTT JONES 774 CALMAR AVE OAKLAND, CA 94610 United States	Total before tax: \$32.10 Estimated tax to be collected: \$2.88 -----
	<b>Grand Total: \$34.98</b> -----

- Home
- Donors
- Vendors
- Employees
- Transactions
- Reports
- Sales Tax
- Apps
- Turn On Payroll

### Your Account



East Bay Innovation Academy

Company ID: 837510345

[Edit Billing Info](#)

#### Billing Info

### East Bay Innovation Academy

- Payment History
- Company Info
- Personal Info
- Upgrade
- Subscription Status: Active
- Product Version: QuickBooks Online Plus
- Billing Frequency: Monthly
- Credit Card Info: Visa ending 3928 expires October 2014
- Next Payment Details: \$39.95 on 27 Jul 2014

#### Last Payment Info

[Print Statement](#)

Date	Description	Amount
27 Jun 2014	Charged for subscription renewal	\$39.95

[More Details](#)

Final Details for Order #116-2781823-0345052

[Print this page for your records.](#)

Order Placed: June 27, 2014  
Amazon.com order number: 116-2781823-0345052  
Order Total: **\$9.80**  
Supporting: Little Sisters Fund, Inc.

**Shipped on June 29, 2014**

Items Ordered	Price
1 of: <i>Pendaflex Recycled Standard Green 1/5-Cut Tab Hanging File Folders, 25 per Pack (81602)</i>	\$8.99
Sold by: Amazon.com LLC	
Condition: New	

<b>Shipping Address:</b> SCOTT JONES 774 CALMAR AVE OAKLAND, CA 94610 United States	Item(s) Subtotal: \$8.99 Shipping & Handling: \$0.00 ----- Total before tax: \$8.99 Sales Tax: \$0.81 -----
<b>Shipping Speed:</b> Two-Day Shipping	<b>Total for This Shipment: \$9.80</b> -----

**Payment information**

<b>Payment Method:</b> Visa   Last digits: 3928	Item(s) Subtotal: \$8.99 Shipping & Handling: \$0.00 -----
<b>Billing address</b> SCOTT JONES 774 CALMAR AVE OAKLAND, CA 94610 United States	Total before tax: \$8.99 Estimated tax to be collected: \$0.81 ----- <b>Grand Total: \$9.80</b>



# edSurge



## Payment Receipt

PayPal transaction number

4LF17999VT752514L

Total

\$10.00 USD

We'll send a confirmation email to laurie@metrostation.com. This transaction will appear on your statement as PayPal \*EDSURGE.

Paid to

EdSurge

feedback@edsurge.com

Shipped to

Laurie Jones

774 Calmar Ave

Oakland, CA 94610

United States

## Your shopping cart

Description	Price	Quantity	Amount
Payment to EdSurge for invoice 2014-jobs-2310095	\$10.00	1	\$10.00
<b>Item total</b>			<b>\$10.00</b>
<b>Total</b>			<b>\$10.00 USD</b>

**Cross Joftus Consultant Invoicing**

**Consultant Name:** Elana F  
**Invoice #:** #####  
**Invoice Date:** #####  
**Address:** 114 Cole St, #5  
 San Francisco, CA 94117  
  
[ef79@hotmail.com](mailto:ef79@hotmail.com)  
 415-312-3340

**14****TIME**

Project	Date	Hours	Description	Rate	Amount Owed
EBIA	25-Jun	3.5	Check in with Laurie (1 hour), RACI (1 hour), Design Team task List (.5), Hiring (1.5 hour)	\$125	\$437
EBIA	26-Jun	3.5	Onboarding call with Devin, PD Rubric (2.5)	\$125	\$437
EBIA	27-Jun	6	Interviews (2 hours), Hiring (1 hour), curriculum meeting (.5), PD Rubric (2.5)	\$125	\$750
EBIA	30-Jun	3	interview (1 hour), hiring (1 hour), curriculum (.5), August Planning (.5)	\$125	\$375
EBIA	1-Jul	4	Interviews (2 hours), curriculum (.5), review PD rubric from Todd (.5), move files to EBIA account (.5), hiring (.5)	\$125	\$500
EBIA	2-Jul	6.5	Interviews (3 hours), meet with Devin (1 hour), meet with Maggie (1 hour), curriculum (.5), hiring (.5), talk to Michael re moving docs over	\$125	\$812
EBIA	7-Jul	6	Glenn hiring materials (1 hour), meeting with Alex and Devin (1 hour), check in call (.5), Summer planning (1 hour), curriculum meetings (1.5), School launch tasks (.5), onboarding (.5)	\$125	\$750
EBIA	8-Jul	3.5	curriculum meeting (.5), check in call (.5), summer onboarding (1.5), update list of contacts for Devin/Devin onboarding (1 hour)	\$125	\$437
EBIA	9-Jul	5.5	checkin call (.5), call with Michelle Sutorick (.5), Enrollment/Registration call (.5), summer schedule (.5), Summer planning (3 hours), call with Maafi re curriculum (.5)	\$125	\$687
EBIA	10-Jul	3.5	checkin call (.5), ELA call (.5), Summer planning (2.5 hours),	\$125	\$437
EBIA	11-Jul	4.5	check in call (.5), bell schedule/calendar (1 hour), Devin meeting (1 hour), summer planning (1 hour), Design/launch plan (.5), smart sheet	\$125	\$562
EBIA	13-Jul	2	Interview with Sola (1 hour), read materials (.5), review project plan (.5)	\$125	\$250
EBIA	14-Jul	3.5	check in call (.5), assessment call (1 hour), ELA curriculum (.5), hiring (.5), summer planning (1 hour)	\$125	\$437
EBIA	15-Jul	7	check in call (.5), summer planning (3.5), PD Rubric (1 hour), PLP meeting (.5), SOS and Bonus meetings (1.5)	\$125	\$875
EBIA	16-Jul	5	Naomi curriculum check in (.5), check in meeting (.5), Laurie meeting (1 hour), summer planning meeting (.5), summer planning (2 hours), Review RACI (.5)	\$125	\$625
EBIA	17-Jul	5	checkin meeting (.5), Devin call (.5), Curriculum meetings (2 hours), summer planning (2 hours)	\$125	\$625
EBIA	18-Jul	2.5	.5 checkin, .5 Maafi meeting, .5 history curriculum, .5 math curriculum, .5 summer planning	\$125	\$312
EBIA	21-Jul	4	science curriculum (1 hour), Summer planning (2 hours), Activate logins (.5), Amy at Activate (.5)	\$125	\$500
EBIA	22-Jul	9	run faculty PD, checkin meeting (.5), Devin meeting (1 hour).	\$125	\$1,125
EBIA	23-Jul	9.5	run faculty PD, check in meeting (.5)	\$125	\$1,187
EBIA	24-Jul	9.5	run faculty PD, checkin meeting (.5)	\$125	\$1,187
EBIA	25-Jul	2.75	check in call (.75), Activate/Illuminate (1.5 hours), CS curriculum (.5)	\$125	\$312

**Total****109.3****\$13,619**

# Expense Reimbursement Form

Reimbursement rate per mile = \$ 0.565

Check Recipient: Employee  Parent/Volunteer  Consultant

East Bay Innovation Academy

Name Laurie Jacobson Jones

Date 06/26/14

Address 774 Calmar Ave  
Oakland, CA 94610

- Instructions: For Employee:
1. List each transaction separately. If you do not have a receipt, fill out a No Receipt form and attach.
  2. Enter all required fields: under Description, list purpose of and location for expense
  3. Print and sign this form
  4. Save and email this file to your supervisor
  5. Staple copies of receipts for each non-mileage expense to this signed form and give to your supervisor
- For School Leader:
1. Code each transaction to Site, Account, and Resource codes and sign form
  2. Scan and email this signed form and receipts for all expenses to EdTec, save and email this file to EdTec

