



# East Bay Innovation Academy

## Board Meeting

### Date and Time

Wednesday September 20, 2023 at 8:00 PM PDT

### Location

EBIA's regular board meetings are held in person at EBIA, 3400 Malcolm Avenue, Oakland, CA at 8 PM.

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>8:00 PM</b>
Opening Items			
<b>A.</b> Record Attendance and Guests		Rochelle Benning	1 m
<b>B.</b> Call the Meeting to Order		Rochelle Benning	1 m
<b>C.</b> Review and Approve Minutes from 8/21/2023 REGULAR Board Meeting	Approve Minutes	Rochelle Benning	1 m
<b>D.</b> Opening Session - Public Comment (Any Agenda or Non-Agenda Items)		Rochelle Benning	15 m
Public comment is limited to a maximum of 3 minutes of comment time per speaker			
<b>II. Board Governance &amp; Consent Agenda</b>			<b>8:18 PM</b>

	Purpose	Presenter	Time
<b>A.</b> Review and Approve East Bay Innovation Academy Consent Agenda Items	Vote	Rochelle Benning	5 m

Consent Agenda Items:

- August 2023 Check and Credit Card Registers
- FY23 Unaudited Actuals
- 2023 - 2024 Safety Plan
- EBIA Administration of Medications Policy - YMC Provided Update
- EBIA Campus Search and Seizure Policy - YMC Provided
- Internet Service Memorandum of Understanding

**III. Finance and Development 8:23 PM**

Finance

<b>A.</b> East Bay Innovation Academy - Finance Update	Discuss	Bryce Fleming	15 m
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EdTec will join the EBIA Board at the September, November, February, April, May and June during the 2023 - 2024 school year board meetings. Alternate month updates will be high level as needed provided by the Executive Director and/or Senior Director of Operations.

Sept 2023 Update:

- Year End Results - 2022-2023 School Year
- Year To Date Results
- Pending multi-year plan assumption adjustments for 2023-2024 and subsequent school years

**IV. Academic Excellence 8:38 PM**

Academic Excellence

<b>A.</b> EBIA Executive Director's Report	Discuss	Miranda Thorman	15 m
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	Purpose	Presenter	Time
- Introduce Director of College and Career Readiness - Director will discuss initial observations and plans for 2023 - 2024 school year			
<b>V. Facility Updates</b>			<b>8:53 PM</b>
<b>A. Facilities Updates</b> - Verbal update on facilities matters	Discuss	Miranda Thorman	5 m
<b>VI. School Governance and Other Matters</b>			<b>8:58 PM</b>
<b>A. Confirm Board Meeting Dates through 2022 - 2023 School Year (and early 2023 - 2024)</b>  Current board meetings through the end of the school year are scheduled as follows - do we need to make any adjustments that we can incorporate into our schedule now?  8:00 PM Wednesday, 10/18/2023 8:00 PM Wednesday, 11/15/2023  December 2023 Winter Break  8:00 PM Wednesday, 1/17/2024 8:00 PM Wednesday, 2/21/2024 8:00 PM Wednesday, 3/20/2024 8:00 PM Wednesday, 4/17/2024 8:00 PM Wednesday, 5/15/2024 8:00 PM Wednesday, 6/12/2024  July 2024 Summer Break  8:00 PM Wednesday, 8/21/2024	Discuss	Rochelle Benning	1 m
<b>B. Closing Session - Public Comment (Any Agenda or Non-Agenda Items)</b>  Public comment is limited to a maximum of 3 minutes of comment time per speaker	FYI	Rochelle Benning	10 m
<b>VII. Closing Items</b>			<b>9:09 PM</b>
<b>A. Adjourn Meeting</b>	Vote	Rochelle Benning	1 m

# Coversheet

## Review and Approve Minutes from 8/21/2023 REGULAR Board Meeting

**Section:** I. Opening Items  
**Item:** C. Review and Approve Minutes from 8/21/2023 REGULAR Board Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting on August 21, 2023

APPROVED



## East Bay Innovation Academy

### Minutes

#### Board Meeting

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#### Date and Time

Monday August 21, 2023 at 8:00 PM

#### Location

EBIA's regular board meetings are held in person at EBIA, 3400 Malcolm Avenue, Oakland, CA at 8 PM.

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#### Directors Present

Brad Edgar, Kelly Garcia, Michael De Sousa, Rochelle Benning

#### Directors Absent

Brett van Zuiden, Devin Krugman

#### Guests Present

Miranda Thorman

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#### I. Opening Items

##### A. Record Attendance and Guests

##### B. Call the Meeting to Order

Rochelle Benning called a meeting of the board of directors of East Bay Innovation Academy to order on Monday Aug 21, 2023 at 8:06 PM.

##### C.

### **Review and Approve Minutes from 6/8/2023 REGULAR Board Meeting**

Rochelle Benning made a motion to approve the minutes from Board Meeting on 06-08-23.

Kelly Garcia seconded the motion.

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

#### **Roll Call**

Brett van Zuiden Absent

Devin Krugman Absent

### **D. Opening Session - Public Comment (Any Agenda or Non-Agenda Items)**

There is no public comment.

## **II. Board Governance & Consent Agenda**

### **A. Review and Approve East Bay Innovation Academy Consent Agenda Items**

The board discussed the items on the consent agenda. One item- the policy to skip a grade- will be postponed to the next meeting.

Kelly Garcia made a motion to approve the consent agenda.

Michael De Sousa seconded the motion.

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

### **B. EBIA Board of Directors Addition: Brett van Zuiden**

Shelly made a recommendation to add Brett van Zuiden to the EBIA Board. For specific information on Brett please see board packet.

Brad Edgar made a motion to admit Brett van Zuiden to the EBIA Board.

Michael De Sousa seconded the motion.

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

### **C. Board of Directors Resignation: Ken Berrick**

The board would like to publicly thank Ken for his years of service to the EBIA Board.

## **III. Academic Excellence**

### **A. EBIA Executive Director's Report**

### **B. EBIA Academic Report - SBAC, MAP, and AP Results for 2022 - 2023**

Miranda presented an Academic Report. For specific please see the board packet.

### **C. 2023 -2024 Staffing: Declaration of Need for Fully Qualified Educators**

Miranda presented the Declaration of Need for Fully Qualified Educators. For specifics please see board packet.

Rochelle Benning made a motion to Approve the Declaration of Need for Fully Qualified Teachers.

Brad Edgar seconded the motion.

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

#### **IV. Finance and Development**

##### **A. East Bay Innovation Academy - Finance Update**

Miranda presented a finance update. For specifics please see board packet.

#### **V. Facility Updates**

##### **A. Facilities Updates**

Shelley shared a facility update. Both upper and lower schools passed Williams Act inspections.

#### **VI. School Governance and Other Matters**

##### **A. Confirm Board Meeting Dates through 2022 -2023 School Year (and early 2023 - 2024)**

The board confirmed board meeting dates for the 2023-2024 school year.

##### **B. Closing Session - Public Comment (Any Agenda or Non-Agenda Items)**

There are no members of the public present.

#### **VII. Closing Items**

##### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:14 PM.

Respectfully Submitted,  
Kelly Garcia

# Coversheet

## Review and Approve East Bay Innovation Academy Consent Agenda Items

**Section:** II. Board Governance & Consent Agenda  
**Item:** A. Review and Approve East Bay Innovation Academy Consent Agenda Items  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
EBIA August 2023 Check Register.pdf  
EBIA FY23 Unaudited Actuals.pdf  
EBIA Safety Plan 23-24.pdf  
Administration of Medications Policy (YMC edits) (4890-2902-7452.v1).docx.pdf  
Campus Search and Seizure Policy (YMC sample) (4886-8207-9868.v1).docx.pdf  
2023-2024 EBIA Access+1\_250MB\_034\_signed (1).pdf



Internal ID	Subsidiary	Payee Name	Check Number	Payment Dat	Inv Description / Memo (Bill Pmt)	Amount	Type	Status	count Number
8572338	East Bay Innovation Academy (EBIA)	EdTec	8290	8/6/2023	Bill #29141--SIS Support Y Leopold Jun 2023 Services; UPS Postage	150.03	Bill Payme		9121-4857
8572339	East Bay Innovation Academy (EBIA)	Project Lead The Way	8291	8/6/2023	Bill #391484--PLTW CompSci Participation 2023/24	2,200.00	Bill Payme		9121-4857
8572340	East Bay Innovation Academy (EBIA)	East Bay Speech Pathology, Inc.	8292	8/6/2023	Bill #1996--Speech & Language Pathology Services	3,096.00	Bill Payme		9121-4857
8572341	East Bay Innovation Academy (EBIA)	Law Offices of Young, Minney & Corr, LLP	8293	8/6/2023	Bill #5951--General Legal service & Proposition 39 (2023-2024)	1,282.50	Bill Payme		9121-4857
8572342	East Bay Innovation Academy (EBIA)	Francisco Villaseñor	8294	8/6/2023	Bill #073123--New Hire Fingerprinting	68.00	Bill Payme		9121-4857
8572343	East Bay Innovation Academy (EBIA)	Photine Tsoukalas	8295	8/6/2023	Bill #080223--New Hire Fingerprinting	81.99	Bill Payme		9121-4857
8572344	East Bay Innovation Academy (EBIA)	Bonita Herrera	8296	8/6/2023	Bill #080223--Senior Grad Nite extra passes; SLT Dinner; Breakfast items for Welcome Bac	1,329.73	Bill Payme		9121-4857
8572345	East Bay Innovation Academy (EBIA)	Replica Digital Ink	8297	8/6/2023	Bill #7338--Returning 9th Gr & New Student Registration with 2hole punch 697qty	96.58	Bill Payme		9121-4857
8572346	East Bay Innovation Academy (EBIA)	Language Learning Network	8298	8/6/2023	Bill #2350-C--Spanish Oniste 2023-24	31,100.00	Bill Payme		9121-4857
8594685	East Bay Innovation Academy (EBIA)	Golden Gate Academy	8299	8/11/2023	Bill 8/11/2023--SY 23-24 Monthly use fee for Golden Gate Academy campus--Upper Sc	32,080.00	Bill Payme		9121-4857
8594686	East Bay Innovation Academy (EBIA)	Lina's Janitorial Services	8300	8/11/2023	Bill #53--Summer deep cleaning 2023 Janitorial Service for US & LS	18,000.00	Bill Payme		9121-4857
8594687	East Bay Innovation Academy (EBIA)	Scoot Education Inc.	8301	8/11/2023	Bill #46910--US Sub coverage Perry O. 7/28--Bill #47038--LS substitute coverage for 6th	4,520.00	Bill Payme		9121-4857
8594688	East Bay Innovation Academy (EBIA)	Cilono, Stephen (ee)	8302	8/11/2023	Bill #080723--New hire fingerprinting	92.00	Bill Payme		9121-4857
8594689	East Bay Innovation Academy (EBIA)	Alpine Awards & Imprinted Sportswear, Inc	8303	8/11/2023	Bill #6104057--8qty Plaques 8"x10" w/Sublimation name line change set up; Rush Fee(Staf	315.13	Bill Payme		9121-4857
8594690	East Bay Innovation Academy (EBIA)	Hawk Circle Consulting	8304	8/11/2023	Bill #1116--Final 22-23 payment for Interim ED (June/July)	12,500.00	Bill Payme		9121-4857
8594691	East Bay Innovation Academy (EBIA)	Brady Industries	8305	8/11/2023	Bill #8183096--21qty Prespray Spartan SSE	42.71	Bill Payme		9121-4857
8594692	East Bay Innovation Academy (EBIA)	Office Depot	8306	8/11/2023	Bill #321866232001--4qty Postage Stamps	260.00	Bill Payme		9121-4857
8594693	East Bay Innovation Academy (EBIA)	AT&T	8307	8/11/2023	Bill #20238487--Internet Service 06/13/23 - 07/12/23	637.14	Bill Payme		9121-4857
8594694	East Bay Innovation Academy (EBIA)	AT & T	8308	8/11/2023	Bill #20248758--Internet Service 06/16/23 - 07/15/23	637.14	Bill Payme		9121-4857
8631780	East Bay Innovation Academy (EBIA)	AALRR Attorneys at Law	8309	8/22/2023	Bill #689294--Legal Service: Sabrina Goldberg SPED July 2023	7,303.99	Bill Payme		9121-4857
8631781	East Bay Innovation Academy (EBIA)	EdTec	8310	8/22/2023	Bill #27871--Monthly Back Office Service and Data Service August 2023	13,919.09	Bill Payme		9121-4857
8631782	East Bay Innovation Academy (EBIA)	Scoot Education Inc.	8311	8/22/2023	Bill #47260--US Sub coverage 8/7-8/11--Bill #47268--LS Long Term Sub Science (LH) L	5,753.00	Bill Payme		9121-4857
8631783	East Bay Innovation Academy (EBIA)	Miranda Thorman	8312	8/22/2023	Bill #081623--Apple Adapter for Presentation and Magnent; Breakfast for Leadership Retre;	233.56	Bill Payme		9121-4857
8631785	East Bay Innovation Academy (EBIA)	Acme Fire Extinguisher	8313	8/22/2023	Bill #121932--Service call--br> 20qty annual fire extinguisher Maintenance; 4qty Internal Ma	800.17	Bill Payme		9121-4857
8631784	East Bay Innovation Academy (EBIA)	Brady Industries	8314	8/22/2023	Bill #8200501--3qty Cobweb Duster Starbuster (1 backordered) Bill #8191367--Janitorie	1,109.65	Bill Payme		9121-4857
8631786	East Bay Innovation Academy (EBIA)	Project Lead The Way	8315	8/22/2023	Bill #407464--Network Security Lab Hosting Fee 2023/24	1,000.00	Bill Payme		9121-4857
8631787	East Bay Innovation Academy (EBIA)	Charter Schools Development Center (Non Profit)	8316	8/22/2023	Bill #23550--CSDC 1 year Membership US & LS Qty 540	1,620.00	Bill Payme		9121-4857
8631788	East Bay Innovation Academy (EBIA)	Kaiser Foundation Health Plan	8317	8/22/2023	Bill #September2023--September 2023 Medical Health Plan	22,358.99	Bill Payme		9121-4857
8631789	East Bay Innovation Academy (EBIA)	Office Depot	8318	8/22/2023	Bill #324240716001--Sticker Name Badge 4pk; Permanente Markers 4box; Copy paper 2 c	1,249.88	Bill Payme		9121-4857
8631790	East Bay Innovation Academy (EBIA)	Ready Refresh	8319	8/22/2023	Bill #03H0035832427--Malcolm drinking water 07/07/23 - 08/06/23	137.91	Bill Payme		9121-4857
8631791	East Bay Innovation Academy (EBIA)	RingCentral Inc.	8320	8/22/2023	Bill #632358--Phone Service 07/29/23 - 08/28/23	692.29	Bill Payme		9121-4857
8631792	East Bay Innovation Academy (EBIA)	CPM Educational Program	8321	8/22/2023	Bill #2302784IN--Math Curriculum for SY 2023-24	9,135.00	Bill Payme		9121-4857
8631793	East Bay Innovation Academy (EBIA)	East Bay Speech Pathology, Inc.	8322	8/22/2023	Bill #2010--Speech & Language Pathology Services	1,080.00	Bill Payme		9121-4857
8647069	East Bay Innovation Academy (EBIA)	PowerSchool	8323	8/25/2023	Bill #INV280336--Naviance Solution Suite License	4,925.05	Bill Payme		9121-4857
8647070	East Bay Innovation Academy (EBIA)	Aylin Delacruz	8324	8/25/2023	Bill #081823--Tuition Reimbursement	3,500.00	Bill Payme		9121-4857
8647071	East Bay Innovation Academy (EBIA)	Lina's Janitorial Services	8325	8/25/2023	Bill #54--Janitorial Service for US & LS (August 2023)	12,000.00	Bill Payme		9121-4857
8647072	East Bay Innovation Academy (EBIA)	Francesca Fay	8326	8/25/2023	Bill #070523--CTEL Tuition reimbursement	1,550.00	Bill Payme		9121-4857
8647073	East Bay Innovation Academy (EBIA)	Kids In Harmony, Inc	8327	8/25/2023	Bill #08212023--Academic Assessment/report- J. Martinez; 2qty hours at IEP Meeting - Sat	1,500.00	Bill Payme		9121-4857
8647074	East Bay Innovation Academy (EBIA)	Document Tracking Services	8328	8/25/2023	Bill #946056--Document Tracking Services (05/15/23 to 5/15/24)	545.00	Bill Payme		9121-4857
8647075	East Bay Innovation Academy (EBIA)	Edmentum	8329	8/25/2023	Bill #INV316019--100qty APEX Courses: Unlimited enrollment subsc.	14,088.00	Bill Payme		9121-4857
8647076	East Bay Innovation Academy (EBIA)	Scoot Education Inc.	8330	8/25/2023	Bill #47803--US sub coverage 8/17--Bill #47715--LS Sub Coverage  LS Science 8/17	5,753.00	Bill Payme		9121-4857
8647077	East Bay Innovation Academy (EBIA)	EDBLOX INC.	8331	8/25/2023	Bill #INV1708--3qty Elevate d-12 Tier 1 Prog. Academic year 2023-24 (based on equivalent	38,770.00	Bill Payme		9121-4857
8647078	East Bay Innovation Academy (EBIA)	Hawk Circle Consulting	8332	8/25/2023	Bill #1120--First 50% of Coaching contract to coach Miranda Thorman	2,625.00	Bill Payme		9121-4857
8647079	East Bay Innovation Academy (EBIA)	CoPower	8333	8/25/2023	Bill #2264636--Dental Plan September 2023	3,053.60	Bill Payme		9121-4857
8647080	East Bay Innovation Academy (EBIA)	PG&E	8334	8/25/2023	Bill #081623--Gas and Electric 07/12/23 - 08/09/23	1,953.55	Bill Payme		9121-4857
8647081	East Bay Innovation Academy (EBIA)	ISolved Benefit Services	8335	8/25/2023	Bill #130539572--FBA Monthly Admin Service 07/01/23 - 07/31/23	70.00	Bill Payme		9121-4857
8647082	East Bay Innovation Academy (EBIA)	Journalism Education Association	8336	8/25/2023	Bill #23243--Teacher/Adviser Membership	95.00	Bill Payme		9121-4857