Date (Required)	Vendor Paid (Where Purchased) (Required for non-driving expense)	Invoice/Receipt Amount (\$)	Description (Purpose of Expense/Trip) (Required)	Miles Driven (if applicable)	Mileage Reimbursement	Account Code	Resource Code	Function Code
07/15/14	CDWg	670.18	MS Office Licenses for Staff		-	4430	4610	
07/15/14	CDWg	4631.51	Staff Laptops		-	4400	4610	
07/10/14	Home Depot	287.72	CB Storage - Power Strips		-	4400	4610	
07/08/14	Home Depot	27.24	CB Storage - Cable Ties		-	4400	4610	
07/09/14	Staples	1410.03	CB Storage - Magazine Racks		-	4400	4610	
07/08/14	Home Depot	19.96	CB Storage - Gorilla Tape		-	4400	4610	
07/08/14	Home Depot	575.43	CB Storage - Power Strips		-	4400	4610	
07/23/14	Streakwave	2617.49	Wifi - Access points		-	4400	4610	
07/18/14	Streakwave	866.55	Wifi - Access points		-	4400	4610	
07/08/14	Streakwave	233.63	Wifi - port		-	4400	4610	
<b>Total</b>						<b>11,339.74</b>		

Completed by School Leader

Total Invoice \$ + Mileage \$ **11,339.74**

Employee Signature

Date

Approved by

Date

W070830



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## Order Confirmation

APPLIANCES	BATH	LIGHTING	FANS	FLOORING	OUTDOORS	TOOLS & HARDWARE
FREE SHIPPING*		+	FREE IN STORE PICK UP		+	FREE RETURNS**

Order Number: W287118324  
 Order Date: Jul 10, 2014 12:10:56 AM EST

Dear Laurie Jones,

Thank you for shopping **homedepot.com**. Please review your order details below and retain this email for your records. You will receive a shipping confirmation email once your order has shipped.

Qty Ordered	Internet #	Product Description	Unit Price	Amount
4	203796061	Power Strip 120-Volt and 5-15R 20-Outlet 15 ft. Cord Vertical Metal 0URM	\$65.99	\$263.96

Est. Arrival Date : 07/17/14 - 07/21/14

Shipping Address: Laurie Jacobson Jones, 3400 Malcolm Ave, OAKLAND, CA 94605, US  
 Shipping Method: Ground

Subtotal:	\$263.96
Shipping:	\$0.00
Estimated Sales Tax:	\$23.76
<b>Order Total:</b>	<b>\$287.72</b>

Billing Address: Laurie Jones  
 774 Calmar Ave  
 OAKLAND CA 94610 US



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## Shipping Confirmation

- APPLIANCES
- BATH
- LIGHTING
- FANS
- FLOORING
- OUTDOORS
- TOOLS & HARDWARE

- FREE SHIPPING\*
- +
- FREE IN STORE PICK UP
- +
- FREE RETURNS\*\*

Order Number: W286885716  
 Order Date: Jul 8, 2014 9:10:35 PM EST  
 Carrier: **UPS**  
 Tracking Number(s): [1Z0E52E20347839182](#)

Returns Associate Instructions  
 1. Scan/enter receipt barcode  
 2. Scan/enter item UPC



8119 29 93160 07/09/2014 3539

Please note that this carrier only has access to package/shipment tracking information.

Dear Laurie Jones,

One or more of the items on your order W286885716 have shipped. Please review shipment details below.

Qty Ordered	Internet #	UPC Code	Product Description	Qty Shipped	Return Policy	Unit Price	Amount
1	203193091	857026003344	11 in. Black Nylon Cable Ties (500-Pieces)	1	A	\$24.99	\$24.99
						Subtotal:	\$24.99
						Shipping:	\$0.00
						Estimated Sales Tax:	\$2.25
						Order Total:	\$27.24

**Shipping Address:** 3400 Malcolm Ave  
 OAKLAND, CA 94605

**Shipping Date:** Jul 9, 2014 1:35:21 PM

<b>Payment</b>	<b>Amount</b>
XXXXXXXXXXXX3928 VISA	\$27.24

**Return Policy Code Definitions**

Policy	ID	Days	Policy Expires On
A	1	90	10/07/2014




Hello Laurie j jones,

Thank you for choosing Staples. Below is a summary of your recent order. You can also check the status of your order anytime by visiting [My Account](#) on [staples.com](#)®. Won't be there to sign for your order? Print our [Driver Release form](#).

<b>Order:</b>	<b><u>3145431297</u></b>	<a href="#">TRACK ORDER</a>
<b>Customer:</b>	4301702314	
Order Date:	July 9, 2014	
Order Total:	\$1,410.03	
Delivery Address:	LAURIE JACOBSEN YOUNG EAST BAY INNOVATION ACADEMY 3400 MALCOLM AVE OAKLAND, CA 94605-5353	

Expected delivery	Item No.	Name	Price	Qty.	Subtotal
07/10/2014	000812494	RECYCLED MAGAZINE FILE	\$5.39	94	\$506.66
07/11/2014	000812494	RECYCLED MAGAZINE FILE	\$5.39	61	\$328.79
07/14/2014	000812494	RECYCLED MAGAZINE FILE	\$5.39	35	\$188.65
07/14/2014	000812494	RECYCLED MAGAZINE FILE	\$5.39	50	\$269.50

<b>Payment Information</b>	Merchandise Total:	\$1,293.60
	Shipping:	<b>FREE</b>
	Tax:	\$116.43
	<b>Total:</b>	<b>\$1,410.03</b>
<b>Billing Address:</b> LAURIE J JONES EAST BAY INNOVATION ACADEMY 774 CALMAR AVE OAKLAND, CA 94610-1729	<b>Payment Methods</b>	
		VI ending in 3928



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**Oakland #1007** [\(Change\)](#)

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Department ▾

Search All ▾ *What can we help you find?* Q

Project: How-To ▾

[Sign In or Register Your Account](#) ▾

[Home](#) > [My Account](#) > [Order Information](#)


## Order Details

Order Number: W286885716 laurie@eastbayia.org

Order Status:	Order Date
Complete	July 8, 2014

**Items for Pickup**  
Emeryville : 2 item(s)

Status	Pick Up Person	Store Details	Designated Pickup Date/Time
Completed	Scott Jones (510) 612-2684	<b>Emeryville 0627</b> 3838 Hollis Avenue Emeryville CA 94608 (510) 601-9400 <a href="#">Map &amp; Directions</a>	Most orders are ready within 2 hours or you may choose a pick up date and time.

Description	Qty Ordered	Qty Picked Up	Qty Fulfilled	Total
 1-7/8 in. x 35 yds. Heavy-Duty Duct Tape Model # 60035 Store SKU # 609077 Internet/Catalog SKU 100550069	2	2	2	\$17.96

\$19.62 with Tax





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## Shipping Confirmation

- APPLIANCES
- BATH
- LIGHTING
- FANS
- FLOORING
- OUTDOORS
- TOOLS & HARDWARE

- FREE SHIPPING\*
- +
- FREE IN STORE PICK UP
- +
- FREE RETURNS\*\*

Order Number: W286885716  
 Order Date: Jul 8, 2014 9:10:35 PM EST  
 Carrier: **UPS**  
 Tracking Number(s): [1Z1825750329526076](#)

Returns Associate Instructions  
 1. Scan/enter receipt barcode  
 2. Scan/enter item UPC



8119 02 24891 07/10/2014 8490

Please note that this carrier only has access to package/shipment tracking information.

Dear Laurie Jones,

One or more of the items on your order W286885716 have shipped. Please review shipment details below.

Qty Ordered	Internet #	UPC Code	Product Description	Qty Shipped	Return Policy	Unit Price	Amount
8	203796061	0037332011473	Power Strip 120-Volt and 5-15R 20-Outlet 15 ft. Cord Vertical Metal OURM	8	A	\$65.99	\$527.92
						Subtotal:	\$527.92
						Shipping:	\$0.00
						Estimated Sales Tax:	\$47.51
						Order Total:	\$575.43

**Shipping Address:** 3400 Malcolm Ave  
 OAKLAND, CA 94605  
**Shipping Date:** Jul 9, 2014 11:59:59 PM

**Payment**  
 XXXXXXXXXXXX3928 VISA  
**Amount**  
 \$575.43

**Return Policy Code Definitions**

Policy	ID	Days	Policy Expires On
A	1	90	10/07/2014



**Streakwave Wireless, Inc.**

840 Jury Ct.  
 SAN JOSE,CA 95112  
 UNITED STATES  
 (408) 294-8415  
 (408) 294-8413

**WEB INVOICE**

**Our Ref. No:** 438114  
**DATE:** 24-Jul-2014

Account Code **54936**  
 Payment Method **VISA**  
 Payment Terms **CREDIT CARD**  
 Ship via **UPS Ground**  
 Purchase Order No: **6**  
 Purchase Order Date: **7/23/2014**

**Your Billing Address**

Laurie Jacobson Jones  
 Laurie Jacobson Jones  
 774 Calmar Ave  
 Oakland,CA 94610  
 UNITED STATES

**Your Shipping Address**

East Bay Innovation Academy  
 Laurie Jacobson Jones  
 3400 Malcolm Ave  
 Oakland,CA 94605  
 UNITED STATES

SL#	ItemCode	Item Description	Ordered	Shipped	Price	Discount	Amount
1	UAP-AC-3-USA	3 Pack UAP-AC 802.11ac *Air Shipped*	3	3	\$795.00		\$2385.00
2	SHIP	SHIPPING/HANDLING	1	1	\$17.84		\$17.84
3		Tracking 1Z898YA90366458526					

**SUMMARY TOTAL**

Taxable Amount \$2385.00  
 Exempt Amount \$17.84  
**Sub-Total** \$2402.84  
 Tax \$214.65  
**Total** \$2617.49  
  
 Paid \$2617.49  
 Balance \$0.00

**Streakwave Wireless, Inc.**

840 Jury Ct.  
 SAN JOSE,CA 95112  
 UNITED STATES  
 (408) 294-8415  
 (408) 294-8413

**WEB INVOICE**

**Our Ref. No:** 436570  
**DATE:** 18-Jul-2014

Account Code **54936**  
 Payment Method **VISA**  
 Payment Terms **CREDIT CARD**  
 Ship via **UPS Ground**

**Your Billing Address**

Laurie Jacobson Jones  
 Laurie Jacobson Jones  
 774 Calmar Ave  
 Oakland,CA 94610  
 UNITED STATES

**Your Shipping Address**

East Bay Innovation Academy  
 Laurie Jacobson Jones  
 3400 Malcolm Ave  
 Oakland,CA 94605  
 UNITED STATES

SL#	ItemCode	Item Description	Ordered	Shipped	Price	Discount	Amount
1	UAP-AC-3-USA	3 Pack UAP-AC 802.11ac *Air Shipped*	1	1	\$795.00		\$795.00
2		Tracking 1Z898YA90365459189					

**SUMMARY TOTAL**

Taxable Amount	\$795.00
Exempt Amount	\$0.00
<b>Sub-Total</b>	\$795.00
Tax	\$71.55
<b>Total</b>	\$866.55
Paid	\$866.55
Balance	\$0.00

**Streakwave Wireless, Inc.**

840 Jury Ct.  
 SAN JOSE,CA 95112  
 UNITED STATES  
 (408) 294-8415  
 (408) 294-8413

**WEB INVOICE**

**Our Ref. No:** 434180

**DATE:** 08-Jul-2014

Account Code **54936**  
 Payment Method **VISA**  
 Payment Terms **CREDIT CARD**  
 Ship via **UPS Ground**

**Your Billing Address**

Laurie Jacobson Jones  
 Laurie Jacobson Jones  
 774 Calmar Ave  
 Oakland,CA 94610  
 UNITED STATES

**Your Shipping Address**

East Bay Innovation Academy  
 Laurie Jacobson Jones  
 3400 Malcolm Ave  
 Oakland,CA 94605  
 UNITED STATES

SL#	ItemCode	Item Description	Ordered	Shipped	Price	Discount	Amount
1	PD-9004G/AC	4-port Gigabit 802.3at PoE Midspan	1	1	\$190.24		\$190.24
2	SHIP	SHIPPING/HANDLING	1	1	\$26.27		\$26.27
3	UAP-AC-3-USA	3 Pack UAP-AC 802.11ac *Air Shipped*	1	0	\$795.00		\$0.00
4		1Z1E2Y740343470880					

**SUMMARY TOTAL**

Taxable Amount	\$190.24
Exempt Amount	\$26.27
<b>Sub-Total</b>	\$216.51
Tax	\$17.12
<b>Total</b>	\$233.63
Paid	\$233.63
Balance	\$0.00



Laurie Jacobson Jones <laurie@eastbayia.org>

## CDW-G Order Confirmation: Order #FLDQ704/P.O. Ref. 4

Jeff Polk <jeffpol@cdwg.com>  
Reply-To: Jeff Polk <jeffpol@cdwg.com>  
To: laurie@eastbayia.com

Tue, Jul 15, 2014 at 1:51 PM

[Quoted text hidden]


### CDW-G ORDER CONFIRMATION



#### DEAR LAURIE JACOBSON JONES,

Thank you for choosing CDW-G. We have received your order. Please take a moment to review it for accuracy and completeness. [Click here](#) to view this order online.

ORDER NUMBER	PO NUMBER	CUSTOMER NUMBER
FLDQ704	4	12218286

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
 <b>Microsoft Office Standard 2013 - license</b> Mfg. Part#: 021-10282 UNSPSC: 43231513 Electronic distribution - NO MEDIA Contract: Standard Pricing <a href="#">Go to Site</a>	14	2894459	\$47.87	\$670.18

<b>Subtotal:</b>	\$670.18
<b>Shipping:</b>	\$0.00
<b>Sales Tax:</b>	\$0.00
<b>GRAND TOTAL:</b>	<b>\$670.18</b>

[View the Order Online](#)

#### PURCHASER BILLING INFO

##### Billing Address:

EAST BAY INNOVATION ACADEMY  
ACCOUNTS PAYABLE  
3400 MALCOLM AVE  
OAKLAND, CA 94605-5353

**Phone:** (510) 541-2426

**Payment Terms:** Master Card / VISA

#### DELIVER TO

##### Shipping Address:

EAST BAY INNOVATION ACADEMY  
774 CALMAR AVE  
OAKLAND, CA 94610-1729

**Phone:** (510) 541-2426

**Shipping Method:** ELECTRONIC  
DISTRIBUTION



Laurie Jacobson Jones <laurie@eastbayia.org>


## CDW-G Order Confirmation: Order #FLDQ349/P.O. Ref. 3

Jeff Polk <jeffpol@cdwg.com>  
Reply-To: Jeff Polk <jeffpol@cdwg.com>  
To: laurie@eastbayia.com

Tue, Jul 15, 2014 at 1:48 PM

[Quoted text hidden]

CDW-G ORDER CONFIRMATION



 **PEOPLE WHO GET IT**

**DEAR LAURIE JACOBSON JONES,**

Thank you for choosing CDW-G. We have received your order. Please take a moment to review it for accuracy and completeness. [Click here](#) to view this order online.

ORDER NUMBER	PO NUMBER	CUSTOMER NUMBER
FLDQ349	3	12218286

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
 <p><b>Crucial - DDR3 - 8 GB - SO DIMM 204-pin</b> Mfg. Part#: CT102464BF160B UNSPSC: 43201402 Contract: Standard Pricing <a href="#">Go to Site</a></p>	6	2745576	\$76.43	\$458.58
 <p><b>LVO STF EDU TP E440 500GB 4GB W8PD</b> Mfg. Part#: 20C5S01L00 Contract: Standard Pricing <a href="#">Go to Site</a></p> <p style="font-size: 0.8em; color: gray;">NO IMAGE AVAILABLE</p>	6	3306140	\$629.00	\$3,774.00

**IMPORTANT - PLEASE READ**

**Fees applied to item(s): 3306140**

<b>Subtotal:</b>	\$4,232.58
<b>Shipping:</b>	\$0.00
<b>Recycle Fee:</b>	\$18.00
<b>Sales Tax:</b>	\$380.93
<b>GRAND TOTAL:</b>	<b>\$4,631.51</b>

[View the Order Online](#)

**PURCHASER BILLING INFO**

**Billing Address:**

EAST BAY INNOVATION ACADEMY  
ACCOUNTS PAYABLE  
3400 MALCOLM AVE  
OAKLAND, CA 94605-5353

**Phone:** (510) 541-2426

**Payment Terms:** MasterCard/Visa Govt

**DELIVER TO**

**Shipping Address:**

EAST BAY INNOVATION ACADEMY  
LAURIE JACOBSON JONES  
3400 MALCOLM AVE  
OAKLAND, CA 94605-5353

**Phone:** (510) 541-2426

**Shipping Method:** UPS Ground (2-3 days)

**SALES CONTACT INFO**

**Jeff Polk** | (866) 639-2816 | [jeffpol@cdwg.com](mailto:jeffpol@cdwg.com)

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This email was sent to [laurie@eastbayia.com](mailto:laurie@eastbayia.com).