**CHARTER SCHOOL UNAUDITED ACTUALS**  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2022 to June 30, 2023

Charter School Name: East Bay Innovation Academy  
CDS #: 01-61259-0129932  
Charter Approving Entity: Oakland Unified  
County: Alameda  
Charter #: 1620

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

- Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 6910, 7438, 9400-9489, 9660-9669, 9796, and 9797)**
- Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 6600, 7438, 7439, and 9711-9789)**

Description	Object Code	Unrestricted	Restricted	Total
<b>A. REVENUES</b>				
1. LCFF Sources				
State Aid - Current Year	8011	3,766,312.00		3,766,312.00
Education Protection Account State Aid - Current Year	8012	100,504.00		100,504.00
State Aid - Prior Years	8019	0.00		0.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	1,688,804.00		1,688,804.00
Other LCFF Transfers	8091, 8097	0.00	0.00	0.00
Total, LCFF Sources		5,555,620.00	0.00	5,555,620.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290		93,688.00	93,688.00
Special Education - Federal	8181, 8182		82,654.00	82,654.00
Child Nutrition - Federal	8220		10,945.00	10,945.00
Donated Food Commodities	8221		0.00	0.00
Other Federal Revenues	8110, 8260-8299	0.00	419,439.89	419,439.89
Total, Federal Revenues		0.00	606,726.89	606,726.89
3. Other State Revenues				
Special Education - State	StateRev SE		520,370.00	520,370.00
All Other State Revenues	StateRev AO	869,915.16	280,746.59	1,150,661.75
Total, Other State Revenues		869,915.16	801,116.59	1,671,031.75
4. Other Local Revenues				
All Other Local Revenues	LocalRev AO	490,925.62	0.00	490,925.62
Total, Local Revenues		490,925.62	0.00	490,925.62
5. TOTAL REVENUES				
		6,916,460.78	1,407,843.48	8,324,304.26
<b>B. EXPENDITURES (see NOTE in Section L)</b>				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	2,210,578.70	507,532.15	2,718,110.85
Certificated Pupil Support Salaries	1200			0.00
Certificated Supervisors' and Administrators' Salaries	1300	566,791.22	218,359.94	785,151.16
Other Certificated Salaries	1900			0.00
Total, Certificated Salaries		2,777,369.92	725,892.09	3,503,262.01
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	88,715.96	211,110.88	299,826.84
Noncertificated Support Salaries	2200			0.00
Noncertificated Supervisors' and Administrators' Salaries	2300	197,517.83	207,642.43	405,160.26
Clerical, Technical and Office Salaries	2400	185,545.23		185,545.23
Other Noncertificated Salaries	2900		25,424.00	25,424.00
Total, Noncertificated Salaries		471,779.02	444,177.31	915,956.33
3. Employee Benefits				
STRS	3101-3102	533,230.36	91,107.32	624,337.68
PERS	3201-3202			0.00
OASDI / Medicare / Alternative	3301-3302	89,870.00	38,710.51	128,580.51

East Bay Innovation Academy  
Oakland Unified  
Alameda County

2022-23 Unaudited Actuals  
Charter School Alternative Form  
Alternative Form

01 61259 0129932  
Form ALT  
D8AU4R6ANJ(2022-23)

Health and Welfare Benefits	3401-3402	312,316.77	12,078.78	324,395.55
Unemployment Insurance	3501-3502	8,755.35	2,411.65	11,167.00
Workers' Compensation Insurance	3601-3602	19,528.61	559.53	20,088.14
OPEB, Allocated	3701-3702			0.00
OPEB, Active Employees	3751-3752			0.00
Other Employee Benefits	3901-3902	2,460.00	2,012.50	4,472.50
Total, Employee Benefits		966,161.09	146,880.29	1,113,041.38
<b>4. Books and Supplies</b>				
Approved Textbooks and Core Curricula Materials	4100	250.00		250.00
Books and Other Reference Materials	4200	1,340.68		1,340.68
Materials and Supplies	4300	187,967.27		187,967.27
Noncapitalized Equipment	4400	68,559.11	21,694.15	90,253.26
Food	4700	12,301.90	99,608.32	111,910.22
Total, Books and Supplies		270,418.96	121,302.47	391,721.43
<b>5. Services and Other Operating Expenditures</b>				
Subagreements for Services	5100			0.00
Travel and Conferences	5200	28,103.88		28,103.88
Dues and Memberships	5300	26,595.94		26,595.94
Insurance	5400	120,621.00		120,621.00
Operations and Housekeeping Services	5500	212,765.64		212,765.64
Rentals, Leases, Repairs, and Noncap. Improvements	5600	171,001.17	337,080.00	508,081.17
Transfers of Direct Costs	5700-5799			0.00
Professional/Consulting Services and Operating Expend.	5800	1,288,618.55	253,770.39	1,542,388.94
Communications	5900	37,810.30		37,810.30
Total, Services and Other Operating Expenditures		1,885,516.48	590,850.39	2,476,366.87
<b>6. Capital Outlay</b>				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major				
Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Lease Assets	6600			0.00
Depreciation Expense (accrual basis only)	6900			0.00
Amortization Expense - Lease Assets	6910			0.00
Total, Capital Outlay		0.00	0.00	0.00
<b>7. Other Outgo</b>				
Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299			0.00
Transfers of Indirect Costs	7300-7399			0.00
Debt Service:				
Interest	7438			0.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		0.00	0.00	0.00
<b>8. TOTAL EXPENDITURES</b>		6,371,245.47	2,029,102.55	8,400,348.02
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		545,215.31	(621,259.07)	(76,043.76)
<b>D. OTHER FINANCING SOURCES / USES</b>				
1. Other Sources	8930-8979	0.00	0.00	0.00

East Bay Innovation Academy  
Oakland Unified  
Alameda County

2022-23 Unaudited Actuals  
Charter School Alternative Form  
Alternative Form

01 61259 0129932  
Form ALT  
D8AU4R6ANJ(2022-23)

Less:					
2. Other Uses	7630-7699		0.00	0.00	
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(621,259.07)	621,259.07	0.00	
4. TOTAL OTHER FINANCING SOURCES / USES		(621,259.07)	621,259.07	0.00	
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)</b>		(76,043.76)	0.00	(76,043.76)	
<b>F. FUND BALANCE / NET POSITION</b>					
1. Beginning Fund Balance/Net Position					
a. As of July 1	9791	1,744,949.72		1,744,949.72	
b. Adjustments/Restatements	9793, 9795	284,652.28		284,652.28	
c. Adjusted Beginning Fund Balance /Net Position		2,029,602.00	0.00	2,029,602.00	
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		1,953,558.24	0.00	1,953,558.24	
<b>Components of Ending Fund Balance (Modified Accrual Basis only)</b>					
a. Nonspendable					
1. Revolving Cash (equals Object 9130)	9711			0.00	
2. Stores (equals Object 9320)	9712			0.00	
3. Prepaid Expenditures (equals Object 9330)	9713			0.00	
4. All Others	9719			0.00	
b. Restricted	9740			0.00	
c. Committed					
1. Stabilization Arrangements	9750			0.00	
2. Other Commitments	9760			0.00	
d. Assigned	9780			0.00	
e. Unassigned/Unappropriated					
1. Reserve for Economic Uncertainties	9789			0.00	
2. Unassigned/Unappropriated Amount	9790M			0.00	
3. <b>Components of Ending Net Position (Accrual Basis only)</b>					
a. Net Investment in Capital Assets	9796	0.00	0.00	0.00	
b. Restricted Net Position	9797			0.00	
c. Unrestricted Net Position	9790A	1,953,558.24	0.00	1,953,558.24	
	<b>Description</b>	<b>Object Code</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
<b>G. ASSETS</b>					
1. Cash					
In County Treasury	9110				0.00
Fair Value Adjustment to Cash in County Treasury	9111				0.00
In Banks	9120	890,329.23	732,781.60		1,623,110.83
In Revolving Fund	9130				0.00
With Fiscal Agent/Trustee	9135				0.00
Collections Awaiting Deposit	9140				0.00
2. Investments	9150				0.00
3. Accounts Receivable	9200				0.00
4. Due from Grantor Governments	9290	1,375,428.09			1,375,428.09
5. Stores	9320				0.00
6. Prepaid Expenditures (Expenses)	9330	51,449.59			51,449.59
7. Other Current Assets	9340				0.00
8. Lease Receivable	9380				0.00
9. Capital Assets (accrual basis only)	9400-9489				0.00
10. TOTAL ASSETS			2,317,206.91	732,781.60	3,049,988.51
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1. Deferred Outflows of Resources	9490				0.00
2. TOTAL DEFERRED OUTFLOWS			0.00	0.00	0.00
<b>I. LIABILITIES</b>					
1. Accounts Payable	9500	363,648.67			363,648.67
2. Due to Grantor Governments	9590				0.00
3. Current Loans	9640				0.00
4. Unearned Revenue	9650			732,781.60	732,781.60

East Bay Innovation Academy  
Oakland Unified  
Alameda County

2022-23 Unaudited Actuals  
Charter School Alternative Form  
Alternative Form

01 61259 0129932  
Form ALT  
D8AU4R6ANJ(2022-23)

5. Long-Term Liabilities (accrual basis only)	9660-9669			0.00
6. TOTAL LIABILITIES		363,648.67	732,781.60	1,096,430.27
<b>J. DEFERRED INFLOWS OF RESOURCES</b>				
1. Deferred Inflows of Resources	9690			0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
<b>K. FUND BALANCE /NET POSITION</b>				
Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2) (must agree with Line F2)		1,953,558.24	0.00	1,953,558.24

**L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT**

**NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:**

**1. Federal Revenue Used for Capital Outlay and Debt Service**

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. _____	\$ _____		0.00
b. _____			0.00
c. _____			0.00
d. _____			0.00
e. _____			0.00
f. _____			0.00
g. _____			0.00
h. _____			0.00
i. _____			0.00
j. _____			0.00
<b>TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**2. Community Services Expenditures**

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures	Amount (Enter "0.00" if none)
a. Certificated Salaries 1000-1999	_____
b. Noncertificated Salaries 2000-2999	_____
c. Employee Benefits 3000-3999 except 3801-3802	_____
d. Books and Supplies 4000-4999	_____
e. Services and Other Operating Expenditures 5000-5999	_____
<b>TOTAL COMMUNITY SERVICES EXPENDITURES</b>	<b>0.00</b>

**3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster**

Date of Presidential Disaster Declaration	Brief Description i.e., COVID-19 (If no amounts, indicate "None")	Amount
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____
d. _____	_____	_____
<b>TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)</b>		<b>0.00</b>

**4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:**

Results of this calculation will be used for comparison with 2021-22 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2024-25.

a. Total Expenditures (B8)	8,400,348.02
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	606,726.89
c. Subtotal of State & Local Expenditures [a minus b]	7,793,621.13
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600 and 6910]	0.00
f. Less Supplemental Expenditures made as the result of a Presidentially Declared Disaster	0.00

East Bay Innovation Academy  
Oakland Unified  
Alameda County

2022-23 Unaudited Actuals  
Charter School Alternative Form  
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TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE

\$ 7,793,621.13

[c minus d minus e minus f]



EAST BAY INNOVATION ACADEMY  
(EBIA)

SCHOOL SAFETY PLAN

September 2023

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## INTRODUCTION

East Bay Innovation Academy is committed to maintaining safe and secure campuses for all of its pupils and staff. To that end, this Comprehensive School Safety Plan covers the School's policies and expectations regarding the practices of each school in maintaining the security of the physical campus, responding appropriately to emergencies, increasing the safety and protection of students and staff, and creating a safe and orderly environment that is conducive to learning.

All school employees should receive training in the Comprehensive School Safety Plan upon joining the school, and should review any changes to the Plan annually.

The East Bay Innovation Academy's Comprehensive School Safety Plan is required by Education Code 32282-32289<sup>1</sup> to be reviewed and updated by March 1 annually and subsequently submitted for approval to the School Safety Planning Committee, as well as the Governing Board of Directors by April 30th. The contents of the CSSP should include at a minimum, information assessing the current status of school crime (Data about the safety of the campus, including disciplinary matters and/or crimes.) committed on the school campus and at school-related functions, strategies and programs that provide or maintain a high level of school safety, and procedures for complying with existing laws related to school safety. In addition, East Bay Innovation Academy leadership has compiled functional and operational documents and procedures to ensure safety at its campuses, making this a "one-stop shop" for safety protocols and documents.

The Comprehensive School Safety Plan was developed by a Safety Committee that includes leadership, parent, and staff representatives. This version of the safety plan was developed in the Fall of 2022.

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<sup>1</sup> See CDE Website for [Compliance Tool for Comprehensive School Safety Plans](#)

The Comprehensive School Safety Plan was approved in a public meeting of the East Bay Innovation Academy's Board of Directors on September 21st 2022. On **September 21st 2022**, the East Bay Innovation Academy's Board of Directors heard public comment on the CSSP. The most recent plan was communicated to all stakeholders through the following means:

- Disseminated to all staff members via mandatory staff meeting during September meetings.

2021-2022 total number of discipline referrals (not resulting in suspension or expulsion) as of June 30, 2022

#### Suspension/Expulsion data

School Year	Suspension rate	Expulsion rate
2017-2018	0.4%	0%
2018-2019	5.0%	0%
2019-2020	5.8%	0%
2020-2021	0.8%	0%
2021-2022	7%	0%

## CAMPUS SAFETY AND SECURITY

### ENTRANCES & EXITS

The Executive Director, Senior Operations Director, and Operations Director should develop procedures so that students, staff, parents and community members can enter and exit the building in a safe and orderly way, and that the building is secure from unauthorized entry during non-school hours, as follows:

- Designating individuals to lock the school building and/or grounds when not in use
- Training school staff members to maintain the security of the building when working during non-regular working hours (e.g. not propping doors open, re-securing the building after leaving)

- Maintaining a practice of locking doors that are not being regularly used, even during school hours
- Posting signs requesting that visitors sign in at the main office
- Establishing a culture in which any adults without a visitor or staff badge and any children not enrolled at the school are escorted immediately to the main office
- Periodically testing the security system according to the manufacturer or vendor instructions, to ensure it is functioning
- Creating a dismissal plan and student pick-up traffic plan to avoid congestion of the parking lot and local streets, and to prevent students from crossing traffic unnecessarily

#### DROP-OFF/PICK-UP PROCEDURES

The Lower School begins at 9:00 a.m. and dismissal time is 3:30 p.m. daily. The Upper School begins at 8:30 a.m. and dismissal time is 3:45 p.m. Light supervision is provided prior to 8:00 a.m. Please pick students up within ten (10) minutes of dismissal. If class is being conducted at an off-campus site, students not picked up within ten (10) minutes of dismissal will be returned to the school site.

Lower School:

Wanting to be good neighbors in our Lower School 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 thirty (30) seconds in the turnabout 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.

Upper School:

We ask that parents/guardians enter the driveway and move in a counter- clockwise direction in the turn-about, or park in the front lot. Cars should stop for **no more than thirty (30) seconds** in the turn- about so that traffic may flow. Parents/Guardians needing to meet with EBIA staff should park in the designated spaces next to the driveway. Students are required to park in the upper lot near the gym.

#### LATE PICK UP POLICY

EBIA is committed to providing a safe campus for all students. When students are left on school property after the close of school hours, EBIA will follow certain steps to ensure students are safe until their parents/guardians come to pick them up. In the event students are left on campus after school hours, EBIA staff will:

- Notify the Site Administrator or designee immediately.
- Attempt to reach parents/guardians through the phone number provided to the School by parents/guardians at the beginning of the year. This may include contacting any emergency contact(s) listed for the student.
- Bring students into the lobby of the building.  
Parents/guardians will be asked to come into the building to pick up their student. Students must remain on site until an adult comes to retrieve the student.
- Notify the Site Administrator or designee within forty-five (45) minutes following the close of business if there is a possibility that law enforcement may be called to assist the student.
- As a last resort, at sixty (60) minutes after the close of business, EBIA may contact law enforcement and/or child welfare services who may remove the student and may assume responsibility for the student until the parent/guardian retrieves the student.

EBIA understands unforeseen circumstances can occur. Should a late

pick-up be likely, please inform the main office at 510-577-9557. Five (5) or more late pick-ups during a school year may result in a meeting with school administration.

## RIDESHARING SERVICES

As per state and federal law, ridesharing services like Lyft and Uber are forbidden for unaccompanied minors (under the age of 18) unless the service explicitly states that its drivers are qualified to transport an unaccompanied minor. If your student uses ridesharing services to get to and from school, you may consider using services like HopSkipDrive or Zum and ensure that the driver is qualified to transport minors. EBIA does not assume responsibility for the safety of students whose parents elect to privately contract with a transportation service.

## VISITORS POLICY

The School encourages interested members of the community to visit our schools. To avoid potential disruptions to learning, to provide visitors with the information they need, and for the safety of students and staff, ALL visitors should register immediately upon entering any school building or grounds. Visitors shall sign in at the beginning of their visit, receive a visitor badge, and sign out at the end of their visit. Students from other schools as well as students who have ended their school day are not to be on campus unless accompanied by parents/guardians or with the permission of the site administrator.

In registering as a visitor, the sign-in form should include spaces for the following information

- Name;
- His/her purpose for entering school grounds;
- Destination within the school
- Time in and out



At his/her discretion, the Executive Director, Site Administrator, Operations staff member, or designee may also request

- proof of identity
- address
- occupation and company affiliation
- age (if less than 21); and any other information consistent with law.

Parents and guardians visiting during the school day for any purpose other than picking up at or dropping off a child at the beginning or end of the school day as part of the normal school day schedule should also be requested to sign into the visitor log. This applies to parents and guardians who are picking up a student early (e.g. for a medical reason) or dropping off a student late (e.g. tardy), as well as parents and guardians who are on campus to volunteer in their child's classroom. If observing instruction, teacher will be notified and administrator will escort parents/guardians to the classroom.

School employees should follow normal check-in procedures upon arrival for work and should wear badges signifying that they are School employees.

Students not enrolled at the school who wish to use the school grounds for recreation during the school day are, at the discretion of the Office Lead, also subject to the School's visitor policy.

The Office Lead or designee may refuse to register any visitor if he or she reasonably concludes that the visitor's/outsider's presence would disrupt the school, students or employees, would result in damage to property, or would result in the distribution or use of a controlled substance. (Penal Code 627.4).