Please add [cdwsales@cdwemail.com](mailto:cdwsales@cdwemail.com) to your address book.

© 2014 CDW-G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | [800.808.4239](tel:800.808.4239)

SPS-OC:001 | SPS 2 | Customer#: 12218286 | SPSec34cc90-5c12-4fed-a42e-bfcf5d9dab04

**FLDQ349.pdf**  
45K

EdTec Inc.  
 1410A 62nd Street  
 Emeryville, CA 94608  
 510-663-3500



# Invoice

Date	Invoice #
7/1/2014	7659

Bill To
East Bay Innovation Academy 774 Calmar Ave Oakland, CA 94610 Attn: Laurie Jones, laurie@eastbayia.com Emily, eloecher@eastbayia.com

P.O. No.	Terms	Project
	Net 45	

Quantity	Description	Rate	Amount
	EdTec Monthly Service - Jul 2014	9,137.98	9,137.98
<i>Thank You!</i>		<b>Total</b>	<b>\$9,137.98</b>

East Bay Innovation Academy

Start Date

Estimated Annual Fee

Inv #  
7659

Jul  
Aug  
Sep  
Oct  
Nov  
Dec  
Jan  
Feb  
Mar  
Apr  
May  
Jun

Total Billed

Total Remaining Estimated Annual Fee

# of months remaining

Current Invoice Amount

Jul-14  
109,656

Invoice Amt.

9,137.98

Date

07/01/14

9,137.98

100,517.83

11

9,137.98





**EAST BAY INNOVATION ACADEMY (EBIA)**  
**PARENT/STUDENT HANDBOOK**  
**2014-2015**

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## WELCOME TO EBIA

Dear EBIA community,

It is my great honor and privilege to welcome you to East Bay Innovation Academy, a school where optimistic innovators come together to create opportunities. As the first class of students and families, your contributions will define our future. We are partners in education, creating a culture of high expectations. The decisions we make will leave an indelible mark on EBIA students and families for years to come. We have a responsibility to bring Oakland a unique educational option that provides a rigorous, engaging and relevant curriculum delivered with innovative methodology.

We are a community of learners who will care for one another, holding one another accountable to achieve greatness. We have assembled an incredibly talented and enthusiastic collection of educators dedicated to supporting students' academic, social and emotional needs. The EBIA staff will hold itself to the highest of professional standards, modeling behavior we expect from our students. Our students will live our Innovator Norms, embodying these critical character traits while receiving instruction in meaningful ways that will prepare them for success in college and career.

As this is our first year of operation, we understand that not everything will be perfect. As innovators, we will be constantly analyzing, reflecting and refining. We expect your partnership in this process and look forward to working together towards making EBIA a great school; honest and collaborative communication will result in positive change that benefits the entire community.

This handbook provides you with an overview of our school, detailing some important information that you will need throughout the year. We thank you for joining us on this journey – it's going to be an amazing ride!

With respect,

Alexander Harp  
Executive Director

## OUR TEAM

### Administrative Team

Alexander Harp	Executive Director	<a href="mailto:aharp@eastbayia.org">aharp@eastbayia.org</a>
Devin Krugman	Director of Innovative Instruction	<a href="mailto:dkrugman@eastbayia.org">dkrugman@eastbayia.org</a>
Emily Donaldson	Director of Operations	<a href="mailto:edonaldson@eastbayia.org">edonaldson@eastbayia.org</a>

### Teaching Team

Maafi Cook	Science	<a href="mailto:mcook@eastbayia.org">mcook@eastbayia.org</a>
Maggie Croushore	Fitness	<a href="mailto:mcroushore@eastbayia.org">mcroushore@eastbayia.org</a>
Adesola Harrison	Computer Science	<a href="mailto:aharrison@eastbayia.org">aharrison@eastbayia.org</a>
Colette Kang	English/Language Arts	<a href="mailto:ckang@eastbayia.org">ckang@eastbayia.org</a>
Glenn Katzman	Social Studies	<a href="mailto:gkatzman@eastbayia.org">gkatzman@eastbayia.org</a>
Jim Malamut	Math	<a href="mailto:jmalamut@eastbayia.org">jmalamut@eastbayia.org</a>
Paul Meyer	Social Studies	<a href="mailto:pmeyer@eastbayia.org">pmeyer@eastbayia.org</a>
Cory Potts	Education Specialist	<a href="mailto:cpotts@eastbayia.org">cpotts@eastbayia.org</a>
Lauren Stoll	Science	<a href="mailto:lstoll@eastbayia.org">lstoll@eastbayia.org</a>
Mick Terrizzi	English/Language Arts	<a href="mailto:mterrizzi@eastbayia.org">mterrizzi@eastbayia.org</a>

### Support Team

Bonita Herrera	Office Manager	<a href="mailto:bherrera@eastbayia.org">bherrera@eastbayia.org</a>
Rose DeLeon-Foote	Tutor	
Elizabeth Jennings	Tutor	
Ide Poberesovsky	Tutor	
Nicole Shatz	Tutor	
Person 5	Instructional Aide	

## BOARD OF DIRECTOR

Amber Banks

Rochelle Benning

Laurie Jacobsen-Jones (Chair)

Tali Levy

Tom Pryor

Kimberly Smith

### [Board Bios](#)

### **Board Meetings**

Our Board meetings are open to the public. The meetings take place at 3400 Malcolm Ave., begin at 8:00 pm and are generally scheduled on the 2<sup>nd</sup> Wednesday of each month:

*August 13, September 17, October 8, November 12, December 10, January 14, February 11, March 11, April 15, May 13, June 10*

## EBIA MODEL

### Our Mission

To prepare a diverse group of students to be successful in college and to be thoughtful, engaged citizens who are leaders and innovators in a 21st century global world.

### Our Vision

EBIA is rethinking how schools are run and structured, so that they better reflect the needs of a 21st century world. Most schools have not changed their structure, organization, facilities or instruction in over 50 years. While schools have not changed, our world has, leaving many of our schools, even the “best” ones, behind. EBIA is a powerful option for Oakland families and educators to build a diverse school that addresses the needs of the 21st century and beyond.

### Our Instructional Model

EBIA is a rigorous STEAM (Science, Technology, Engineering, Art and Math) school with a unique focus on the social and emotional skills students need to be leaders. Students will learn to be problem solvers and strong advocates who work together and take responsibility for their own learning.



Students will work together on long-term, “**real-world**” projects that combine many different subjects, and will learn to present those projects using technology.

Students will alternate between different learning models, including online learning, and in later grades will be **self-guided**.

We make and do things! EBIA will be a safe place for students to **explore their interests** and learn the life lessons taught through practice and experimentation

## Our Core Beliefs

We believe in **Possibility and Perseverance**

*All students will achieve at the highest levels and prepared for success in college and career. We value courage, action and hard work.*

We believe in **Creativity and Curiosity**

*Students will work together with critical and creative minds. We value exploration, perspective and determination.*

We believe in **Community**

*Parents, teachers, school leaders, and board members will take responsibility for all students' success. We value relationships, kindness, integrity and respect.*

We believe in the **Greater Good**

*EBIA will teach students about social justice and civic responsibility. We value giving back to the community and improving our school, our community and our world.*

We believe in **Diversity**

*Students will prepare for society and the workforce by working with and appreciating those who are different from themselves.*

## Our Innovator Norms

The character traits we expect all our students to exhibit are known as **Innovator Norms**. Our six Innovator Norms will be woven throughout our culture, classrooms and community.

**Perseverance:** Maintaining a steady persistence in a course of action, and exhibiting a commitment to purpose and tenacity, in spite of difficulties, obstacles, or discouragement. Innovators are courageous in the face of difficulty, knowing that effort and hard work will improve the future, and are able to move past frustrations and setbacks quickly.

**Curiosity:** Eagerly desiring to know and learn; taking initiative and to be inventive.

**Kindness:** Being considerate or helpful.

**Respect:** Honoring or being considerate towards self, property, and others.

**Conscientiousness:** Being careful, meticulous; being thorough, careful, or vigilant; desiring to do a task well and to completion, being accountable, prioritizing to set and meet goals, and achieve results.

**Citizenship and Leadership:** The quality of an individual's membership in, and contribution to, a community. There are no passengers, only crew.

## WHAT DOES A DAY LOOK LIKE?

EBIA opens at 7:30 am and students are invited to come into the building to eat breakfast, check-out their school-assigned laptops, work on assignments, receive academic tutoring, and socialize respectfully with classmates. We are a technology-dependent school, using *Chromebooks* as our learning platforms, and will not assign textbooks to students. Students who don't have internet access at home or appropriate devices can use this time before school to work on assignments.

Because we know that building relationships and creating a sense of belonging and connectedness is integral to students' success, we have been very strategic in developing our master schedule to meet the socio-emotional needs of adolescents. Every day, our students meet with their Advisor, an adult who will serve as the captain of their crew. Advisory classes are comprised of 15-19 students who work together to develop interpersonal skills that will ensure their success in college and career. These tight-knit Advisory crews will learn to monitor one another's progress and success, navigating the nuances of middle school on a daily basis in their assigned rooms. After the Advisory crew gathers, they will walk together to the multi-use room for a school-wide Morning Meeting. The Morning Meeting is a time to develop a strong sense of community, where announcements are made, students perform, Advisory crews compete, people are honored and whole school issues are discussed.

Throughout the course of the day, students will receive instruction in the four core academic subjects of math, science, English/Language Arts, and social studies. Additionally, each student will have a dedicated class period of Independent Learning Time (ILT), where he/she can work individually or collaboratively on assignments. The ILT provides students a safe space to focus academically and receive individualized attention from EBIA staff members. On alternate days, students will receive fitness and computer science instruction. Classes are fifty-five minutes long on Monday, Tuesday, Thursday and Friday and the school day ends at 3:30 pm.

On Wednesdays, students will convene for Morning Meeting before taking part in a block rotation. The four blocks every student will attend are 1) Advisory, where a detailed Socio-Emotional Learning (SEL) curriculum is taught, 2) ILT, where students will have time to work on projects and access playlists as part of their blended learning, 3) Fitness/Computer Science, where students will shift from one mode of learning to another midway through the block, and 4) Innovation Time, where students will be exploring their creativity in the fields of science, technology, engineering, arts, math. Each block is ninety minutes long and the school day ends at 3:50 pm.

After school, students may stay until 5:00 pm, receiving help from tutors, attending teachers' office hours or participating in enrichment activities designed to engage students and give them exposure to myriad learning experiences.



## SAMPLE SCHEDULE (M, T, TH, F)

## SAMPLE WEDNESDAY SCHEDULE

8:55 – 9:20 – Morning Meeting/Advisory	8:55 – 9:05 – Morning Meeting
9:25 – 10:20 – English/Language Arts	
10:20 – 11:15 - History	9:05 – 10:35 - Innovation Time
11:15 – 12:10 - Math	10:40 – 12:10 –Independent Learning Time
12:10 – 12:40 - Lunch	12:10 – 12:40 - Lunch
12:45 – 1:40 - Science	12:45 – 2:15 – Computer Science/Fitness
1:40 – 2:35 – Independent Learning Time	2:20 – 3:50 - Advisory
2:35 – 3:30 – Fitness/Computer Science	

## What does a year look like?

Our school year opens with a five-day orientation week, from 8:30 am to 12:30 pm, aimed to provide students a comprehensive introduction to EBIA. Students will learn about our four pillars, six Innovator Norms, behavioral and academic norms, Advisory, Morning Meetings, regular and block schedules, support structures, breakfast, lunch, and most importantly, one another. In addition to building familiarity and community, all students will take diagnostic tests so that EBIA staff can determine academic levels and begin to set goals with students as part of their Personalized Learning Plans (PLPs).

The second week of school and throughout the year, students will attend their classes, receiving high-quality instruction, working towards mastery of course content through Blended Learning (BL) and Project-Based Learning (PBL). They will utilize design thinking principles in solving problems and utilize SEL skills in collaboration and presentation. Students will be accessing most of the curriculum via a teacher-generated playlist, with links to content that is informative and meaningful. Students will have myriad benchmarks to track their progress and will demonstrate mastery via cumulative assessments, often in the form of end-of-unit projects they must develop and present.

Three times during the year, students will have 2-3 week intersessions where they will have markedly different learning experiences than they experience during the approximately six-week “academic sprints”. During these intersessions, outside agencies are contracted to provide opportunities for exploration (expeditions) into the worlds of science, arts, sports, engineering, etc. Many of the sessions will take place on campus, while others will require field trips. This is a critical component of our instructional model, as we believe that incredible learning takes place not just in the typical classroom environment. Students requiring more academic support will receive accelerated intersession intervention.

Twice a year, we have PLP days, where families meet with Advisors to discuss student progress towards achieving academic and socio-emotional goals. These “parent-teacher conferences” serve as another means of calibration in the learning partnership that must exist between home and school.

Near the end of the school year, EBIA will administer mandatory testing to all students so that we can gauge our students’ individual academic progress and gauge our school’s effectiveness.

At the end of the school year, students will make presentations to our community about projects on which they have worked, demonstrating what they have learned in a professional manner and in a public forum.

Any students in danger of retention will be assigned Summer School in order to improve skills and be ready for the next school year.

## ATTENDANCE AND HEALTH

### Attendance Policy

EBIA will operate with an extended school day and year, offering the needed supports to ensure all students are ready for success in college and career. The school year consists of 185 calendar days with typical school hours running from 8:55 am for EBIA's daily Morning Meeting/Advisory for all students and staff, to our end of day Tutoring, Office Hours and enrichment programs running through 5:00 pm each day. The campus will open at 7:30 am for students to eat breakfast and do school work.

### Absences

Students cannot miss more than 15 days (unless due to medical illness) and they must demonstrate mastery of grade level skills and curricular standards, or they may be candidates for possible retention. We will track daily attendance closely and communicate promptly and directly with families to minimize the impact of absence on any child's academic progress.

- 1) Attendance is one of the most important factors in determining a student's success in school. EBIA can provide a short-term independent study contract when an absence is unavoidable. However, it is important to know that valuable education opportunities may be lost when a student is not in class. Therefore, we have established an attendance policy to promote student success.
- 2) We hope to foster responsibility and work ethics in your child. Students who are tardy disrupt the education of others in the class. Students are expected to be in class and ready to learn no later than 8:55 a.m.; students arriving after that time are considered tardy.
- 3) It is our policy to verify absences each day. When students miss classroom instruction, much of the content may not be able to be replicated. However, work and assignments missed during absence may be able to be completed, as possible.
- 4) Please notify the school by calling (510) 577-9557, if it is necessary for your student to be absent for any reason. When leaving a message, please leave your name, student's name, reason for the absence and a phone number where you can be reached. Absences must be cleared within five school days or the absence becomes unexcused.

EBIA believes every student has a responsibility to achieve as much as the gifts they have been given allow. It is not possible for this to happen if students are absent from class. The adult(s) legally responsible for a child are charged with ensuring that students are in school. EBIA understands that it is inevitable that there will be absences for excused reasons. However, with rare exceptions, these absences are infrequent and don't create a barrier that prevents students from reaching their potential.

- 1) EBIA has policies and procedures that allow students who have been absent for excused reasons to make up missed academic work. Making up missing assignments is seen as a way to minimize the negative impact of poor attendance. However, there is no way students can make up all they miss by not being in the classroom when learning is taking place.