The Office Lead or designee may request that a visitor/outsider who has failed to register, or whose registration privileges have been denied or revoked, to promptly leave school grounds. If necessary, the Office Lead or designee may call the local police to enforce the departure of the visitor/outsider. When a visitor/outsider is directed to leave, the Executive Director or designee shall inform the visitor/outsider that if he or she reenters the school within seven (7) days, he or she will be guilty of a misdemeanor and subject to a fine and/or imprisonment. (Penal Code 627.7).

All schools shall inform parents annually about the school's policies regarding visitors/outside, and remind parents that to maximize safety and security they should also register when visiting the school.

This visitor/outside policy is subject to the further terms and conditions contained in The School's Registered Sex Offender Policy, set forth below.

## FINGERPRINTING POLICY

For the protection of students, California State law requires criminal background checks for all public school employees, as well as any individual working alone with minors in a school setting. All employees' fingerprints who fall into the above categories run through the Federal Bureau of Investigations (FBI) and/or Department of Justice (DOJ) databases.

### WHO SHOULD BE FINGERPRINTED

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All new school site employees must be fingerprinted and cleared before they begin working independently with minors. Individuals who were previously fingerprinted when they worked in another school district must be fingerprinted again to ensure that The School is notified if the person subsequently commits a felony or misdemeanor.

In addition, any volunteers who have the occasion to be alone with a pupil while not in the presence of a School employee must receive fingerprint clearance prior to volunteering on campus. Volunteers do not have to be fingerprinted only if they are working under the direct and continual supervision of a school employee in the same room, and will have no occasion to be alone with a pupil. This policy also applies to parents/guardians of students who volunteer at the school and may have the occasion to be alone with a pupil other than their own child.

The actual background check depends on the individual's residency history. If the individual has resided in the state of California for more than 5 years, only DOJ check is required. If the individual has resided in the state of California for less than 5 years, DOJ and FBI checks are both required.

Note that most DOJ background checks take less than seven days, sometimes more. FBI background checks take considerably longer.

Individuals who wish to work or volunteer at the School should plan to get fingerprinted as quickly as possible to avoid delays in commencing work or volunteer activities.

#### REGISTERED SEX OFFENDER POLICY

For the protection of pupils while they are traveling to and from school, attending school, or at a school-related activity, Directors and their designees should respond appropriately when apprised of information that a registered sex offender resides or works within two (2) miles of the School, or otherwise may be likely to attempt to visit the School for any reason whatsoever.

In accordance with "Megan's Law", the Executive Director or designee shall notify parents/guardians annually of the availability of the CD-ROM from local law enforcement regarding registered sex offenders, and recommend that they utilize the information contained on the disk, and that information about registered sex offenders may be obtained from the California Attorney General's Megan's Law website, found at <http://meganslaw.ca.gov>, (Penal Code 290.4 and Parra Act), subject to the disclaimer found on said website.

The School and its employees shall be immune from liability for the good faith dissemination of sex offender information so long as the dissemination is in the manner and to the extent authorized by law. (Penal Code 290).

When a school has received information about a registered sex offender from any source, the Executive Director or designee may, on a case-by-case basis, notify staff, including but not limited to, bus drivers, staff who may be involved in visitor/outsider registration, and teachers. If the Executive Director or designee informs any staff member of the information about a registered sex offender, the Executive Director or designee shall also inform the staff member of the following:

- a) The school will share public registered sex offender information with staff members to assist in identifying a danger;
- b) Any person who uses registered sex offender information to commit a felony will be subject to criminal penalties; and
- c) Staff is not permitted to notify any parents or any other members of the community of any information received pursuant to this policy without the written permission of the Executive Director or designee.

If a suspected registered sex offender is seen on or nearby school grounds, and is not a parent or guardian of a pupil at the school, staff members shall immediately inform the Executive Director or designee. When the Executive Director or designee receives information that a suspected registered sex offender may be on or nearby school grounds or around any pupil, he or she will determine whether the suspected registered sex offender has received written permission for the entry onto school grounds, is a parent or guardian of a pupil at the school, and if possible, is actually a registered sex offender. Any such registered sex offender who does not have written permission for the entry onto school grounds or is not a parent or guardian of a pupil attending the school will be promptly directed to leave by the Executive Director, who will notify law enforcement immediately. Law enforcement will determine if the registered sex offender is in violation of parole or probation conditions.

If a school learns or is notified that a registered sex offender is a parent/guardian of one or more pupils who attend the school, the Executive Director or designee should attempt to schedule a meeting with the parent/guardian for the following purposes:

- a) To establish a positive, cooperative working relationship to the extent possible;
- b) To discuss the incident(s) leading to the registration requirement, (the School recognizes that the parent/guardian is not required to discuss any criminal or personal history with representatives of the School);
- c) To explain the limitations placed upon the parent's/guardian's participation in school programs, activities or visits, as specified in this policy;
- d) To advise the parent/guardian that the regulations limiting his/her access to children at school will be strictly enforced with the assistance of law enforcement personnel, if required;
- e) To develop joint strategies with the parent/guardian for "normalizing" the educational experience of his/her children to the fullest extent possible; and

- f) To be advised of any judicial restraining orders or conditions of probation or parole that may limit the parent's/guardian's ability to participate in school activities.

This meeting shall be held on school grounds unless there is a concern for the safety or welfare of pupils or staff, and in that event, it may be held at a location within the Executive Director or designee's discretion. If this meeting with the parent is not held, the Executive Director or designee shall notify the parent/guardian in writing of the information contained in this policy. The School recognizes the following rights of the parent/guardian to participate in his/her child's education:

- a) To transport his/her child to and from school;
- b) To attend regularly scheduled parent conferences with the teacher, Executive Director or other school official; and
- c) To attend a regularly scheduled school program or activity in which their child is a participant.

The parent/guardian may not extend their presence at school beyond what is reasonable to exercise the aforesaid parental rights, and to that end, a registered sex offender shall not:

- a) Serve as a school or class volunteer;
- b) Act as a chaperone on a school field trip;
- c) Be in the presence of children for any reason other than for the parent rights stated herein; and
- d) Make individual contact with any student other than his/her own while at school or during a school activity.

Staff shall provide observation and/or supervision of a parent/guardian registered sex offender who is visiting a school or participating in a school activity defined herein.

When a parent/guardian is a registered sex offender, the school will make an effort to preserve the confidentiality of information obtained pursuant to the Megan's Law notification process to the fullest degree possible. School officials may share relevant information with employees as needed but will

not share the information with unauthorized employees, other parents or with the community at large. In order to avoid a breach of confidentiality, copies of forms, materials or information distributed or used in connection with the implementation of this policy should be collected and/or destroyed. Under no circumstances is it appropriate to post notices, photographs, or the identity of a parent/guardian registered sex offender on school bulletin boards.

All schools shall inform parents annually about the existence of this policy regarding registered sex offenders. All schools shall cooperate to the fullest extent possible with local law enforcement for receiving, communicating and disseminating information concerning registered sex offenders.

NOTE: Pursuant to Penal Code 290(q), any person who uses registered sex offender information to commit a felony will receive a five-year state prison term; any person who uses registered sex offender information to commit a misdemeanor will be fined at least \$500 and not more than \$1000.

## EMERGENCY PREPAREDNESS

Emergency preparedness procedures will be readily on hand in each office, including a list of up to date emergency contact numbers. This information should be discussed and disseminated before school starts, ideally at an all school staff meeting just when the teachers return to duty.

## DRILLS

It is the Director of Operations responsibility to schedule emergency drills throughout the year, and record the date and time of each drill. The Office Lead may be asked to help out. Those drills are:

- Fire Drill: **At least once per month**, at the lower school and **three times per year** at the upper school a fire drill should be conducted in which all pupils, teachers, and other employees are required to vacate the building.
- Earthquake Duck & Cover Drill: This drill should be performed **four (4) times per school year**.

## DISASTER PLANS

### Introduction

These procedures lay out the basic steps of action to take in the case of the following emergencies:

- Fire
- Earthquake
- Active Shooter
- Lockdown
- Shelter in Place
- Other potential scenarios

In addition, this section includes EBIA's Standard Emergency Management System (SEMS) plan, roles, and responsibilities

Annually and on an on-going basis, the Executive Director, in collaboration with the Site Leaders will:

- Assign staff to the Safety Team, and ensure that the list is updated regularly.
- Ensure evacuation maps specific to the school site in each and every classroom and office room by the door, as well as by each fire extinguisher and fire exits, are exhibited.
- Ensure all staff - including after school staff and night staff - are informed of these procedures and have access to all emergency supplies.
- Ensure adequate training in these procedures for all staff.
- Schedule, conduct, and learn from semi-annual practice drills for evacuation, earthquake, active shooter, lockdown, and shelter in place.
- Inform parents of emergency/disaster procedures, as well as reunification procedures.

### Use of Incident Command System

In alignment with CDE Recommendations, EBIA will use an Incident Command System (ICS) to manage all emergencies within the school. Planning and preparation for each kind of emergency will help staff learn proper courses of action in an emergency, but this plan cannot foresee all possible circumstances in an emergency. Therefore, all staff must be

prepared to evaluate all circumstances and make sound judgements based on the situation.

**Employees as Disaster Service Workers**

In accordance with California law, each employee at EBIA is considered a Disaster Service Worker, requiring them to be prepared to stay on the campus to care for students for up to 72 hours. If necessary, employees are subject to disaster service activities as assigned to them by their supervisor.

**Use of Facilities in an Emergency**

Education Code section 32282(a)(2)(B)(ii) states that school officials may be required to grant use of facilities, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or emergencies that affect public health.

**Safety Team**

This team is responsible for managing emergencies. The Site Administrator is the Incident Commander.

Name	Role
Malcolm Avenue	
Mick Terrizzi / or Designee	Site Leader - Dean of Academics
Ernesto Diaz / or Designee	Site Leader - Dean of Culture
Jonathan Cervantes	Office Lead
Mountain Blvd	
Francesca Fay / or Designee	Site Leader - Dean of Academics
Mike Calhoun / or Designee	Site Leader - Dean Of Culture
Daisy Romero	Office Lead



FIRE

FIRE	
The fire protocol is used when there is an active or suspected fire or the alarm is set off. The fire protocol will be used even if it is known to be a false alarm.	
Step 1 Fire Alarm	<ul style="list-style-type: none"> <li>If there is a fire and the alarm has not been set off, any member witnessing the fire may initiate the fire alarm.</li> </ul>
Step 2 Announcement Or Alarm Sounding	<ul style="list-style-type: none"> <li>A Safety Team Member will announce via classroom radios and #lowschool or #upperschool <i>“Attention please, leave the building. Evacuate the building. Leave the building. Evacuate the building and listen for further instructions.”</i></li> </ul>
Step 3 Open SLACK app & Get Backpacks	<ul style="list-style-type: none"> <li>Tune into #emergency SLACK channel</li> <li>Classroom teachers to take Emergency Backpack and Emergency Contact Roster</li> </ul>
Step 4 Evacuate	<ul style="list-style-type: none"> <li>Staff and students will evacuate the building in a quiet and orderly fashion using emergency exit routes. We will meet at the Emergency Meeting Area:                             <ul style="list-style-type: none"> <li>3400 Malcolm Ave.</li> <li>3800 Mountain Blvd.</li> </ul> </li> <li>The Safety Team will ensure all classrooms, hallways, cafeteria, kitchen, restrooms and offices are empty. The Safety Team will search for any missing students and staff. Assign floors and areas of the building among the Safety Team of each building.</li> </ul>
Step 5 Take Roll	<ul style="list-style-type: none"> <li>Once you arrive at the Emergency Meeting Area, classroom teachers take roll.</li> <li>Teacher reports missing students to Safety Team via SLACK #emergency channel</li> <li>Stay in the meeting area for further instruction.</li> </ul>
Step 6 Further Instructions & Return	<ul style="list-style-type: none"> <li>Await further instructions from the Fire Department</li> </ul>
Step 7 Safety Team Debrief	<ul style="list-style-type: none"> <li>After the emergency is all clear, the Safety Team huddles for debrief.</li> <li>All other staff resume normal operations.</li> </ul>
Step 8 Communications	<ul style="list-style-type: none"> <li>The Executive Director will draft and send communications to all staff and families regarding the nature of the emergency and response.</li> </ul>

EARTHQUAKE

EARTHQUAKE	
The earthquake protocol is initiated at the onset of an earthquake. Do not wait for an announcement to begin the protocol.	
Step 1 Announcement	<ul style="list-style-type: none"> <li>At the onset of an earthquake, a Safety Team Member will announce via Radio AND #emergency SLACK <i>"Earthquake. Duck, cover and hold Earthquake. Duck,cover and hold. Earthquake. Duck,cover. and hold"</i></li> <li>Staff should instruct students to take cover, and do so themselves even if they do not hear the announcement.</li> </ul>
Step 2 Immediate response	<p>If indoors...</p> <ul style="list-style-type: none"> <li>Turn away from windows, suspended objects or outside walls</li> <li>Drop to the floor, take cover under a desk, table or against an interior wall.</li> <li>Make your body as small as possible; cover head and neck while protecting the chest.</li> <li>Hold position until the ground stops shaking or the Safety Team has announced over radios to begin Evacuation.</li> <li>If an aftershock occurs while you are exiting the building, "Drop, Cover and Hold On" until the shaking stops.</li> </ul> <p>If outdoors...</p> <ul style="list-style-type: none"> <li>Teachers get to a clear space (away from buildings, poles, overhead wires and other tall objects) call out to student, "Duck and cover"</li> <li>Students drop to ground, cover head and neck with arms.</li> <li>Watch for dangers that may demand movement.</li> <li>Be prepared to duck and cover again due to aftershocks.</li> <li>Hold position until the ground stops shaking or the Safety Team has announced over radios to begin Evacuation.</li> </ul>
Step 3 Open SLACK app & Get backpacks	<ul style="list-style-type: none"> <li>Tune into #emergency SLACK channel</li> <li>Classroom teachers to take Emergency Backpack and Emergency Contact Roster</li> </ul>
Step 4 Evacuate	<ul style="list-style-type: none"> <li>Staff and students will evacuate the building in a quiet and orderly fashion using emergency exit routes. We will meet at the Emergency Meeting Area:                             <ul style="list-style-type: none"> <li>See Maps below</li> </ul> </li> <li>The Safety Team will ensure all classrooms, hallways, cafeteria, kitchen, restrooms and offices are empty. The Safety Team will search for any missing students and staff. Assign floors and areas of building among Safety Team of each building.</li> </ul>
Step 5 Take Roll	<ul style="list-style-type: none"> <li>Once you arrive at the Emergency Meeting Area, classroom teachers take roll.</li> <li>Teacher reports missing students to Safety Team via SLACK #emergency channel</li> <li>Stay in the meeting area for further instruction.</li> </ul>
Step 6 Further Instructions & Return	<p>If there is minimal damage:</p> <ul style="list-style-type: none"> <li>The Safety Team will announce <i>"All clear. All Clear. Please return to your normal activity."</i></li> <li>Staff and students will return to classrooms in a quiet and orderly fashion.</li> </ul>

	<p>If there is damage to the campus:</p> <ul style="list-style-type: none"> <li>• The Safety Team will enact the Reunification Plan at the site of evacuation, or where a Law Enforcement Agency indicates.</li> </ul>
Step 7 Safety Team Debrief	<ul style="list-style-type: none"> <li>• After the emergency is all clear, the Safety Team huddles for debrief.</li> <li>• All other staff resume normal operations.</li> </ul>
Step 8 Communications	<ul style="list-style-type: none"> <li>• The Executive Director will draft and send communications to all staff and families regarding the nature of the emergency and response.</li> </ul>

### FLOOD / SEVERE WEATHER

Warnings of severe weather are usually received via public radio or the State Warning Center. If time and conditions permit, students may be sent home. However, if the weather conditions develop during school hours, without sufficient warning, students should be held at school.

The Executive Director or Director of Operations will assess the situation and make an announcement over the PA or megaphone to A) evacuate, B) stay in classes or C) release students to go home.

See emergency procedures previously described for evacuation directions.

### ELECTRICAL FAILURE

1. Office Lead or Director of Operations notifies property owner and PG&E.
2. Office staff and classroom teachers turn off computers and other equipment that might be damaged by a power surge when the service is restored

### GAS LINE BREAK

1. Office Manager notifies property owner and PG&E.
2. Office Manager notify the Fire Department.
3. Staff to follow the emergency procedures previously described.

### WATER LINE BREAK

1. Office Manager notifies the property owner and the East Bay MUD.
2. Custodian shuts off water.
3. Office Manager notifies the police.
4. The Executive Director or Director of Operations determines if it is necessary to follow the emergency procedures on page 6 to evacuate students and staff.

#### WATER CONTAMINATION

1. Instruct teachers to move students away from drinking fountains and sinks.
2. Notify property owner and East Bay MUD headquarters.
3. Have custodian turn off pressure to drinking fountains and sinks.

#### CHEMICAL SPILL/ INCIDENT

##### If Indoors:

1. Block or rope off area – DO NOT TOUCH ANYTHING.
2. Evacuate room and TURN OFF air conditioning system.
3. Notify school office and Head Custodian of the incident - contact 911 if necessary.
4. Head Custodian should check for chemical safety data to determine clean up procedure.

##### If Outdoors:

1. Upon hearing of a chemical leak (usually from the fire department or other city office) the Office Manager will determine if students should be evacuated.
2. Move away from buildings, poles and overhead wires.
3. Close doors and windows and TURN OFF air conditioning system.
4. If it is necessary to leave the site, move crosswind, never more directly with or against the wind which may carry fumes.