- 2) In evaluating the success of students we believe that attendance is the single most reliable predictor of student performance. Students who are regularly in school succeed; students who are chronically absent do poorly. Research also shows that there is an identical relationship between attendance and success in the workplace.

## Illness

A student who is ill should not be sent to school, since this may result in his/her health becoming worse and exposing others. Good indicators that students should be kept home:

**Fever:** With a temperature equal to or greater than 38.0 C or 100.4 F. The child can return to school after he/she has been fever-free for 24 hours (without fever-reducing medicine such as Tylenol or Advil).

**Colds:** A continuous green discharge from the nose may be a sign of infection; consider having the child seen by your health care provider.

**Diarrhea/Vomiting:** Return to school only after being symptom-free for 12 hours.

**Conjunctivitis (Pink Eye):** Return to school 24 hours after the first dose of prescribed medication.

**Rashes:** Student with an unexplained rash should return to school only after a health care provider has made a diagnosis and authorized the child's return to school.

**Lice:** A student with lice or nits is not permitted at school. Please treat him or her and notify the school. Your student may return to school when nit and lice free.

## Religious Observances

When your student will be absent for religious observance, please call or send a note to school prior to that date. If you do, state regulations allow children absent for religious observance to be counted as present, but class work must still be made up within a reasonable period of time.

## Promoting Health and Wellness

While we understand that many families want to celebrate birthdays and other events as part of the community, we ask that families follow healthy guidelines when bringing in food. Please check with the office before bringing in any food or drinks for any event. Some students have allergies to food and drinks and cannot be in close proximity to these items. Students bringing snacks to school should make healthy choices, such as fruits and vegetables.

## Arrival and Departure

School begins at 8:55 a.m. and dismissal time is 3:30 p.m. Monday, Tuesday, Thursday and Friday. Wednesday classes are held from 8:55 a.m. to 3:50 p.m. Supervision is not provided prior to 7:30 a.m. Please pick students up within fifteen minutes of dismissal. If class is being conducted at an off campus site, students not picked up within 15 minutes of dismissal will be returned to the school site.

## Illness and Injuries

A first aid kit is located in the office. If your student is ill or injured beyond first aid or simple comfort measures, you will be called to take the student home or to the doctor. In an emergency, appropriate action will be taken, and you will be informed immediately. If you cannot be reached, other designated adults listed on the student's emergency form will be notified. It is essential that you keep the school informed of any change in address and/or telephone numbers so that a responsible party may be reached in an emergency.

## Medications

The following policy regarding the administration of medications is applicable when the staff is responsible for the administration of, or assisting in the administration of, medication to students attending school during regular school hours, including before- or after-school programs, field trips, extracurricular and co-curricular activities, and camps or other activities that typically involve at least one overnight stay away from home, because administration of the medication is absolutely necessary during school hours and the student cannot self-administer or another family member cannot administer the medication at school.

Requirements for Administration or Assistance: Before EBIA allows a student to carry and self-administer prescription auto-injectable epinephrine, or inhaled asthma medication, or have authorized school personnel administer medications or otherwise assist a student in administering his or her medication, the school must receive a copy of the following:

- For prescription medications we need a written statement, Rx label and completion of the School's Medication Authorization Form executed by the student's authorized health care provider specifying the medication the student is to take, the dosage, and the period of time during which the medication is to be taken and a statement that the medication must be taken during regular school hours, as well as detailing the method, amount and time schedule by which the medication is to be taken.
- We do not encourage the use of over-the-counter medications such as ibuprofen, antacid tablets or cough drops at school. However, the office keeps a small supply for emergencies, (not for daily use by the students). If the need arises to give your child one of the over-the-counter medications listed, we must have a written statement from your child's physician on the appropriate form.

## Parent Involvement

Parent involvement is vital to our school's success and to the success and achievement of each student. A Parent Advisory Council, comprised of a leadership team and committee chairs, will meet monthly with EBIA's leadership team to determine how the parents/guardians can best serve the school's needs. The roles of the parents include (but are not limited to) the following:

- Participate in the learning community by volunteering thirty hours per year.
- At all times, determine whether this is the right program for their student.
- To give feedback to the school about their student's to help improve programs.
- Respond to school surveys.
- Be responsible for their student's transportation to and from school.
- Provide materials, time and a place for student to do homework.
- Participate in at least one conference per year with their student's teachers, and more as necessary.
- Support and encourage on-time attendance.

## Drop-off/Pick-up Procedures

Wanting to be good neighbors in the community and responsible safe keepers of our students, we ask that parents/guardians either **park on Malcolm Ave.** to drop-off or pick-up students **OR** enter the driveway and **move** in a **counter-clockwise** direction in the turn-about. Cars **MAY NOT** park in the turn-about, as indicated by the red painted curb. **Cars should stop for no more than 30 seconds in the turn-about so that traffic may flow.** Turning left onto Malcolm Ave. when exiting the school is not recommended, as cars traveling up the street do not have a lasting, clear view of the driveway. We recommend turning right when exiting the driveway. Parents/guardians needing to meet with EBIA staff should park on Malcolm Ave. Unless disabled and displaying a placard, parents/guardians may not use the parking lot on campus, as those spaces are designated for staff use only.

## Parent Volunteers

Research on student achievement indicates that when parents are active members of the child's school life, the student's academic progress accelerates and self-esteem blossoms. Based on this research, parents are asked to volunteer in a variety of settings. There are many opportunities for involvement. Please contact the school for information regarding our parent volunteer needs. You can also get ideas at parent meetings, through the newsletter, or by talking with teachers and other parents. Parents and/or family members are asked to volunteer 30 hours/year, per student enrolled. Volunteer time may be done in a variety of ways including, but not limited to Classroom assistance

- Driving and/or chaperoning field trips
- Tutoring
- Fundraising
- Facilities maintenance/Tech support

- Lunch or morning supervision

## Communication with School

As learning partners in every child's education, we value transparency in communication. Most of our communication to homes will be conducted electronically, via emails. Announcements about upcoming events or important issues will be made via a recorded phone call that will be sent out to all families and information will be updated on the EBIA website ([www.eastbayia.org](http://www.eastbayia.org)). Phone calls will be made to discuss individual student issues. The most effective means of communicating with EBIA staff is by email. It is our practice to return emails within 48 hours. If you would like to contact the school by phone, our phone number is (510) 577-9557.

## Parent Portal

In order to monitor student academic progress, every parent/guardian will receive a Parent Portal account to *Illuminate*, our student information system. We recommend you check this on a weekly basis, minimally, to stay updated on your child's grades and attendance. The portal will allow you to see when assignments are due and the grades received on any assessment or assignment. Grades will be updated by teachers on a weekly basis.

## PARENTAL RIGHTS

The following Parents Rights are from the California Department of Education's web site and outline the California law that specifies the legal rights of parents to participate in their children's education (Chapter 864, Statutes of 1998).

### *Classroom Observing*

Parents have the right to visit their child's classroom to observe activities. The time and date of the visitation should be arranged in advance with the school.

### *Teacher Conferences*

Parents have the right to request a conference with their child's teacher(s) and/or the principal. Parents should contact the school to schedule a date and time convenient to all participants.

### *Volunteering*

Parents have the right to volunteer their time and resources for the improvement of school facilities and programs. Parents should contact the school to determine the terms and conditions of this service. Volunteers who come in regularly will need to present TB clearance and proof of clearance (fingerprinting) from the Department of Justice.

### *Student Attendance*

Parents have the right to be notified in a timely manner if their child is absent from school without permission.

### *Student Testing*

Parents have the right to be notified of their child's performance on standardized and statewide tests and the school's ranking on these tests. (Under other state law, parents may request that their child not participate in the statewide tests.)

### *Safe School Environment*

Parents have the right and are entitled to the assurance of a safe and supportive learning environment for their child.

### *Curriculum Materials*

Parents have the right to examine the curriculum materials of the class or classes in which their child is enrolled.

### *Student Academic Progress*

Parents have the right to be informed of their child's academic progress in school and of the persons to contact if they wish more information or assistance with their child.



### ***Student Records***

Parents have the right to access their child's records and to question anything they feel is inaccurate or misleading or an invasion of privacy. Parents have the right to a timely response from the school district about their questions.