5. Give first aid.
6. Staff to follow the emergency procedures previously described.

LOCKDOWN/ SHOOTING INCIDENT

ACTIVE SHOOTER / LOCKDOWN	
An active shooter protocol is used when there is an immediate threat of shooting on the campus. An active shooter protocol can be initiated by anyone in the building.	
Step 1 Announcement	<ul style="list-style-type: none"> <li>If an active shooter is identified, immediate announcements will be heard via <b>Radio</b>, AND #emergency SLACK: <i>“Lockdown. This is a lockdown. Lockdown. There is an active shooter on campus. Lockdown. All students and staff lockdown.”</i></li> </ul>
Step 2 (In real situation only) Call 911	<ul style="list-style-type: none"> <li>At minimum, Administrative staff to call 911 immediately and inform the operator that there is an active shooter or intruder in or around the school.</li> <li>If in doubt that a 911 call was made, make one.</li> </ul>
Step 3 Enter a lockdown location	<ul style="list-style-type: none"> <li>In the case of a shooting or suspected intruder, the first priority is to shelter students and staff. If you are...                             <ul style="list-style-type: none"> <li>Outside of your classroom: bring students into the nearest classroom</li> <li>In the cafeteria: move to the nearest classroom.</li> <li>In the hallway: proceed to the nearest classroom</li> </ul> </li> <li>Classroom teachers should quickly glance outside the room and direct any students or staff into your room.</li> </ul>
Step 4 Open SLACK channel & Prepare the classroom	<ul style="list-style-type: none"> <li>Open up #emergency channel on SLACK</li> <li>Close and lock doors.</li> <li>Close and lock windows and shut the blinds.</li> <li>Turn off all the lights.</li> <li>Keep the room quiet.</li> </ul>
Step 5 Hide	<ul style="list-style-type: none"> <li>Direct students to hide in the classroom. Determine whether ducking quietly under their desks (“duck and cover”) or sitting along a wall or in a closet is the best location to hide.</li> <li>Move away from windows, try not to be visible from outside.</li> </ul>
Step 6 Take roll	<ul style="list-style-type: none"> <li>Teacher Takes attendance VISUALLY</li> <li>Report missing students via SLACK to alert the Safety Team if you have students missing from your classroom.</li> </ul>
Step 7 Release the room	<ul style="list-style-type: none"> <li><b>All three credentials</b> must be satisfied before unlocking the door from the inside.                             <ul style="list-style-type: none"> <li><b>Credential 1: Door communication</b> Safety Team will knock on the door with a pre-set pattern (i.e. “Knock-, knock-, knock knock knock”)</li> <li><b>Credentials 2: SLACK communication</b> Safety Team will notify rooms if they are clear to unlock the room via SLACK (“Room 1, This is (insert admin name), all clear to unlock the door.”)</li> <li><b>Credential 3: Paper communication</b> <ul style="list-style-type: none"> <li>Safety Team will slide a piece of paper that states “ALL CLEAR” under the door from outside the classroom to the inside.</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>■ Staff inside classroom will have to slide a piece of paper that says “READY” under the door to the outside of the classroom in response as the confirmation of receiving the true release order. <b>Do not</b> slide the paper back if the intruder is inside the room. The “READY” paper is usually in the emergency folder hanging near <b>the door</b>.</li> <li>● When all three credentials are cleared, you will hear the Safety Team member say “Thank you, you can safely unlock your room.” You can open the door then.</li> </ul>
Step 8 School-wide clearance	<ul style="list-style-type: none"> <li>● Please ask students to stay in hiding positions and stay quiet until all classrooms are cleared, when you hear the announcement via Radio and #emergency SLACK: <i>“The school is all cleared. You can return to normal activities.”</i></li> </ul>
Step 9 (In real situation only) Evacuation & Reunification	<ul style="list-style-type: none"> <li>● In a real active shooting situation, the police or Safety Team may make an evacuation announcement. If so, evacuate to the evacuation point.</li> <li>● In some situations, the police or Safety Team may initiate a reunification process for students to reunite with their families.</li> </ul>
Step 10 Safety Team Debrief	<ul style="list-style-type: none"> <li>● After emergency is all clear, Safety Team huddles for debrief</li> <li>● The safety team plans for and executes any necessary counseling or group debriefs.</li> </ul>
Step 11 Communications	<ul style="list-style-type: none"> <li>● The Executive Director will draft and send communications to all staff and families regarding the nature of the emergency and response.</li> </ul>

SHELTER IN PLACE	
Shelter in Place is used when there may be a threat outside the school campus, such as police activity or toxic air. Students are not locked down in their classrooms and may move throughout the building - they just may not go outside until given permission.	
Step 1 Announcement	<ul style="list-style-type: none"> <li>If the need for a “Shelter in Place” is identified, immediate announcements will be heard via Radio #emergency SLACK: <i>“We are experiencing &lt;fill in the blank&gt;. Because of &lt;fill in the blank&gt;, we are going into a shelter in place. Students and staff must remain indoors until all clear. Teachers please take attendance and report missing students immediately.”</i></li> </ul>
Step 2 Go or remain indoors	<ul style="list-style-type: none"> <li>During a shelter in place, the first priority is to shelter students and staff. If students are outdoors or in the cafeteria, return to their homeroom classrooms.</li> <li>In the case of police activity in the area, safety team will lock perimeter doors.</li> </ul>
Step 3 Take roll	<ul style="list-style-type: none"> <li>Once you arrive at the Emergency Meeting Area, classroom teachers take roll.</li> <li>Teacher reports missing students to Safety Team via SLACK #emergency channel</li> <li>Stay in the meeting area for further instruction.</li> <li>Report missing students to Safety Team via SLACK #emergency channel</li> </ul>
Step 4 Await further instruction	<ul style="list-style-type: none"> <li>Students and staff may walk within a building but not go outside.</li> <li>Normal activities may take place inside</li> </ul>
Step 5 School-wide clearance	<ul style="list-style-type: none"> <li>The shelter in place is over when you hear the announcement via Radio, via SLACK #emergency channel group chat: <i>“The school is all cleared. You can return to normal activities.”</i></li> </ul>
Step 6 (In real situation only) Evacuation & Reunification	<ul style="list-style-type: none"> <li>In a real active shooting situation, the police or Safety Team may make an evacuation announcement. If so, evacuate to the evacuation point.</li> <li>In some situations, the police or Safety Team may initiate a reunification process for students to reunite with their families.</li> </ul>
Step 7 Safety Team Debrief	<ul style="list-style-type: none"> <li>After emergency is all clear, Safety Team huddles for debrief</li> </ul>
Step 8 Communications	<ul style="list-style-type: none"> <li>The Executive Director will draft and send communications to all staff and families regarding the nature of the emergency and response.</li> </ul>



## BOMB THREAT

BOMB THREAT BY MAIL, EMAIL, PHONE CALL, OR OTHER COMMUNICATION METHOD	
This protocol is used when a bomb threat is reported, but no suspicious object has been found.	
Step 1 Answer the call	<ul style="list-style-type: none"> <li>● Notify Administrative Staff immediately                             <ul style="list-style-type: none"> <li>○ Miranda Thorman - miranda.thorman@eastbayia.org</li> </ul> </li> <li>● Try to maintain the caller on the line and obtain information from the caller such as where the bomb is, where it is set to explode, what it looks like, what kind of bomb it is, why it is there and who the caller is. Note any identifying features about the caller (i.e. gender, speech patterns, background noise, identifying location).</li> </ul>
Step 2 Call 911	<ul style="list-style-type: none"> <li>● Administrative staff to call 911 immediately and inform the operator that there is a current bomb threat on another phone line and provide the number of the line.</li> </ul>
Step 3 Team Touchbase	<ul style="list-style-type: none"> <li>● Immediately gather the Safety Team</li> <li>● Make quick discussion based on the information from the call and decide                             <ul style="list-style-type: none"> <li>○ Whether the students should duck and cover</li> <li>○ How to evacuate students in the area where the bomb is claimed to be at</li> <li>○ Whether we should evacuate all students</li> <li>○ Other response plan impacted by the bomb threat information</li> </ul> </li> </ul>
Step 4 Announcement	<ul style="list-style-type: none"> <li>● Safety Team staff will make announcements as soon as possible over the phone speaker, with the signal                             <ul style="list-style-type: none"> <li>○ If duck and cover: <i>“Emergency. Duck and Cover. Emergency. Duck and Cover.”</i></li> <li>○ If evacuated: <i>“Emergency. Leave the building. Evacuate the building. Emergency. Leave the building. Evacuate the building.”</i></li> <li>○ If other instructions are more appropriate, make announcements accordingly.</li> </ul> </li> </ul>
Step 5 Cover/Evacuate	<ul style="list-style-type: none"> <li>● Tune into #emergency channel via SLACK.</li> <li>● Classroom teachers to take Emergency Backpack and Emergency Contact Roster</li> <li>● Based on the announcement, duck and cover or evacuate using same order and routes as fire/earthquake</li> </ul>
Step 6 Take roll	<ul style="list-style-type: none"> <li>● Once you arrive at the Emergency Meeting Area, classroom teachers take roll.</li> <li>● Teacher reports missing students to Safety Team via SLACK #emergency channel</li> <li>● Stay in the meeting area for further instruction.</li> <li>●</li> </ul>
Step 7 Safety Team Search	<ul style="list-style-type: none"> <li>● Before emergency crews are on campus, do not search for any bomb, or explosive.</li> <li>● Search only for people who should be evacuated.</li> </ul>
Step 8	<ul style="list-style-type: none"> <li>● Do not resume school activities until the Safety Team announces <i>“All clear. All Clear. Please return to your normal activity.”</i></li> </ul>

Further instructions & Return	<ul style="list-style-type: none"> <li>• If deemed necessary, the Safety Team will enact the Reunification Plan at the site of evacuation, or where a Law Enforcement Agency indicates.</li> </ul>
Step 9 Safety Team Debrief	<ul style="list-style-type: none"> <li>• After emergency is all clear, Safety Team huddles for debrief</li> </ul>
Step 10 Communications	<ul style="list-style-type: none"> <li>• The Executive Director will draft and send communications to all staff and families regarding the nature of the emergency and response.</li> </ul>

## BOMB THREAT BY IDENTIFICATION OF A SUSPICIOUS OBJECT

This protocol is used when a suspicious object has been found.

Step 1 Discover the object	<ul style="list-style-type: none"> <li>• Notify Administrative Staff immediately                             <ul style="list-style-type: none"> <li>◦ Miranda Thorman - miranda.thorman@eastbayia.org</li> </ul> </li> <li>• Do not touch the object but note any identifying features to describe it to the Safety Team and Emergency crews (Fire Department or Police Department)</li> <li>• Keep students away from the vicinity of the suspicious object</li> </ul>
Step 2 Call 911	<ul style="list-style-type: none"> <li>• Administrative staff to call 911 immediately and inform the operator that there is a current bomb threat.</li> </ul>
Step 3 Team Touchbase	<ul style="list-style-type: none"> <li>• Immediately gather the Safety Team</li> <li>• Make quick discussion based on the information                             <ul style="list-style-type: none"> <li>◦ Whether the students should duck and cover</li> <li>◦ How to evacuate students in the area where the bomb is claimed to be at</li> <li>◦ Whether we should evacuate all students</li> <li>◦ Other response plan impacted by the bomb threat information</li> </ul> </li> </ul>
Step 4 Announcement	<ul style="list-style-type: none"> <li>• Safety Team staff will make announcements as soon as possible over the phone speaker, with the signal                             <ul style="list-style-type: none"> <li>◦ If duck and cover: <i>“Emergency. Duck and Cover. Emergency. Duck and Cover.”</i></li> <li>◦ If evacuated: <i>“Emergency. Leave the building. Evacuate the building. Emergency. Leave the building. Evacuate the building.”</i></li> <li>◦ If other instructions are more appropriate, announce accordingly.</li> </ul> </li> </ul>
Step 5 Cover/Evacuate	<ul style="list-style-type: none"> <li>• Tune into #emergency channel via SLACK.</li> <li>• Classroom teachers to take Emergency Backpack and Emergency Contact Roster</li> <li>• Based on the announcement, duck and cover or evacuate using same order and routes as fire/earthquake</li> </ul>
Step 6 Take roll	<ul style="list-style-type: none"> <li>• Once you arrive at the Emergency Meeting Area, classroom teachers take roll.</li> <li>• Teacher reports missing students to Safety Team via SLACK #emergency channel</li> <li>• Stay in the meeting area for further instruction.</li> </ul>
Step 7 Safety team search	<ul style="list-style-type: none"> <li>• Before emergency crews are on campus, do not search for any bomb, or explosive.</li> <li>• <i>Search only for people who should be evacuated.</i></li> </ul>

Step 8 Further instructions & Return	<ul style="list-style-type: none"> <li>Do not resume school activities until the Safety Team announces <i>"All clear. All Clear. Please return to your normal activity."</i></li> <li>If deemed necessary, the Safety Team will enact the Reunification Plan at the site of evacuation, or where a Law Enforcement Agency indicates.</li> </ul>
Step 9 Safety Team Debrief	<ul style="list-style-type: none"> <li>After emergency is all clear, Safety Team huddles for debrief.</li> </ul>
Step 10 Communications	<ul style="list-style-type: none"> <li>The Executive Director will draft and send communications to all staff and families regarding the nature of the emergency and response.</li> </ul>

## DEATH/SUICIDE

- Office Manager will be notified in the event of a death or suicide on campus.
- Assigned person(s) will phone 911.
- Office Manager will notify teachers to keep students in their classrooms until informed otherwise.
- Assigned person(s) will control and organize media.
- Assigned person(s) will notify relatives where the victim(s) have been taken and not divulge unnecessary details.
- Assigned person(s) will ensure that counseling services are available as soon as possible.

## INTRUDERS / VICIOUS ANIMALS

- Executive Director, Director of Operations or the office staff will check out the situation and take appropriate action (i.e., contact Police or animal control agency).
- Administration should initiate a code to alert staff of a potential suspicious intruder.
- Keep the students in the classroom until the threat is cleared.
- Implement shelter in place if necessary; lock classroom doors and windows, move away from windows, draw curtains, remain silent.
- Notify office of who is with you, if possible.

6. All students outside of the building are to be quietly and cautiously led into the building.
7. Wait for further instructions from administration and/or police/animal agency.

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## EMERGENCY STUDENT RELEASE PROCEDURES

1. EBIA will keep and care for all students in an emergency situation (such as loss of electrical power, wind/rain storms, earthquakes, etc.) until the end of the school day or longer if the emergency dictates.
2. Should conditions exist that make transportation impossible, students will be kept at school until the parent, guardian or an authorized adult comes to check the student out of school. In such conditions it is expected that parents/authorized adults will come as soon as possible to pick up their student(s).
3. If electrical power has not been disrupted, only high school parents/legal guardians may have their student(s) released, as per normal absence/release procedures.
4. In all situations, the Executive Director or Operations Team may make other decisions dependent on the type of emergency. During any community-wide emergency, please listen to the radio for pertinent information.
5. Those who arrive during an emergency to check a student out of school will go through the designated release procedures: typically the school will record the time, student's name, and the name of the adult to whom the student is being released and address or destination.

IF THE EMERGENCY SITUATION DOES NOT EXTEND BEYOND NORMAL SCHOOL HOURS, STUDENTS WILL BE RELEASED AS USUAL AT THE END OF THE SCHOOL DAY.

EMERGENCY EVACUATION PROCEDURES FOR SAFE INGRESS AND EGRESS

Beyond planning for daily ingress/egress routes and emergency evacuation routes, schools must plan for assisting students, staff and visitors with disabilities. Under the Americans with Disabilities Act of 1990, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and/or cognitively/emotionally impaired must be assisted.

A. Considerations for Planning for People with Disabilities:

1. Identify the population of people with disabilities
2. Students with disabilities are located in self-contained SDC and SH classrooms
3. There are certified teachers and paraprofessionals trained to assist students with disabilities
4. Determine proper signage and equipment
5. The facility has been reviewed and certified by the school district's department of buildings and grounds
6. The facility is reviewed for proper signage and equipment on a yearly basis

B. Assigned Staff Trainers for Assisting Individuals With Disabilities

Name	Title
Ernesto Diaz	Lower School Dean of Culture
Michael Calhoun	Upper School Dean of Culture

On-Campus Evacuation/Assembly Location

[3400 Malcolm Ave \(Marshall Campus\)](#)

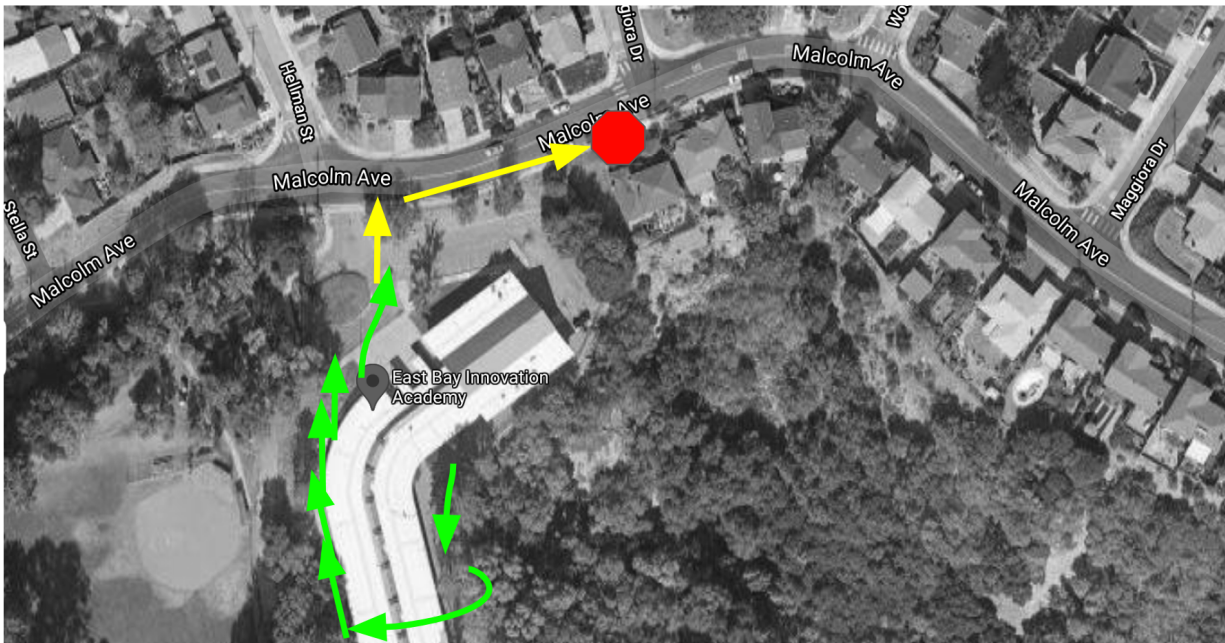
[3800 Mountain Blvd. \(GGA Campus\)](#)

## Emergency Phone Numbers

Entity	Number
Emergency	911
Oakland Police Department	510-777-3211
Oakland Fire Department	510-444-1616
American Red Cross	510-595-4400
Oakland Office of Emergency Services	510-238-3938
Summit Medical Center Emergency Department	510-869-8700
Highland Hospital Emergency/Trauma Department	510-437-4559
Kaiser Oakland Hospital	510-752-1000
Pacific Gas And Electric	800-743-5000
Ebmud Water	510-835-3000
Alameda County, Poison Center	800-222-1222
Office of Environmental Health Hazard Assessment	916-323-2514
OUSD - Emergency Preparedness	510-879-3670 (office)
GGA	510-504-8210

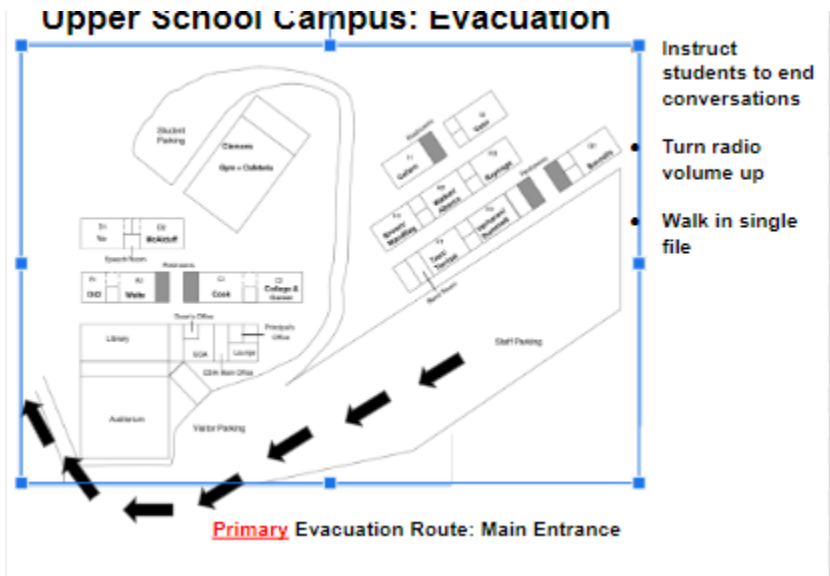
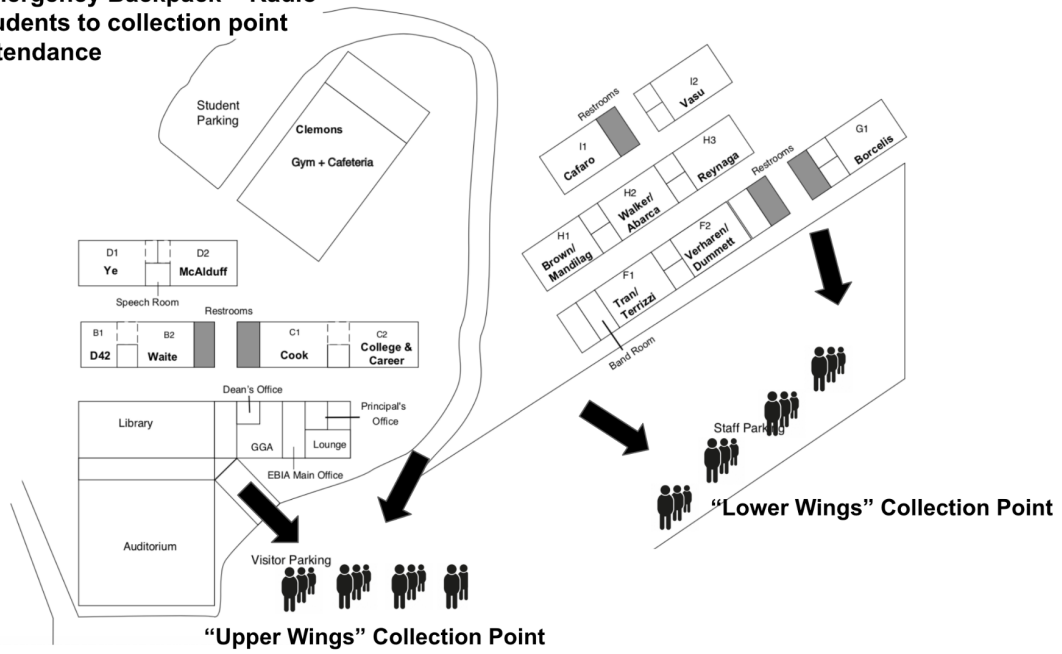
## SITE MAPS & EVACUATION PLAN

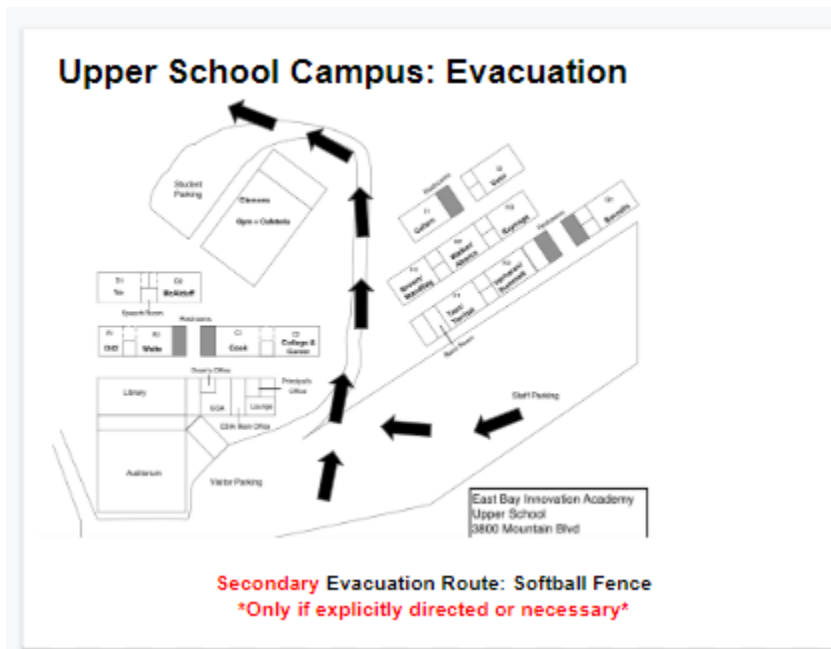
### Lower School - 3400 Malcolm Avenue



### Upper School - 3800 Mountain Blvd.

1. Take Emergency Backpack + Radio
2. Take students to collection point
3. Take Attendance





## STUDENT DISCIPLINE

The School believes that one of the major functions of education is the preparation of youth for responsible citizenship. The School shall foster a learning environment that reinforces self discipline and the acceptance of personal responsibility. In addition, the School shall work with students and families to provide a safe school environment that provides students with the opportunity to have a quality education.

The following policies and procedures are designed to guide school personnel in dealing with student discipline issues, while providing students and parents with a clear set of expectations regarding student behavior and an understanding of the consequences of misconduct.

As provided in the charter petitions, the policies and procedures for suspension and expulsion of students set forth in this document comply with the policies and procedures identified in the California Education Code. These policies and procedures will be periodically reviewed and the lists of offenses for which students are subject to suspension or expulsion will be modified as necessary.



These policies and procedures will be enforced fairly, uniformly, and consistently without regard to sex, ethnic group, religion, sexual orientation, color, race, national origin and physical or mental disability

## DISCIPLINE IN GENERAL

Each school should develop a process for handling, and if necessary escalating, individual cases of student misbehavior. Strategies may include but are not limited to:

- Relocating the student's desk to a different part of the classroom;
- Assigning different or additional work appropriate to the infraction;
- Utilizing a peer mediation or student conflict resolution program;
- Individual conversation with the classroom teacher about behavior and consequences;
- Utilizing a written referral framework;
- Designating selected classrooms and teachers (typically, lead teachers or advisors) as places for "time out";
- Referring students to the Dean of Culture or a designee;
- Contacting parents/guardians; and/or
- Requiring the student to attend before/after school detention or Saturday detention;

All employees will report unmanageable or unusual behavior of students to the Director of Student Support Services or designee as soon as possible. The Director of Student Support Services or designee shall investigate the report and exercise his or her discretion for purposes of notification of parents, legal guardians, law enforcement, or local child protection services.

## PUPIL SUSPENSION AND EXPULSION POLICY

This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well-being of all students at the Charter School. In creating this policy, the Charter School has reviewed Education Code Section 48900 *et seq.* which lists the offenses and procedures for suspensions and expulsions. This Policy also addresses involuntary removals for violations of the Charter School's attendance policy. The language that follows closely mirrors the language of Education Code Section 48900 *et seq.* The Charter School is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy shall serve as the Charter School's policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements. Charter School staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its Procedures will be printed and distributed as part of the Student Handbook and will clearly describe discipline expectations.

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

The Charter School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and involuntary removal policies and procedures. The notice shall state that this Policy and Procedures are available on request at the Executive Director's office.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education students except when federal and state law mandates

additional or different procedures. The Charter School will follow all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five (5) school days before the effective date of the action. The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth, or a homeless child or youth, the student's educational rights holder, and shall inform the student, the student's parent or guardian, or educational rights holder of the basis for which the pupil is being involuntarily removed and the student, the student's parent or guardian, or educational rights holder's right to request a hearing to challenge the involuntary removal. If a student's parent, guardian, or educational rights holder requests a hearing, the Charter School shall utilize the same hearing procedures specified below for expulsions, before the effective date of the action to involuntarily remove the student. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to the suspension and expulsion procedures described below.

#### A. GROUNDS FOR SUSPENSION AND EXPULSION OF STUDENTS

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time, including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

#### B. ENUMERATED OFFENSES

1. Discretionary Suspension Offense. Students may be suspended for any of the following acts when it is determined the pupil:
  - a) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. This section applies to pupils in any of grades 9 to 12, inclusive.

2. Discretionary Suspension and Expellable Offenses. Students may be suspended or suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

- b) Caused, attempted to cause, or threatened to cause physical injury to another person.
- c) Willfully used force or violence upon the person of another, except self-defense.
- d) Unlawfully possessed, used or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
- e) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- f) Committed or attempted to commit robbery or extortion.
- g) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
- h) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
- i) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- j) Committed an obscene act or engaged in habitual profanity or vulgarity.
- k) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- l) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing

that student from being a witness and/or retaliating against that student for being a witness.

- o) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- p) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
- q) Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or his or her immediate family.
- r) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- s) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work,

creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

u) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.

1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
- ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
- iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
- iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

2) "Electronic Act" means the transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

A message, text, sound, video or image.

- i. A post on a social network Internet Web site including, but not limited to:

(a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.

- (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
    - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
  - ii. An act of cyber sexual bullying.
    - (a) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
    - (b) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- 3) Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- v) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1)(a)-(b).
- w) Possessed, sold, or otherwise furnished any knife or other dangerous object



of no reasonable use to the pupil unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.

3. Non-Discretionary Suspension and Expellable Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:
- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other destructive device unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.
  - b) Brandishing a knife at another person.
  - c) Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053, et seq.
  - d) Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900(n).

If it is determined by the Board of Directors that a student has brought a fire arm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or destructive device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. In such instances, the pupil shall be provided due process rights of notice and a hearing as required in this policy.

The term "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such a term does not include an antique firearm.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more



than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

### C. SUSPENSION PROCEDURE

Suspensions shall be initiated according to the following procedures:

1. Conference Suspension shall be preceded, if possible, by a conference conducted by the Executive Director or the Executive Director's designee with the student and his or her parent and, whenever practical, the teacher, supervisor or Charter School employee who referred the student to the Executive Director or designee.<sup>2</sup>

The conference may be omitted if the Executive Director or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or Charter School personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense, in accordance with Education Code Section 47605(b)(5)(J)(i). This conference shall be held within two (2) school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with Charter School officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

#### 2. Notice to Parents/Guardians

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense(s) committed by the student as well as the date the student may return to school following the suspension. In addition, the notice may also state the time when the student may return to school. If Charter School officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

#### 3. Suspension Time Limits/Recommendation for Expulsion

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<sup>2</sup> "Designee," as used in this suspension/expulsion policy includes the Site Administrator.

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Upon a recommendation of Expulsion by the Executive Director or Executive Director's designee, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the Executive Director or designee upon either of the following:

- 1) the pupil's presence will be disruptive to the education process; or
- 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing. In such instances when the Charter School has determined a suspension period shall be extended, such extension shall be made only after a conference is held with the pupil or the pupil's parent or guardian, unless the pupil and the pupil's parent or guardian fail to attend the conference.

#### 4. Homework Assignments During Suspension

In accordance with Education Code Section 48913.5, upon the request of a parent, a legal guardian or other person holding the right to make education decisions for the pupil, or the affected pupil, a teacher shall provide to a pupil in any of grades 1 to 12, inclusive, who has been suspended from school for two (2) or more schooldays, the homework that the pupil would otherwise have been assigned.

In accordance with Education Code Section 48913.5(b), if a homework assignment that is requested pursuant to Section 48913.5(a) and turned into the teacher by the pupil either upon the pupil's return to school from suspension or within the timeframe originally prescribed by the teacher, whichever is later, is not graded before the end of the academic term, that assignment shall not be included in the calculation of the pupil's overall grade in the class.

#### D. AUTHORITY TO EXPEL

As required by Education Code Section 47605(b)(5)(J)(ii), students recommended for expulsion are entitled to a hearing adjudicated by a neutral officer to determine whether the student should be expelled. The procedures herein provide for such a hearing and the notice of said hearing, as required by law.

A student may be expelled either by the neutral and impartial Charter School Board following a hearing before it or by the Charter School Board upon the recommendation of a neutral and impartial Administrative Panel, to be assigned by the Board as needed. The Administrative Panel should consist of at least three (3) members who are

certificated and neither a teacher of the pupil nor a Board member of the Charter School's governing board. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense, and the Charter School Board of Directors shall make the final determination.

#### E. EXPULSION PROCEDURES

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Executive Director or designee determines that the Pupil has committed an expellable offense and recommends the student for expulsion.

In the event an Administrative Panel hears the case, it will make a recommendation to the Board for a final decision whether to expel. The hearing shall be held in closed session (complying with all pupil confidentiality rules under FERPA) unless the Pupil makes a written request for a public hearing three (3) days prior to the date of the scheduled hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include: The date and place of the expulsion hearing;

1. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
2. A copy of the Charter School's disciplinary rules which relate to the alleged violation;
3. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the Charter School to any other school district or school to which the student seeks enrollment;
4. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
5. The right to inspect and obtain copies of all documents to be used at the hearing;
6. The opportunity to confront and question all witnesses who testify at the hearing;
7. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

#### F. SPECIAL PROCEDURES FOR EXPULSION HEARINGS INVOLVING SEXUAL ASSAULT OR BATTERY OFFENSES

The Charter School may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations that shall be examined only by the Charter School or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five (5) days notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
2. The Charter School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the entity conducting the expulsion hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.
4. The entity conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The entity conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the body presiding over the hearing from removing a support person whom the presiding chairperson finds is disrupting the hearing. The entity conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.
6. If one or both of the support persons is also a witness, the Charter School must present evidence that the witness's presence is both desired by the witness and will be helpful to the Charter School. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or

influencing the witness.

7. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.
8. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.
9. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the body conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstances can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

#### G. RECORD OF HEARING

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

#### H. PRESENTATION OF EVIDENCE

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense. Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Board or Administrative Panel determines that disclosure of

their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Board who will make a final determination regarding the expulsion. The Board shall make the final determination regarding the expulsion within ten (10) school days following the conclusion of the hearing. The Decision of the Board is final.

If the Administrative Panel decides not to recommend expulsion, or the Board of Directors ultimately decides not to expel, the pupil shall immediately be returned to his/her previous educational program.

#### I. WRITTEN NOTICE TO EXPEL

The Executive Director or designee, following a decision of the Board to expel, shall send written notice of the decision to expel, including the Board's adopted findings of fact, to the student and student's parent/guardian. This notice shall also include the following: (a) Notice of the specific offense committed by the student; and (b) Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the Charter School.

The Executive Director or designee shall send a copy of the written notice of the decision to expel to the authorizer. This notice shall include the following: (a) The student's name; and (b) The specific expellable offense committed by the student.

#### J. DISCIPLINARY RECORDS

The Charter School shall maintain records of all student suspensions and expulsions at the Charter School. Such records shall be made available to the authorizer upon request.

#### K. NO RIGHT TO APPEAL

The pupil shall have no right of appeal from expulsion from the Charter School as the Charter School Board's decision to expel shall be final.

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#### L. EXPELLED PUPILS/ALTERNATIVE EDUCATION

The parents or guardians of pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence. The Charter School shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

#### M. REHABILITATION PLANS

Students who are expelled from the Charter School shall be given a rehabilitation plan upon expulsion as developed by the Board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to the Charter School for readmission.

#### N. READMISSION OR ADMISSION OF PREVIOUSLY EXPELLED STUDENT

The decision to readmit a pupil after the end of the pupil's expulsion term or to admit a previously expelled pupil from another school district or charter school who has not been readmitted/admitted to another school or school district after the end of the pupil's expulsion term, shall be in the sole discretion of the Board following a meeting with the Executive Director or designee and the pupil and pupil's parent/guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Executive Director or designee shall make a recommendation to the Board following the meeting regarding his or her determination. The Board shall then make a final decision regarding readmission or admission of the pupil during the closed session of a public meeting, reporting out any action taken during closed session consistent with the requirements of the Brown Act. The pupil's readmission is also contingent upon the Charter School's capacity at the time the student seeks readmission or admission to the Charter School.

#### O. NOTICE TO TEACHERS

The Charter School shall notify teachers of each pupil who has engaged in or is



reasonably suspected to have engaged in any of the acts listed in Education Code section 49079 and the corresponding enumerated offenses set forth above.

#### P. INVOLUNTARY REMOVAL FOR TRUANCY

As charter schools are schools of choice and as a charter school pupil who fails to attend school is potentially depriving another student of their opportunity to enroll, a student may be involuntarily removed as described within the Charter School's Board adopted Attendance Policy for truancy and only after the Charter School follows the requirements of the Attendance Policy and only in accordance with the policy described above which requires notice and an opportunity for a parent, guardian, educational rights holder to request a hearing prior to any involuntary removal.