### ***Standards***

Parents have the right to receive information regarding the academic standards their child is expected to meet.

### ***School Rules***

Parents have the right to receive written notification of school rules, attendance policies, dress codes, and procedures for school visitations.

### ***Psychological Testing***

Parents have the right to receive information on all psychological testing recommended for their child.

### ***Councils and Committees***

Parents have the right to participate as a member of a parent advisory committee, school-site council, or site-based management leadership team, as applicable.

## OUR SCHOOL RULES

**Take care of yourself**

**Take care of one another**

**Take care of our community**

**Live the Innovator Norms**

### Dress Code

- 1) Hats and hoods will be worn outside only.
- 2) Shorts, skirts and dresses will be longer than extended finger tips along the leg.
- 3) Clothing and accessories will display messages and images only if free of explicit, profane, offensive and suggestive content.
- 4) Clothing will cover all undergarments and torsos.
- 5) Leggings and yoga pants may only be worn under dress-code appropriate shorts, skirts and dresses.
- 6) Pajama pants may only be worn on spirit days.
- 7) Clothing and accessories will be free of any representations of gang affiliation.
- 8) Clothing and accessories will be free of images and messages that promote violence and tobacco, drug or alcohol use.
- 9) Shoes without heels and that are securely fastened around the foot will be worn.

### Cell Phone/Electronic Device Policy

Students will turn off and store away cell phones and personal electronic devices during school hours. Cell phones and personal electronic devices may be used in class only with express permission granted or under supervision by an adult staff member.

*Find the tech use policy [here](#).*

### Gum on Campus

Students chewing gum must throw it in the trashcan upon entering school grounds.

## **Academic Language**

Students will refrain from using profane, rude or offensive language on campus.

## **Public Displays of Affection**

Appropriate, brief and platonic public displays of affection are permitted while at school, on school grounds, and at school-sponsored activities. EBIA staff will use discretion to determine level of appropriateness.

## **Personal Grooming**

Personal grooming (hair and make-up) will take place outside of class time.

## POSITIVE BEHAVIOR SUPPORT PLAN

At EBIA, we strive to create a culture of community, where caring and nurturing relationships exist, giving students a sense of belonging and responsibility to one another. We know that students engaged in rigorous, relevant and real curriculum are more likely to be active participants in the community, eschewing misbehavior that takes away from the productivity of the learning environment. In order to support all students personifying our Six Innovator Norms (Perseverance, Curiosity, Kindness, Respect, Conscientiousness, and Citizenship/Leadership), we have implemented the following positive behavior support plan, with a restorative approach to addressing disciplinary issues that may arise.

We will honor students and staff regularly and publicly for being positive contributors to the EBIA community. Morning Meetings will provide the school-wide forum for recognizing (giving shout-outs to) students for upholding the Innovator Norms, which are tied directly to our core beliefs. Time in Advisory classes will be dedicated to honoring students at a more local level. Acknowledging, validating and affirming our students will take place daily in all classes and throughout campus. While EBIA does not believe in incentivizing positive behavior with extrinsic rewards, we support the idea of setting personal and community goals and celebrating the attainment of those goals in myriad ways that honor process and progress.

We hold high expectations for student behavior and have established a set of behavioral norms and school rules that are in place to support a safe and positive learning environment. Consistency and transparency are the keys to ensuring students understand behavioral expectations. The iterative process of examining and refining these norms is not only encouraged, but expected, as we are an innovative school dedicated to creating a culture where buy-in exists as a result of all voices being heard in order to meet the needs of our community. There is intentionally not a litany of behavioral norms, but these following few, so that we can call attention, when necessary, for correction to anti-community behavior and focus on the positive choices our community makes:

**Take care of yourself**

**Take care of one another**

**Take care of our community**

**Live the Innovator Norms**

*Find the suspension/expulsion policies [here](#).*

## Restorative Justice

*Restorative justice promotes values and principles that use inclusive, collaborative approaches for being in community. These approaches validate the experiences and needs of everyone within the community, particularly those who have been marginalized, oppressed, or harmed. These approaches allow us to act and respond in ways that are healing rather than alienating or coercive.*

-excerpt from Amstutz and Mullet, Restorative Discipline for Schools

Instructional time is “sacred” and successful learning experiences depend upon the engaged participation of every student. The community is comprised of individuals who exercise self-discipline while understanding the need for inter-dependency.

Below is an example of teacher response to students making poor choices in class which are adversely affecting the learning environment:

- 1) When undesired behavior takes place, the teacher will address the entire class, stating the expectations and how certain behaviors are not exemplifying one of the Innovator Norms.
- 2) If the behavior recurs, the teacher will address the responsible individual(s) respectfully and quietly, reminding him/her/them of the appropriate desired behaviors.
- 3) If misbehavior persists, the teacher will ask the student(s) to step outside the classroom for a 1-2 minute conference. That conference will provide the student(s) the opportunity to discuss the behavior and ways in which he/she/they can demonstrate to the class, upon re-entry, that he/she/they is/are ready to learn and re-join the community.
  - a. If the teacher feels the student(s) is/are ready to return to class, the student(s) re-joins the community and demonstrates active scholarly participation. If the student returns to class and continues misbehavior, that student will be asked to write a reflection either in that teacher’s or a neighboring teacher’s class. *Teacher will call home that evening to discuss student behavior.*
  - b. If the teacher feels the student(s) is/are not ready to return, the student(s) will be asked to write a reflection about the undesired behavior either in that teacher’s class or a neighboring class. *Teacher will call home that evening to discuss student behavior.*
- 4) If the student(s) return(s) to class after having written a reflection and continues with unproductive behavior, the student(s) will be referred to the office and will engage in the administrative behavior support plan.
- 5) If the behavior in class is extreme in nature and cannot be dealt with following the aforementioned steps, the student will be referred to the office and will engage in the administrative behavior support plan.

## Administrative Behavior Support Plan

Understanding most behaviors will be addressed by the classroom teacher, as a means of re-engaging students in the learning environment, students referred to the office will already have been given multiple opportunities for correcting misbehavior. We treat every student as an individual and will adjust our approach on a case-by-case basis. We apply restorative justice principles to supporting positive student choices so that unwanted behaviors do not continue, but we can also offer a more traditional model for students and families who prefer not to participate in the restorative approach.

Restorative Approach to Discipline	Progressive/Graduated Discipline System
<p>The following administrative support plan provides some options (in no particular sequence) for students to take part in the reflective and healing process prior to being re-integrated into the community.</p>	<p>The following administrative behavior support plan provides a general framework, assigning consequences that become more dramatic each successive incident a student is referred to the office.</p>
<p><b>Administrative Office Hours</b> (Detention)</p> <p><b>Apology to the Community</b></p> <p><b>Community Service</b></p> <p><b>Counseling</b></p> <p><b>School/Family Conference</b></p> <p><b>Referral to Outside Counseling</b></p> <p><b>Reflection Room</b></p> <p><b>Restorative Justice Circle</b> (bringing together members of the Community, including those harmed)</p> <p><b>School Beautification Project</b></p> <p><b>Schedule Change</b></p> <p><b>Suspension</b> (While we try to avoid suspension from class or school, it is sometimes necessary, depending on the severity or frequency of</p>	<p><b>Referral #1</b> - Conference with student, counseling about making better choices, call home and first official warning.</p> <p><b>Referral #2</b> - Conference with student, counseling about making better choices, call home and one (lunchtime or after-school) detention assigned.</p> <p><b>Referral #3</b> - Conference with student, counseling about making better choices, call home and two (lunchtime or after-school) detentions assigned. Parent conference required.</p> <p><b>Referral #4</b> - Conference with student, counseling about making better choices, and Saturday School (3.5 hours) assigned.</p> <p><b>Referral #5</b> - Conference with student, counseling about making better choices, parent/guardian conference to put behavior contract in place and up to a one-day at-home suspension.</p> <p><b>Referral #6</b> - Conference with student, counseling about making better choices, and up to a two-day at-home suspension.</p> <p><b>Referral #7</b> - Conference with student, counseling about making better choices, and up to a three-day at-home suspension.</p> <p><b>Referral #8</b> - Conference with student, counseling about making better choices, and up to a four-day at-home suspension. <i>A Manifestation Determination meeting may take place if student has 504 or IEP.</i></p> <p><b>Referral #9</b> - Conference with student, counseling</p>

<p>the infraction)</p>	<p>about making better choices, parent/guardian conference, second behavior contract in place and up to a five-day at-home suspension.  <b>Referral #10</b> - Conference with student, counseling about making better choices, parent/guardian conference and up to a five-day at-home suspension. <i>Hearing to determine whether or not student will be expelled from EBIA.</i></p>
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In cases of extreme misbehavior, i.e. any acts described as suspendable offenses by Education Code 48900 or 48915, administrative discretion will be used to determine appropriate consequences.