#### Q. SPECIAL PROCEDURES FOR THE CONSIDERATION OF SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES

##### 1. Notification of SELPA

The Charter School shall immediately notify the SELPA and coordinate the procedures in this policy with the SELPA of the discipline of any student with a disability or student who the Charter School or SELPA would be deemed to have knowledge that the student had a disability.

##### 2. Services During Suspension

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting (which could constitute a change of placement and the student's IEP would reflect this change), and to progress toward meeting the goals set out in the child's IEP/504 Plan; and receive, as appropriate, a functional behavioral assessment or functional analysis, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

##### 3. Procedural Safeguards/Manifestation Determination

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the Charter School, the parent, and relevant members of the IEP/504 Team shall review all relevant information in the student's file, including the child's IEP/504 Plan, any teacher observations, and any relevant information provided by the parents to determine:



- a. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- b. If the conduct in question was the direct result of the local educational agency's failure to implement the IEP/504 Plan.

If the Charter School, the parent, and relevant members of the IEP/504 Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If the Charter School, the parent, and relevant members of the IEP/504 Team make the determination that the conduct was a manifestation of the child's disability, the IEP/504 Team shall:

- a. Conduct a functional behavioral assessment and implement a behavioral intervention plan for such child, provided that the Charter School had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
- b. If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and
- c. Return the child to the placement from which the child was removed, unless the parent and the Charter School agree to a change of placement as part of the modification of the behavioral intervention plan.

If the Charter School, the parent, and relevant members of the IEP/504 Team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a direct result of the failure to implement the IEP/504 Plan, then the Charter School may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

#### 4. Due Process Appeals

The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or the Charter School believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings or by utilizing the dispute provisions of the 504 Policy and Procedures.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or the Charter School, the student shall remain in the interim alternative educational setting pending the

decision of the hearing officer in accordance with state and federal law, including 20 U.S.C. Section 1415(k), until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, unless the parent and the Charter School agree otherwise.

In accordance with 20 U.S.C. Section 1415(k)(3), if a parent/guardian disagrees with any decision regarding placement, or the manifestation determination, or if the Charter School believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, the parent/guardian or Charter School may request a hearing.

In such an appeal, a hearing officer may: (1) return a child with a disability to the placement from which the child was removed; or (2) order a change in placement of a child with a disability to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of such child is substantially likely to result in injury to the child or to others.

## 5. Special Circumstances

Charter School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The Executive Director or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- a. Carries or possesses a weapon, as defined in 18 U.S.C. Section 930, to or at school, on school premises, or to or at a school function;
- b. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- c. Has inflicted serious bodily injury, as defined by 20 U.S.C. Section 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

## 6. Interim Alternative Educational Setting

The student's interim alternative educational setting shall be determined by the student's IEP/504 Team.

## 7. Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEIA and who has violated the Charter School's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if the Charter School had knowledge that the student was disabled before the behavior occurred.

The Charter School shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- a. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to Charter School supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- b. The parent has requested an evaluation of the child.
- c. The child's teacher, or other Charter School personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other Charter School supervisory personnel.

If the Charter School knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEIA-eligible children with disabilities, including the right to stay-put.

If the Charter School had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. The Charter School shall conduct an expedited evaluation if requested by the parents; however

the student shall remain in the education placement determined by the Charter School pending the results of the evaluation.

The Charter School shall not be deemed to have knowledge that the student had a disability if the parent has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.

## Procedures to Notify Teachers of Dangerous Pupils

East Bay Innovation Academy is committed to providing a safe, orderly working environment for all employees. In alignment with this commitment and in alignment with the California Education Code, EBIA has established the following procedures related to notifying teachers of dangerous pupils.

A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts.

The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity. ED Code 32280-89 15

Procedures to notify teachers of dangerous pupils pursuant to Section 49079.

An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

The information provided shall be from the previous three school years. Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Amended by Stats. 2000, Ch. 345, Sec. 2. Effective January 1, 2001.)

1. The school shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom.
2. The Executive Director is to be made immediately aware of all incidents related to the endangerment of the school site and/or staff.

3. When violence is directed against an employee by any individual and the employee notifies the school, the Site Administrator or Executive Director shall take steps to ensure that appropriate legal and safety measures are instituted.
4. When the employee notifies the Site Administrator or Executive Director of a threat of bodily harm, the school shall take appropriate measures to enable the employee to request assistance if a threat occurs on school grounds.
5. East Bay Innovation Academy requires school employees to take immediate action upon being made aware that any person is in possession of an injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall do one of the following:
  - a. Confiscate the object and deliver it to the Site Administrator or Executive Director immediately
  - b. Immediately notify the Site Administrator or Executive Director, who shall take appropriate action
  - c. If the school employee determines the situation, person in question, or injurious object poses **imminent and extreme danger** (e.g. an individual with a brandished firearm, knife, etc.) the employee may directly notify the local law enforcement agency and the Site Administrator and Executive Director
6. When informing the Site Administrator or Executive Director about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.
7. The Executive Director is to be consulted and made aware of any situation involving law enforcement. There should never be a situation where the Police or emergency personnel are on campus and the Executive Director is not aware.
  - a. Whenever possible, the Executive Director should be consulted prior to contacting law enforcement
  - b. If a school employee is unable to consult the Executive Director prior to contacting law enforcement, the Executive Director must be contacted directly after making contact with law enforcement personnel

## ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY

East Bay Innovation Academy ("EBIA") is committed to providing a work and educational atmosphere that is free of unlawful harassment. EBIA's policy

prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. EBIA will not condone or tolerate harassment of any type by any employee, independent contractor or other person with which EBIA does business with. This policy applies to all employee actions and relationships, regardless of position or gender. EBIA will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

#### PROHIBITED UNLAWFUL HARASSMENT

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment
- Deferential or preferential treatment based on any of the protected classes above.

#### PROHIBITED UNLAWFUL SEXUAL HARASSMENT

In accordance with existing policy, discrimination on the basis of gender in education institutions is prohibited. All persons, regardless of the gender, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by EBIA.

EBIA is committed to provide a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission of the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her against another individual.

All Supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a Supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with Supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Employees and students are expected to act in a positive and professional manner and to contribute to a productive School environment that is free from harassing or disruptive activity. Any employee who believes they have been harassed or has witnessed harassment is encouraged to immediately report such harassment to their Supervisor or the Executive Director or the COO & CFO. See Attachment B for the "Harassment Complaint Form."

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
  - o Rape, sexual battery, molestation or attempts to commit these assaults and



- o Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
  - o Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
  - o Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.
  - o Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.
- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
  - o Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work.
  - o Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
  - o Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an allinclusive list of prohibited acts under this policy.

Complainants and witnesses under these policies will be protected from further harassment and will not be retaliated against in any aspect of their employment due to their participation, filing of a complaint or reporting sexual harassment.

EBIA will investigate complaints promptly and provide a written report of the investigation and decision as soon as practicable. The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation.

Employees may also direct their complaints to the California Department of Fair Employment and Housing (“DFEH”), which has authority to conduct investigation of the facts. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. If the DFEH believes a complaint is valid and settlement efforts fail, the DFEH may seek an administrative hearing before the California Fair Employment and Housing Commission (“FEHC”) or file a lawsuit in court. Both the FEHC and the courts have authority to award monetary and non-monetary relief in meritorious cases. Employees can contact the nearest DFEH office or the FEHC by checking the State Government listings in the local telephone directory.

While in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or Supervisory responsibilities.

## PREVENTION OF CHILD ABUSE POLICY

The School is committed to maintaining safe and secure campuses for students, and for following its legal responsibilities in reporting suspected child abuse/neglect to the proper authorities.

## REPORTING SUSPECTED CHILD ABUSE/ NEGLECT

While the responsibility of enforcing legal prohibitions against child abuse and neglect lies with the protective agencies such as the local police department and Children’s Protective Services, the School’s child care

custodians (including teachers, administrative officers, certificated personnel, etc.) are mandated reporters of known or suspected child abuse/neglect and are required to fulfill this legal responsibility. Every child care custodian of the School must sign a "Child Abuse Reporting" form indicating they understand their responsibilities to report known or suspected child abuse/neglect.

See complete Prevention of Child Abuse Policy and Procedure for specific steps regarding the reporting of suspected abuse and neglect.

#### REPORTING PROBLEMS AT THE SCHOOL SITE

The School maintains zero tolerance for abuse. Every member of the School community must participate actively in the protection of its students.

The School will monitor the school buildings and grounds:

- All unused rooms, storage areas, and closet doors should be kept locked at all times;
- all unused buildings and areas must be designated, posted and enforced as off-limits to children;
- all students are required to remain in areas that are easily viewed by employees;
- Interior doors should be left open and unlocked when rooms are in use
- Blinds should be left open to allow informal monitoring by a passerby.

In the event that any current or future school employee observes any suspicious or inappropriate behaviors on the part of any third party or other employee while on the school premises or during a school-sponsored activity, he or she is required to immediately report their observations to the Office Manager or designee. Examples of suspicious or inappropriate behaviors include, but are not limited to:

- policy violations,
- neglectful supervision,
- "private time" with students,

- taking students off premises without adhering to procedures,
- buying unusual gifts for children and youth,
- swearing or making suggestive comments to students,
- or any other conduct as identified in this policy, or which is inappropriate or illegal in the eyes of the observer.

All reports of suspicious or inappropriate behavior with students will be taken seriously. The Executive Director or designee will conduct an immediate investigation concerning the alleged act or omission. If at any point in gathering information about the allegedly suspicious, inappropriate or illegal behavior, a concern arises that there is a possibility of abuse of any kind, appropriate law enforcement and/or local child protection services will be contacted immediately and a report will be filed. If at any point any policy violations with students are confirmed, employees will be subject to disciplinary action, including but not limited to, administrative leave, termination and/or criminal prosecution.

The School will cooperate with any and all law enforcement and/or governmental entities in the implementation and enforcement of this policy.

## A SAFE AND ORDERLY ENVIRONMENT

### **CLIMATE FOR LEARNING AND GROWTH at EBIA**

East Bay Innovation Academy will make every effort to ensure that each student's school experience is rich and significant, and that the environment is orderly, warm, and conducive to learning. EBIA fosters a commonality of purpose and a sense of cohesiveness among parents, school staff, and the community-at-large.

#### OUR MISSION

East Bay Innovation Academy's ("EBIA," the "School," or "the Charter School") mission is 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 fifty (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**.

## OUR CORE BELIEFS

### We believe in **Possibility and Perseverance**

*All students will achieve at the highest levels and prepare 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.

**Curiosity:** Eagerly desiring to know and learn; taking initiative and being 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 achieving results.

**Leadership:** The quality of an individual's membership in, and contribution to, a community.

## 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 composed 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. If misbehavior occurs, the teacher will address the responsible individual(s) respectfully, reminding the student of the appropriate desired behaviors, and logging the behavior as appropriate.
2. If misbehavior persists, the teacher will ask the student(s) to step outside the classroom or individually approach the student for a 1-2-minute conference. That conference will provide the student(s) the opportunity to discuss the behavior and ways in which they can demonstrate to the class that they are ready to learn and re-join the community.
  - 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 and may be referred to speak to an administrator.
  - 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.
3. 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.
  4. 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 and/or the School will follow its Suspension Expulsion Policy as outlined within its Charter.

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.

## PROCEDURES FOR TACTICAL RESPONSE AND CRIMINAL INCIDENTS

East Bay Innovation Academy is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. In alignment with this commitment and the California Education Code, East Bay Innovation Academy has established the following tactical response procedures.

1. The perimeter of the school campus will be monitored at all times.
  - a. During drop-off and pick-up times, additional gates will be unlocked and opened. School personnel will monitor the gates and yard areas to ensure entry is limited to school community members.
  - b. During the after school program, school personnel will monitor the gates and yard areas to ensure entry is limited to school community members.



- c. End of day security protocols will be developed. All staff will receive annual training related to these procedures.
2. East Bay Innovation Academy will control and maintain access to keys and security codes for all school personnel and other authorized individuals. School personnel and other authorized individuals who are issued keys and/or alarm codes will receive training related to procedures for securing the school site.
  3. East Bay Innovation Academy requires school employees to take immediate action upon being made aware that any person is in possession of an injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall do one of the following:
    - a. Confiscate the object and deliver it to the Site Administrator or Executive Director immediately
    - b. Immediately notify the Site Administrator or Executive Director, who shall take appropriate action
    - c. If the school employee determines the situation, person in question, or injurious object poses **imminent and extreme danger** (e.g. an individual with a brandished firearm, knife, etc.) the employee may directly notify the local law enforcement agency and the Site Administrator and Executive Director
  4. When informing the Executive Director or Site Administrator about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.
  5. East Bay Innovation Academy has developed and will provide annual training and regularly scheduled drills related to the following disaster procedures that will be used as part of the schools' tactical response procedures:

## EMPLOYEE CONDUCT WITH STUDENTS

All school employees are responsible for conducting themselves in ways that preserves the safety of students and that prevents either the reality of or perception of inappropriate interaction with students.

In general, all School employees will treat all children with respect and consideration equally, regardless of sex, race, religion, culture or socio-economic status. Employees will portray a positive role model for youth by maintaining an attitude of respect, patience and maturity.

## ALCOHOL, TOBACCO, AND CONTROLLED SUBSTANCES

All school employees are prohibited from the use, possession, or distribution of alcohol, tobacco products, or any illegal controlled substances while in the presence of students or at any time on school grounds. They are also prohibited from being under the influence of alcohol or any illegal controlled substances while in the presence of students or at any time on school grounds.

## TRANSPORTATION OF STUDENTS

School employees may occasionally be in a position to provide transportation for students. The following guidelines should be observed in such circumstances:

- a) With the exception of emergency situations related to medical necessity, employees should avoid transporting students without the written permission of his or her parent or guardian;
- b) If written permission is not possible, the employee should make a written record of any verbal permission granted by the parent or guardian;
- c) Students should be transported directly to their destination and no unauthorized or unnecessary stops should be made;
- d) Employees will avoid unnecessary and/or inappropriate physical contact with students while in vehicles;
- e) The employee should make a written record of the trip, including departure and arrival times and locations and students involved; and
- f) Whenever possible, two school employees should collectively engage in the transportation activity.

## EMERGENCY TELEPHONE NUMBER DIRECTORY

Entity	Number
Emergency	911
Oakland Police Department	510-777-3211
Oakland Fire Department	510-444-1616
American Red Cross	510-595-4400
Oakland Office of Emergency Services	510-238-3938
Summit Medical Center Emergency Department	510-869-8700
Highland Hospital Emergency/Trauma Department	510-437-4559
Kaiser Oakland Hospital	510-752-1000
Pacific Gas And Electric	800-743-5000
Ebmud Water	510-835-3000
Alameda County, Poison Center	800-222-1222
Office of Environmental Health Hazard Assessment	916-323-2514
OUSD - Emergency Preparedness	510-879-3670 (office)
GGA	510-504-8210

## APPENDIX

### EVACUATION PROCEDURES

#### EMERGENCY EVACUATION: ADMINISTRATION'S CHECKLIST

- 🕒 Determine appropriate evacuation areas that have been pre-designated.
- 🕒 Activate alarm/PA system or send message runner.
- 🕒 Telephone emergency service personnel:
  - 911 or fire (444-1616)
  - Utilities

#### ACTIVATE KEY PERSONNEL TO :

- 🕒 Attend to the injured.
- 🕒 Assure complete evacuation and student/staff are accounted for.
- 🕒 Ensure special needs students are evacuated accordingly.
- 🕒 Secure school for specific emergency.
- 🕒 Clear road/fire lanes for emergency vehicles (pre-assigned).
- 🕒 Assure that injured students/staff are reported to medical services for care and transportation to hospital/emergency medical center.
- 🕒 Be contact person for emergency services, District, utility and/or news media personnel and provide needed aid (pre-assigned).
- 🕒 Direct employees to aid those from the emergency services, District, utilities and other authorities. Avoid entering damaged areas unless specifically asked.
- 🕒 Assure the facility is thoroughly inspected by the custodian, fire officials and District Operation personnel before re-entry is allowed.

- 🕒 Seek Board of Directors' approval for school closure if damage cannot be immediately restored or repaired.
- 🕒 If possible, have students/staff re-enter parts of the school that are declared safe.
- 🕒 Make sure all students/staff are accounted for once outside.

#### EMERGENCY EVACUATION: EMPLOYEES CHECKLIST

- 🕒 Upon emergency alert, secure work area as advised and depart/report to assigned area.
- 🕒 Perform duties as pre-assigned by the Executive Director and designated site leaders - Francesca Fay at 3800 Mountain Blvd. and Mick Terrizzi at 3400 Malcolm Ave. in cooperation with emergency services personnel.
- 🕒 DO NOT re-enter the building without permission or request of emergency service authorities.
- 🕒 Remain in the general assembly areas and calm students if not assigned another duty.
- 🕒 If dismissed, inform Executive Director and designated site leaders - Francesca Fay at 3800 Mountain Blvd. and Mick Terrizzi at 3400 Malcolm Ave.
- 🕒 When signaled to re-enter safe areas of the school, quickly do so.
- 🕒 Upon safe re-entry, report anything amiss to the Executive Director and designated site leaders - Francesca Fay at 3800 Mountain Blvd. and Mick Terrizzi at 3400 Malcolm Ave.

#### EMERGENCY EVACUATION: TEACHERS CHECKLIST

- 🕒 Upon alert, assemble students for evacuation using designated routes and account for all students.
- 🕒 Secure room as advised.
- 🕒 Upon arrival at the assembly area, account for all students.
- 🕒 Secure medical treatment for injured students.
- 🕒 Report any students missing or left behind because of serious injuries.
- 🕒 Stay with and calm students.

- ❶ If closure is ordered with no re-entry, when advised, release walkers and car/passengers (unless drivers are needed to evacuate students from the site) accounting for those who have left. Stay with bus riders until buses arrive.
- ❷ If signaled to re-enter school, assure students do so quickly and calmly. Account for all students.
- ❸ Check room and report anything amiss to the Executive Director and designated site leaders - Francesca Fay at 3800 Mountain Blvd. and Mick Terrizzi at 3400 Malcolm Ave..
- ❹ Debrief students to calm fears about the evacuation.

#### IF IT IS NECESSARY TO EVACUATE TO ANOTHER SCHOOL OR RELIEF CENTER, THE EXECUTIVE DIRECTOR WILL:

- ❶ Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- ❷ Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

#### CAMPUS MAPS AND EVACUATION ROUTES

The Evacuation Routes are outlined in each link.

[3400 Malcolm Ave \(Marshall Campus\)](#)

[3800 Mountain Blvd. \(GGA Campus\)](#)

#### MENTAL HEALTH SERVICES

The Charter School recognizes that when unidentified and unaddressed, mental health challenges can lead to poor academic performance, increased likelihood of suspension and expulsion, chronic absenteeism, student attrition, homelessness, incarceration, and/or violence. Access to mental health services at the Charter School and in our community is not only critical to improving the physical and emotional safety of students, but it also helps address barriers to learning and provides support so that all students can learn problem-solving skills and achieve in school and,

ultimately, in life. The following resources available to your child:

Available on Campus:


- School-based counseling services – your child is encouraged to directly contact a Charter School counselor by coming into the counseling office during school hours and making an appointment to speak with a counselor. Our Charter School counselors support students by providing individual sessions, group or parent consultations whenever a student is having a difficult time due to academic stress, transition to changes in their environment, or social concerns, including isolation. Counseling services, whether provided by our Charter School or by an outside provider listed in this letter, are voluntary.
- Special education services – if you believe your child may have a disability, you are encouraged to contact Sam Offenbergl at 510-577-9557 to request an evaluation.
- Prescription medication while on campus – if your child requires prescription medication during school hours and you would like assistance from School staff in providing this medication to your child, please contact the appropriate Office Lead at 510-577-9557.

Available in the Community:

- Alameda County Behavioral Health  
Care Services 2000 Embarcadero #400,  
Oakland, CA 94606  
(510) 567-8100

Available Nationally:

- National Suicide Prevention Hotline - This organization provides confidential support for adults and youth in distress, including prevention and crisis resources. Available 24 hours at 1-800-273- 8255.
- The Trevor Project - This organization provides suicide prevention and crisis intervention for LGBTQ youth between the ages of 13 and 24. **Available at 1-866-488-7386 or visit <https://www.thetrevorproject.org/>.**

- Big Brothers/Big Sisters of America – This organization is a community- based mentorship program. Community-specific program information can be found online at <https://www.bbbs.org> or by calling (813) 720-8778.
- 



## ADMINISTRATION OF MEDICATIONS POLICY

East Bay Innovations Academy (“EBIA” or “Charter School”) staff is responsible for overseeing the administration of medication to students during the regular school day, which includes during school hours, before- or after-school programs, field trips, extracurricular and co- curricular activities, and camps or other activities that typically involve at least one (1) overnight stay away from home.

### Definitions

- *“Authorized health care provider”* means an individual who is licensed by the State of California to prescribe medication.
- *“Authorizing physician and surgeon”* may include, but is not limited to, a physician and surgeon employed by, or contracting with, a local educational agency, a medical director of the local health department, or a local emergency medical services director.
- *“School nurse”* means an individual who is currently a credentialed and licensed registered nurse employed by the Charter School.
- *“Other designated Charter School personnel”* means an individual employed by the Charter School who has (1) has consented to assist/administer medication to students and (2) may legally assist/administer the medication to students.
- *“Medication”* includes prescription medication, over-the-counter remedies, nutritional supplements, and herbal remedies. Sunscreen is not considered a medication.
- *“Opioid antagonist”* means naloxone hydrochloride (“NARCAN”) or another drug approved by the federal Food and Drug Administration (“FDA”) that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid in the body, and has been approved for the treatment of an opioid overdose.

## **ADMINISTRATION OF MEDICATION WITH SCHOOL ASSISTANCE**

Any student who is or may be required to take, during the regular school day, prescription medication prescribed or ordered for the student by an authorized health care provider may be assisted by designated Charter School personnel.

In order for a student to be assisted by the designated Charter School personnel in administering medication, Charter School shall obtain both:

1. A written statement from the student's authorized health care provider detailing the name of the medication, method, amount/dosage, and time schedules by which the medication is to be taken, and
2. A written statement from the parent, foster parent, or guardian of the student indicating the desire that EBIA assist the student in the matters set forth in the statement of the authorized health care provider.

These written statements specified shall be provided at least annually and more frequently if the medication, dosage/amount, frequency of administration, or reason for administration changes.

## **SELF-ADMINISTRATION OF AUTO-INJECTABLE EPINEPHRINE AND INHALED ASTHMA MEDICATION (WITHOUT SCHOOL ASSISTANCE)**

Students will be permitted to self-carry and self-administer auto-injectable epinephrine ("EpiPen") and inhaled asthma medication if an authorized health care provider has indicated that a student may need to take this medication or is required to take this medication during the regular school day. In order to carry and self-administer this medication, EBIA must receive the following:

1. A written statement from the student's authorized health care provider (1) detailing the name of the medication, method, dosage/amount, and time schedules by which the medication is to be taken, and (2) confirming that the student is able to self-administer an EpiPen or inhaled asthma medication, and

2. A written statement from the parent, foster parent, or guardian of the student (1) consenting to the self-administration, (2) providing a release for the school nurse or designated Charter School personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and (3) releasing EBIA and Charter School personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication.

These written statements specified shall be provided at least annually and more frequently if the medication, dosage/amount, frequency of administration, or reason for administration changes.

Prior to approving self-administration of a prescription medication, EBIA may elect to observe and document the student's ability to safely and competently self-carry and self-administer the medication as directed by the authorized health care provider.

A student may be subject to disciplinary action if the student uses a prescription medication in a manner other than as prescribed.

Any student requiring insulin shots must establish a plan for administration of insulin shots with the Principal in consultation with the parent or guardian and the student's medical professional.

### **SELF-ADMINISTRATION OF OTHER PRESCRIPTION MEDICATION (WITHOUT SCHOOL ASSISTANCE) FOR STUDENTS IN GRADES 6-8**

EBIA does not permit grade 6-8 students to self-carry and self-administer prescription medication with the exception of auto-injectable epinephrine ("EpiPen") and inhaled asthma medication.

### **SELF-ADMINISTRATION OF OTHER PRESCRIPTION MEDICATION (WITHOUT SCHOOL ASSISTANCE) FOR STUDENTS IN GRADES 9-12**

Students in grade 9-12 may be permitted to self-carry and self-administer other prescription medication (other than Epi Pen or asthma inhaler) if an authorized health care provider has indicated that a student may need to take this medication or is required to take this medication during the regular school day. In order to carry

and self-administer this medication, EBIA must receive the following:

1. A written statement from the student's authorized health care provider (1) detailing the name of the medication, method, dosage/amount, and time schedules by which the medication is to be taken, and (2) confirming that the student is able to self-administer the medication, and
2. A written statement from the parent, foster parent, or guardian of the student (1) consenting to the self-administration, (2) providing a release for the school nurse or designated Charter School personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and (3) releasing EBIA and Charter School personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication.

## **OBSERVATION AND DOCUMENTATION PROCESS FOR SELF-ADMINISTRATION OF PRESCRIPTION MEDICATIONS**

EBIA will use the following procedure to observe and document a student's ability to safely and competently self-carry and self-administer the medication as directed by the authorized health care provider.

- Observation of the student self-administering the medication.
- Determination of the student's capability to have in his or her possession all necessary equipment and supplies.
- Determination of the student's capability to adhere to standard precautions and appropriate handling of syringes, needles, lancets, and other medical equipment.
- Determination of the student's capability to maintain safety and privacy.
- Development of an individualized school healthcare plan (ISHP) by the Principal or designated personnel if the student's health condition and status require monitoring and supervision.
- Development of a Section 504 Plan or a written agreement with the student that includes:
  - Procedures for reporting to designated school personnel any problems with medication, supplies or equipment, or if and when

the student needs assistance.

- A monitoring system for tracking self-medicating student outcomes.
- Information for the student of what constitutes responsible behavior and that any act of inappropriate behavior with regard to self-administration of medication, such as sharing medications with peers, may result in the school administrator informing the parent or guardian and revoking the privilege of self-administration.
- Provision for the student to keep on his or her person a copy of the authorized health care provider and parent or guardian written statements.
- Recommendation that the student carry photo identification.

## **STAFF TRAINING AND EMERGENCY RESPONSE**

Additional information about staff trainings and the Charter School's response to emergencies may be located within the Employment Handbook and/or the School Safety Plan.

### **A. Response to Anaphylactic Reaction**

The school nurse or trained personnel who have volunteered may use an EpiPen to provide emergency medical aid to persons suffering, or reasonably believed to be suffering from, an anaphylactic reaction. Charter School will ensure it has the appropriate type of EpiPen on site (i.e., regular or junior) to meet the needs of its students. EBIA will ensure staff properly store, maintain, and restock the EpiPen as needed.

Charter School will ensure any Charter School personnel who volunteer are appropriately trained regarding the storage and emergency use of an EpiPen. Adequate training shall include all of the following:

1. Techniques for recognizing symptoms of anaphylaxis.
2. Standards and procedures for the storage, restocking, and emergency use of EpiPens.
3. Emergency follow-up procedures, including calling the emergency 911 telephone number and contacting, if possible, the student's parent(s)/guardian(s) and physician.

4. Recommendations on the necessity of instruction and certification in cardiopulmonary resuscitation.
5. Instruction on how to determine whether to use an adult EpiPen or a EpiPen, which shall include consideration of a student's grade level or age as a guideline of equivalency for the appropriate student weight determination.
6. Written materials covering the information required pursuant to the training.

EBIA will distribute an annual notice to all staff describing the request for volunteers who will be trained to administer an EpiPen to a person if that person is suffering, or reasonably believed to be suffering from, anaphylaxis. The annual notice shall also describe the training the volunteer will receive.

#### B. Response to a Diabetic or Hypoglycemic Emergency

EBIA provides Charter School personnel with voluntary emergency medical training on how to provide emergency medical assistance to students with diabetes suffering from severe hypoglycemia. The volunteer personnel shall provide this emergency care in accordance with standards established herein and the performance instructions set forth by the licensed health care provider of the student. A Charter School employee who does not volunteer or who has not been trained pursuant to this Policy may not be required to provide emergency medical assistance.

Training by a physician, credentialed school nurse, registered nurse, or certificated public health nurse according to the standards established pursuant to this section shall be deemed adequate training. Training established shall include all of the following:

1. Recognition and treatment of hypoglycemia.
2. Administration of glucagon.
3. Basic emergency follow-up procedures, including, but not limited to, calling the emergency 911 telephone number and contacting, if possible, the student's parent(s)/ guardian(s) and licensed health care provider.

A Charter School employee shall notify the Executive Director if the employee administers glucagon pursuant to this Policy.

All materials necessary to administer the glucagon shall be provided by the parent(s)/guardian(s) of the student.

In the case of a student who is able to self-test and monitor their own blood glucose level, upon written request of the parent or guardian, and with authorization of the licensed health care provider of the student, a student with diabetes shall be permitted to test their own blood glucose level and to otherwise provide diabetes self-care in the classroom, in any area of the Charter School or Charter School grounds, during any Charter School-related activity, and, upon specific request by a parent or guardian, in a private location.



Designated staff shall establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, diabetes).

### C. Response to an Opioid Overdose

EBIA provides Charter School personnel with voluntary emergency medical training on the administration of opioid antagonists to students exhibiting potentially life-threatening symptoms, or reasonably believed to be suffering, from an opioid overdose at school or a school activity. EBIA will ensure staff properly store, maintain, and restock opioid antagonists as needed.

Training shall include all of the following:

1. Techniques for recognizing symptoms of an opioid overdose.
2. Standards and procedures for the storage, restocking, and emergency use of naloxone hydrochloride or another opioid antagonist.
3. Basic emergency follow-up procedures, including, but not limited to, a requirement for the school or charter school administrator or, if the administrator is not available, another school staff member to call the emergency 911 telephone number and to contact the student's parent(s)/guardian(s).
4. Recommendations on the necessity of instruction and certification in cardiopulmonary resuscitation.
5. Written materials covering the information required pursuant to the training.

The Executive Director shall distribute an annual notice to all staff regarding volunteering for training to administer opioid antagonists and a volunteer's right to rescind their offer to volunteer.

#### D. Response to a Seizure, Seizure Disorder or Epilepsy

Upon receipt of a request by a parent/guardian to administer anti-seizure medication when a student is suffering from a seizure, the Charter School may designate one or more volunteers to receive training to administer the anti-seizure medication. The Charter School may allow non-medical personnel to volunteer to provide medical assistance to students who are diagnosed with seizures, a seizure disorder, or epilepsy if the Charter School does not have a credentialed nurse or other licensed nurse on site. EBIA's volunteer personnel shall provide this emergency care in accordance with standards established herein and the performance instructions set forth by the licensed health care provider of the student. A Charter School employee who does not volunteer or who has not been trained pursuant to this Policy may not be required to provide emergency medical assistance. Volunteer employees are not providing this emergency medical care for compensation, notwithstanding that the employee is a paid public employee.

Upon receipt of the parent/guardian's request, the Charter School shall notify the parent/guardian that their child may qualify for services or accommodations under the Section 504 plan or an individualized education program ("IEP"), assist the parent/guardian with the exploration of that option, and encourage the parent/guardian to adopt that option if it is determined that the child is eligible for a Section 504 plan or an IEP. The Charter School shall obtain a signed notice verifying the parent/guardian was provided this information and has the right to request a Section 504 Plan or IEP at any time. Additionally, if the Charter School does not have any volunteers, then EBIA shall notify the parent/guardian of the student's right to be assessed for a Section 504 plan or an IEP.

Prior to administering emergency anti-seizure medication, EBIA shall obtain annually a signed seizure action plan from the parent/guardian, that includes the parent/guardian's authorization, in writing for the medication to be administered to the student at school by a non-medical professional who has received training, and a copy of a statement, in writing, from the student's health care provider that includes all of the following information:

- The student's name, the name and purpose of the medication, its prescribed dosage, method of administration and the frequency with which the medication may be administered;
- Detailed seizure symptoms, including frequency, type, or length of seizures that identify when the administration of an emergency anti-seizure medication becomes necessary;
- The circumstances under which the medication may be administered;
- Any potential adverse responses by the student and recommended mitigation actions, including when to call emergency services, including the emergency 911 telephone number;
- A protocol for observing the student after a seizure, including, but not limited to, whether the student should rest in the school office, whether the student may return to class, and the length of time they should be under direct observation; and
- How and where the emergency anti-seizure medication will be stored at the school.

This plan shall be distributed to any Charter School personnel or volunteers responsible for the supervision or care of the student if the parent/guardian consents in writing and will be kept in a confidential file in the nurse or Executive Director or designee's office, as applicable.

Training will occur upon volunteering and thereafter annually at no cost to the employee and will occur during regular working hours. Training will be conducted by an authorized health care professional, all training will align with any minimum standards established by the California Department of Education (“CDE”), and will include:

1. Recognition of the signs and symptoms of seizures and the appropriate steps to be taken to respond to those symptoms;
2. Administration, or assisting with the self-administration of, an emergency anti-seizure medication, or a medication or therapy prescribed to treat the symptoms of seizures, seizure disorders, or epilepsy, including manual vagus nerve stimulation; and
3. Basic emergency follow-up procedures.

Any written materials used in the training shall be retained by the Charter School. EBIA shall ensure that each employee who volunteers to administer anti-seizure medication in good faith will be provided defense and indemnification by EBIA for any and all civil liability barring gross negligence, or willful or wanton misconduct, and this information shall be reduced to writing, provided to the volunteer, and retained in the volunteer’s personnel file.

Upon receipt of a parent/guardian’s request to administer anti-seizure medication, EBIA shall distribute a notice at least once but no more than two times per school year to all staff that includes all of the following information:

- A description of the volunteer request stating that the request is for volunteers to be trained to recognize and respond to seizures, including training to administer emergency anti-seizure medication to a student diagnosed with seizures, a seizure disorder, or epilepsy if the student is suffering from a seizure;
- A description of the training that the volunteer will receive;
- The right of an employee to rescind their offer to volunteer; and

- A statement that there will be no retaliation against any individual for rescinding the individual's offer to volunteer, including after receiving training.

If a volunteer rescinds the volunteer's offer to volunteer or is no longer able to act as a volunteer for any reason, or if the placement of a student changes and the student no longer has access to a trained volunteer, an additional two notices per school year may be distributed to all staff.

Upon administration of anti-seizure emergency medication by a volunteer employee, the Charter School's nurse shall be notified. If the Charter School does not employ a nurse, EBIA's Executive Director or designee shall be notified.

### **STORAGE AND RECORD KEEPING**

1. All medication will be kept in a secure and appropriate storage location and administered per an authorized health care provider's instructions by appropriately designated staff.
2. Designated staff shall keep records of medication administered at EBIA. The medication log may include the following:
  - a. Student's name.
  - b. Name of medication the student is required to take.
  - c. Dose of medication.
  - d. Method by which the student is required to take the medication.
  - e. Time the medication is to be taken during the regular school day.
  - f. Date(s) on which the student is required to take the medication.
  - g. Authorized health care provider's name and contact information.

- h. A space for daily recording of medication administration to the student or otherwise assisting the student in administration of the medication, such as date, time, amount, and signature of the individual administering the medication or otherwise assisting in administration of the medication.
  
- 3. Designated staff shall return all surplus, discontinued, or outdated medication to the parent/guardian upon completion of the regimen or prior to extended holidays. If the medication cannot be returned, it will be disposed of at the end of the school year.

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## CAMPUS SEARCH & SEIZURE POLICY

### Statement of Findings

East Bay Innovation Academy (“EBIA” or the “Charter School”) recognizes and has determined that the occurrence of incidents which may include the possession of firearms, weapons, alcohol, controlled substances, or other items of contraband prohibited by law or Charter School rules and regulations, jeopardizes the health, safety and welfare of students and Charter School employees.

The California Constitution requires that all students and staff of public schools have the inalienable right to attend campuses which are safe, secure, and peaceful. As such, Charter School adopts this Policy outlining the reasonable search of students and their property, student use areas, and/or student lockers and the seizure of illegal, unsafe, unauthorized or contraband items and materials through a search based upon reasonable suspicion.