### Sexual Harassment Policy

Sexual harassment of or by any student or member of the EBIA staff shall not be tolerated. The Board considers sexual harassment to be a major offense, which may result in disciplinary action, including dismissal or expulsion, of the offending student or staff member, or other appropriate sanction.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when it interferes with an individual’s performance at School and/or creates an intimidating, hostile or offensive educational environment. The conduct described above is also sexual harassment when submission to it is made either explicitly or implicitly a term or condition of an individual’s access to education.

Sexual harassment regulated by this policy pertains to behavior of a sexual nature while students are under the jurisdiction of the School.

Students may receive age-appropriate training and/or instruction on the prohibition of sexual harassment at the School.

Any student who believes that he or she has been harassed or has witnessed sexual harassment is encouraged to immediately report such incident to his or her teacher or to another school staff member. The Executive Director will promptly investigate all such incidents in a confidential manner.

## **Student Code of Conduct – Bullying**

This code of conduct is adopted by EBIA and is to be followed by every student while he or she is on school grounds, when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

Any student who engages in bullying may be subject to disciplinary action. Students are expected to immediately report incidents of bullying to an EBIA staff member. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

If the complainant student or the parent of the school believes that the investigation or complaint was not resolved appropriately, the student or the parent of the student should contact the principal or the school office.

## **Academic Honesty**

The Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to discipline, up to and including suspension from School.

Plagiarism and Copyright Infringement definitions:

- 1) Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- 2) Users will respect the rights of copyright owners and not infringe on those rights.

Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

## **STUDENT COMPLAINTS**

### **Notification**

It is the intent of the EBIA to integrate conflict resolution skills into the curriculum. In accordance therewith, students that have complaints against other students are encouraged to first address the



issue with the person directly using the learned conflict resolution skills without the intervention of a school employee. If, however, the student does not feel comfortable with this approach or the complaint involves sexual harassment or discrimination, the student may notify a teacher or other school staff member. The teacher or staff member will notify the Administrator of the complaint if it cannot be resolved immediately at that level. Parents/guardians will be notified if necessary.

Students who have complaints against school personnel or programs may notify a teacher or Administrator. If a teacher, or any other staff member, is notified of a student complaint against school personnel or programs, the teacher shall notify the Administrator.

## **Procedures**

Depending upon the nature of a complaint, the pupil will be provided information concerning the applicable policy and procedures to be followed. For instance, if the complaint is one of sexual harassment or other discrimination, the student will be provided with a copy of the School's policy against harassment and discrimination and provided a complaint form and apprised of the procedures under the policy.

If EBIA has no specific policy or procedures for the particular complaint, the Administrator, or his/her designee, will undertake a responsible inquiry into the pupil's complaint to ensure it is reasonably and swiftly addressed. When appropriate a written statement of the pupil's complaint will be obtained from the student.

## **Confidentiality**

Complainants will be notified that information obtained from the pupil and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.

## **Non-Retaliation**

Complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.

## **Resolution**

Administration will investigate student complaints appropriately under the circumstances and pursuant to the applicable procedures and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

## **UNIFORM COMPLAINT PROCEDURES**

This document contains rules and instructions about the filing, investigation and resolution of a Uniform Complaint Procedures (UCP) complaint regarding an alleged violation by East Bay Innovation Academy

(EBIA) of federal or state laws or regulations governing educational programs, including allegations of unlawful discrimination, harassment, intimidation, bullying and noncompliance with laws relating to pupil fees.

Within this document there is information about how EBIA processes UCP complaints concerning particular programs or activities in which we receive state or federal funding.

- A complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, bullying and charging pupil fees for participation in an educational activity.
- A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation, bullying and noncompliance with laws relating to pupil fees.

If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, EBIA shall assist the complainant in the filing of the complaint.

Programs or activities in which EBIA receives state or federal funding are:

- Consolidated Categorical Aid Programs ( Title I & II)
- Child Nutrition Programs
- Special Education Programs

A pupil fee is a fee, deposit, or other charge imposed on pupils, or a pupil's parents or guardians, in violation of state codes and constitutional provisions which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers. Educational activities are those offered by a school, school district, charter school, or county office of education that constitute a fundamental part of education, including, but not limited to, curricular and extracurricular activities.

A pupil fee includes, but is not limited to, all of the following:

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

This document also applies to the filing of complaints which allege unlawful discrimination, harassment, intimidation, and bullying against any protected group as identified under Education Code section 200

and 220 and Government Code section 11135, including those with actual or perceived characteristics such as age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance.

The following complaints shall be referred to other agencies for appropriate resolution and are not subject to our UCP process set forth in this document unless these procedures are made applicable by separate interagency agreements:

- 1) Allegations of child abuse shall be referred to County Dept. of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.
- 2) Health and safety complaints regarding a Child Development Program shall be referred to Dept. of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.
- 3) Employment discrimination complaints shall be sent to the State Dept. of Fair Employment and Housing (DFEH).
- 4) Allegations of fraud shall be referred to the Legal, Audits and Compliance Branch in the California Department of Education (CDE).

## ADMINISTRATION

### Enrollment

Enrollment at EBIA is governed by regulations for charter schools set forth in California Department of Education code for Charter Schools and our own charter.

### Registration

Once a child has applied to and been accepted by EBIA, students are formally enrolled. At the time of enrollment the Enrollment Process must be followed.

### Enrollment Process:

The enrollment process is:

- Completion of student enrollment forms
- Handbook Acknowledgment
- Proof of immunization
- Completion of Emergency Medical Information Form
- Proof of minimum age requirements, e.g., birth certificate

**Please notify the office, if any registration information changes. It is essential that we have accurate information regarding your address, home telephone number, daytime phone numbers and emergency contact numbers.**

### Withdrawal from School

Please notify the office personnel at least one week in advance, if your child will be withdrawing from school. If possible, please provide your forwarding address, and the name and address of the school your child will be attending. Student records will be forwarded upon receipt of the request from the new school. All school property must be returned before withdrawal.

### Telephoning

In general, school telephones are for business use and for educational or emergency use by students. Only urgent messages will be delivered to your child. Please take care of personal business, such as rides home, etc., prior to school.

### Visitors

Visitors are welcome. Please call in advance to set up an appropriate time to visit and to ensure that the class you wish to observe is available. Please note that parents or other authorized volunteers must sign in and out at the office and wear a visitor badge. These procedures are designed to protect our children from unauthorized individuals and to document volunteer hours.

## Notices and Announcements

The EBIA newsletter is a regular means of sharing school news publishing the school calendar, issuing reminders, and thanking volunteers and contributors. If you have an article to include in the newsletter, please turn it in to staff for approval and inclusion in the newsletter. If you would like the newsletter emailed to you, send an email request to: [info@eastbayia.org](mailto:info@eastbayia.org).

Newsletters are available on our website: [www.eastbayia.org](http://www.eastbayia.org), as well as other useful information.

**PARENTS' PERMISSION FOR THE PUBLICATION  
OF STUDENT WORK/PICTURES**

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server.

**PARENT AND STUDENT HANDBOOK ACKNOWLEDGEMENT**

We acknowledge, by our signatures below, that we have read, discussed, understand and agree to abide by the expectations outlined in the "EBIA 2014-2015 Parent and Student Handbook".

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**PARENT/GUARDIAN AND STUDENT, PLEASE SIGN  
and  
RETURN TO SCHOOL WITHIN 7 DAYS.  
THANK YOU!!**

[School calendar](#)

[Tech policy](#)

[Suspension Policy](#)