### Definitions

- “Reasonable Suspicion” means a sufficient probability that the search will reveal evidence the student has violated or is violating the law or Charter School rules and regulations. Certainty is not required. Articulable facts must support a school official’s reasonable suspicion that a search is justified. In no case shall a search be conducted if predicated on mere curiosity, rumor or hunch.
- A “violation of either the law or Charter School rules and regulations” includes, but is not limited to, possession of illegal, unauthorized or contraband materials. Illegal, unauthorized or contraband materials include those materials which are dangerous to the health or safety of students or school personnel, are disruptive or potentially disruptive, or which have been cited as unauthorized in Charter School rules or regulations.
- “Personal electronic device” means a device that stores, generates, or transmits information in electronic form, and is not owned or otherwise loaned to the student by Charter School.
- “Electronic communication” means the transfer of signs, signals, writings, images, sounds, data, or intelligence of any nature in whole or in part by a wire, radio, electromagnetic, photoelectric, or photo-optical system.
- “Electronic communication information” means any information about an electronic communication or the use of an electronic communication service, including, but not

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limited to, the contents, sender, recipients, format, or location of the sender or recipients at any point during the communication, the time or date the communication was created, sent, or received, or any information pertaining to any individual or *personal* device participating in the communication, including, but not limited to, an IP address.

### Notice

Written notice of this Policy shall be provided to students and their parents and/or guardians at the start of each school year and/or upon enrollment during the school year. A summary of this Policy shall also be placed in the Student Handbook and other materials, as appropriate, to be disseminated by the Charter School to students, parents and/or guardians and Charter School employees. In addition, the Charter School shall place signs and/or other posted notifications on campus regarding this policy, as appropriate.

### Student Searches - Generally

A Charter School official (e.g., administrator, employee, teacher, school police officer, and/or employee), may conduct a reasonable search of a student's person and/or personal effects (e.g., backpack, purse, etc.) if a school official has reasonable suspicion that the student is engaged in or has engaged in illegal activity or a violation of Charter School rules and regulations. Whether a search is reasonable depends on the context within which a search takes place. The Charter School official must assess the reliability of the student or person providing the information, the degree of danger to others, and the immediacy of the need for a search.

The search of a student and/or of their personal effects must be:

1. **Justified at its Inception:** There are reasonable grounds for suspecting the search will turn up evidence that the student is violating or has violated the law or Charter School rules. Articulable facts must support a Charter School official's reasonable suspicion that a search is justified. In no case shall a search be conducted if predicated on mere curiosity, rumor or hunch; and
2. **Reasonable in Scope:** The measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

### Searches of Private Electronic Devices

A student's personal cell phone, smartphone, or other personal electronic device shall not be searched by Charter School officials without a warrant, the student's consent, or a legitimate emergency, unless the device is lost or abandoned. An emergency is any situation involving



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danger of death or serious physical injury to any person, that requires access to the information located or reasonably believed to be located on the electronic device. If the Charter School has a good faith belief that the device is lost, stolen, or abandoned, the Charter School may only access electronic device information in order to attempt to identify, verify, or contact the owner of the device.

Nothing in this Policy prohibits the Charter School from seizing/confiscating a student's personal electronic device, without searching its contents, if the student's use or possession of the private electronic device is in violation of Charter School rules or regulations.

### **Required Conduct of Searches**

Additionally, any search of a student and/or of their personal effects shall be:

1. Conducted in the presence of at least one (1) other adult witness, whenever possible;
2. Conducted out of the presence of other students to maintain student confidentiality;
3. Conducted in a manner that does not involve:
  - a. Conducting a body cavity search of a student manually or with an instrument; or
  - b. Removing or arranging any or all of the clothing of a student to permit visual inspection of the underclothing, breast, buttocks, or genitalia of the student.
4. Documented by keeping a log of the search methods as well as a written description and/or pictures of any prohibited or illegal items ultimately seized as a result of the search.

### **Student Use Areas**

Student use areas, including, but not limited to, instructional and recreational space, are considered Charter School property and remain at all times under the control of Charter School. Periodic general inspections of instructional space and other areas of the school may be conducted by Charter School officials for any reason at any time without notice.

### **Seizure of Illegal, Unauthorized, or Contraband Materials**

If a lawfully conducted search yields illegal, unauthorized, or contraband materials, such materials shall be turned over to the proper legal authorities for ultimate disposition.

### **Discipline**

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If illegal, unauthorized or contraband materials are discovered during a search, including but not limited to searches conducted by Charter School officials. EBIA may impose discipline upon the student(s) (including suspension and/or expulsion) in accordance with Charter School's discipline policies and procedures. Charter School shall notify law enforcement authorities if any search and/or seizure results in the discovery of illegal contraband.

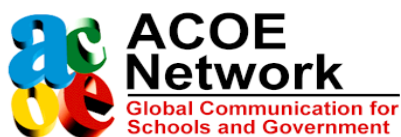
### **Video Surveillance and Other Recording Devices**

EBIA may utilize video surveillance devices in all common areas of the school campus including, but not limited to, outdoor spaces, entrances and exits, parking lots, stairwells, hallways, classrooms, the main office, school buses, and any other commonly used spaces. Charter School shall not utilize video surveillance devices in private spaces such as restrooms and locker rooms. Charter School's intent and purpose in utilizing video surveillance devices is to ensure student and staff health, welfare, and safety in order to maintain safe and orderly conduct throughout the school day.

EBIA shall not use audio recording where there is an expectation of privacy without prior consent of all parties subject to recording. Students, staff, parents, and other members of the public are similarly prohibited from audio recording on Charter School campus without prior consent. This policy does not prohibit the Charter School from recording classes as needed for student achievement nor any other permissible audio recording by the Charter School otherwise provided under the law.

Video surveillance recordings are not considered student education records unless the recording is maintained and (1) intended for use in a disciplinary action or proceeding, (2) depicts an activity that shows a student violating the law, (3) shows a student getting injured, attacked, victimized, ill, or having a health emergency, or (4) contains personally identifiable information from a student's educational record. A video surveillance recording is not considered a student's education record when the student's image is incidental to the activity shown in the recording or when the student is participating in a public activity.

EBIA shall comply with all state and federal law regarding access to, review, and disclosure of student records, including Family Educational Rights and Privacy Act ("FERPA"). This includes compliance with lawful requests under the California Public Records Act, from law enforcement, and other appropriate agencies. Charter School will evaluate the legality of any requests in advance of disclosure and will comply with all notice requirements under FERPA.



## **Memorandum of Understanding with EBIA for Access Plus Service**

### **7/1/2023 to 6/30/2024**

This agreement is between East Bay Innovation Academy (hereinafter, “Client”) and Alameda County Office of Education Network (hereinafter, “ACOENet”) for connection service to the statewide K-20 network (“K12 Highspeed Network”) and related maintenance and support. Client wishes to contract with ACOENet for connection service to the K12 Highspeed Network (“K12 HSN”) and ACOENet is willing to supply the connection to Client. ACOENet and Client agree as follows:

1. SERVICES

Services provided by ACOE are described in Appendix A. Any changes to specified circuit type/speed detailed in Appendix A must be made before the signed contract date.

2. PAYMENT

In consideration of the services set forth above to be performed by ACOENet, Client shall pay ACOENet the amount according to the options selected in Schedule A. Client agrees to be billed and pay annually for Internet access and miscellaneous access-related service fees according to the rates established by this agreement. Client agrees to pay invoices 30 days from the date of receipt. Late payment will be grounds for termination of service. If this agreement is terminated, the Client is still responsible for any charges on the Client’s account.

3. TERM

The services outlined above shall be provided from 7/1/2023 to 6/30/2024. This agreement may be renewed by a written mutual agreement, signed by both parties, for two additional one-year terms.

4. ALTERATION OF AGREEMENT

This agreement may be modified or terminated only by mutual agreement of the parties where the changes are in a writing that is signed by both parties.

5. ASSIGNABILITY

Any product or service provided to the Client and may not be assigned, transferred or resold without written authorization from ACOENet.

6. INDEMNIFICATION

Client shall instruct its personnel and students about copyright laws and the proper use of the Internet. Client shall ensure that personnel and students abide by the policies and regulations of ACOENet (See Appendix B). Client shall indemnify and hold harmless ACOENet, its officers, elected Board, employees, and agents against any losses, claims, damages, judgments, liabilities or expenses (including reasonable legal counsel fees and expenses) resulting from use of ACOENet which may occur to persons or property as a result of its use of ACOENet or permitted by ACOENet, in good faith with due care and without negligence in reliance upon instructions or orders received from Client as to anything arising in connection with this agreement. ACOENet

shall be without liability to Client with respect to anything done or omitted to be done, in accordance with the terms of this agreement or instructions properly received pursuant hereto, if done in good faith and without negligence or willful or wanton misconduct. Client agrees to use ACOENet at its own risk and develop and implement policies and procedures to prevent illegal, libelous, or inappropriate use of ACOENet services. ACOENet specifically disclaims all warranties, expressed or implied, including, but not limited to, implied warranties of merchantability and fitness for a particular purpose. In no event shall ACOENet be liable for any loss or other commercial damage, including, but not limited to, special, incidental, consequential or other damages.

Client agrees to protect and indemnify ACOENet against any and all liability, loss, or expense arising from claims including, but not limited to, financial liability for commercial use of the Internet, libel, unfair competition, unfair trademarks, trade names or patents, violations of constitutional rights or rights of privacy and infringement of copyrights and property rights resulting from Client's use of ACOENet.

ACOENet shall indemnify and hold harmless Client, its officers, elected Board, employees, and agents against any losses, claims, damages, judgments, liabilities or expenses (including reasonable legal counsel fees and expenses) resulting from action taken or permitted by Client in good faith with due care and without negligence in reliance upon instructions or orders received from ACOENet as to anything arising in connection with its performance under this agreement. Client shall be without liability to ACOENet with respect to anything done or omitted to be done, in accordance with the terms of this agreement or instructions properly received pursuant hereto, if done in good faith and without negligence or willful or wanton misconduct.

The Parties agree that the Laws of the State of California govern this agreement. The Parties agree that the County of Alameda, in which ACOENet and Client are located, shall be the forum for any legal action relating to this agreement and the services provided by ACOENet to Client thereunder.

#### 7. PRIVACY

ACOENet provides virtual services that could house client school district student data. Any client school district student records residing on ACOENet technology platforms will remain the property of the client. Client district student data will not be used for any commercial gain. Furthermore, any student data residing on ACOENet platforms will be removed within 90 days of the termination of this agreement.

#### 8. PENALTIES FOR IMPROPER USES

Any Client violating ACOENet Acceptable Use Policy is subject to loss of network privileges. In addition, pursuant to California law, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of Section 502 of the California Penal Code and/or other applicable federal laws, and is subject to criminal prosecution. All clients are required to adopt, at a minimum, the ACOENet Acceptable Use Policy ("AUP") and are encouraged to create their own.

#### 9. NOTICES

All notices and requests in connection with this Agreement shall be given or made upon the respective parties in writing and shall be deemed as given as of the day of deposit in the U.S. Mail, postage pre-paid, certified or registered, return receipt requested, and addressed as follows:

<b>Alameda County Office of Education Attn: Information Technology 313 West Winton Avenue Hayward, CA 94544</b>	<b>East Bay Innovation Academy Attn: Chief Technology Officer 3400 Malcolm Ave Oakland, CA 94605</b>
---	--

10. SEVERABILITY

If any provision of this Agreement is held to be invalid, illegal or unenforceable by a court of competent jurisdiction, the validity, legality and enforceability of the remaining provisions shall in no way be affected or impaired thereby.

11. INTERPRETATION/CONSTRUCTION

The headings set forth in this agreement are for convenience only and shall not be used in interpreting this agreement. This agreement has been drafted by both Parties hereto. Therefore, the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed against either party in the interpretation of this agreement.

12. ENTIRE AGREEMENT

Each party acknowledges that it has read this agreement, understands it, and agrees to be bound by its terms, and further agrees that it is the complete and exclusive statement of the agreement between the parties, which supersedes and merges all prior proposals, understandings and all other agreements, oral and written, between the parties relating to the subject matter of this agreement. This Agreement may not be modified or altered except by written instrument duly executed by both parties.

13. EXECUTION IN COUNTERPARTS

This agreement may be executed in multiple counterparts by way of facsimile or Adobe pdf format, each of which shall be deemed an original and all of which together shall constitute one agreement.

14. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

ACOENet certifies to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this Agreement certifies that ACOENet does not appear on the Excluded Parties List (<https://www.sam.gov/>).

15. INCORPORATION BY REFERENCE

1. Appendix A is incorporated into this agreement as if fully set forth herein for the purposes of describing the services offered, setting forth the fee schedule, and determining the amount Client must pay for selected services.
2. The AUP outlined in Appendix B is local policy for ACOENet. ACOENet is an official Node Site for the K12 High-speed Network and is governed by their Acceptable Use Policies. In matters pertaining to use of K12 HSN (K12 High-speed Network) the K12 HSN AUP supersedes local policies.

We, the undersigned, agree to the above terms and conditions and we are authorized to sign on behalf of our organizations.

ORGANIZATION: \_\_\_\_\_ and \_\_\_\_\_ ACOENet \_\_\_\_\_

\_\_\_\_\_  
Printed name and title

\_\_\_\_\_  
Ryan Choate, Director  
Printed name and title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Ryan Choate*  
Signature

\_\_\_\_\_  
*6/30/23*  
Date

# Schedule A

## Schedule of Services

ACOENet reserves the right to refuse service to anyone at any time for violation of this agreement.

**Organization: East Bay Innovation Academy**

Item	Qty.	Description	Annual Cost	Total
<b>Access Type/Speed</b>	2	<b>Access Plus<sup>1</sup> / 250 Mbps</b>	12,500.00	\$25,000.00
<b>DNS</b>				\$0
<b>Domain Name</b>				\$0
<b>Other</b>		Discount		(8,650.00)
<b>TOTAL COST</b>				\$16,350.00

Initials: \_\_\_\_\_  \_\_\_\_\_  
ORGANIZATION ACOENet

# Appendix A

## ACOENet Access Plus Services List

### Access Plus

ACOENet provides secure, monitored and managed Internet Access to its clients. As part of this service, ACOENet will help match Client’s need for service with available funds. ACOENet can also provide for an additional fee: e-mail hosting, web hosting, consulting services in areas such as desktop maintenance, server maintenance, router maintenance, security and firewall configuration, and many other services.

Included:

- Secure, monitored and managed K12 HSN access
- Connection to the Statewide K-20 network (K12 High Speed Network), Internet2 and the commodity Internet by enabling Client to connect data circuit(s) to the ACOE Network Operations Center (NOC)
- Appropriate IP address space (if needed) from ACOENet’s address pool (ACOE-owned)
- Primary or secondary domain name hosting service
- Network monitoring from the ACOE NOC to the Client border router
- Coordination of circuit support between the local carrier and Client’s IT personnel
- Bandwidth usage reports for districts
- Assistance with circuit selection and provisioning
- Firewall Service

### ACOENet Access Plus Fees

Speed	Annual Cost
100 Mbps	\$9,400
500 Mbps	\$16,350 <sup>1</sup> /\$20,600 <sup>2</sup>
1 Gbps	\$19,500 <sup>1</sup> /\$25,500 <sup>2</sup>
2 Gbps	\$34,100 <sup>1</sup> /41,100 <sup>2</sup>
5 Gbps	\$65,000

<sup>1</sup> Point to point network connection

<sup>2</sup> Cloud based network connection

The pricing contained in this agreement is contingent upon the full funding of the K12 High Speed Network (K12 HSN) in the California State budget. Revised pricing will be made available in the event K12 HSN is not fully funded or K12 HSN changes it pricing schedule.



# Appendix B

## Acceptable Use Policy

### General Acceptable Use

#### Network Etiquette:

All users are expected to abide by the generally accepted rules to network etiquette. These include, but are not limited to the following:

- (a) Be polite. Do not get abusive in your messages to others.
- (b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities, which are prohibited under state or federal law.
- (c) Do not reveal your personal address or phone numbers of students or colleagues.
- (d) Do not use the network in such a way that you would disrupt the use of the network by other users.
- (e) All communications and information accessible via the network should assumed to be private property.

#### Acceptable Uses:

- Activities that are part of the support infrastructure needed for instruction, scholarship and institutional management of the participant institutions.
- Instructional applications engaged in by students, faculty and staff.
- Communication and exchange for professional development, to maintain currency, or to debate issues in a field or sub-field of knowledge.
- Subject matters/discipline associations, government-advisory, or standard activities related to the user's research, instructional and/or administrative activities.
- Applying for or administering grants or contracts for instruction, professional infrastructure upgrades and student support services.
- Announcements of new products or services used in instruction and institutional research.
- Access to information resources, computers, and people throughout the world.
- Interaction with students, faculty, and staff by electronic mail and other means of electronic communication.
- Access to libraries, information resources, databases, and news from commercial, and non-commercial sources.
- Importation of licensed software or other copyrighted material for fair use or with appropriate permission.
- Administrative, academic, and research-related discussion groups.
- E-commerce activities in support of the administrative and academic programs of participant institutions.

## Unacceptable Uses:

Examples of unacceptable use include, but are not limited to, the following:

- Any illegal use of ACOENet, or use in support of illegal activities, is prohibited. Illegal use shall be defined as use that violates local, state and/or federal law. This includes, but is not limited to, the following: stalking others, transmitting or originating any unlawful, fraudulent or defamatory communications, transmitting copyrighted material beyond the scope of fair use without permission of the copyright owner, or any communications where the message or its transmission or distribution, would constitute or would encourage conduct that is a criminal offense.
- Activities that interfere with or disrupt network users, services, or equipment. Such interference or disruption includes, but is not limited to, distribution of unsolicited advertising or mass mailings; "spamming;" propagation of computer worms or viruses; and using ACOENet to make or attempt to make unauthorized entry to other computational, informational or communications devices or resources. For the purpose of this AUP, "unsolicited advertising" includes any transmission that describes goods, products, or services that is initiated by a vendor, provider, retailer, or manufacturer of the described goods, products, or services, or by a third party retained by, affiliated with, or related to the vendor, providers, retailers, or manufacturer.
- Use in furtherance of profit-making activities (consulting for pay, sales or distribution of commercial products or services for profit, etc.) or use by for-profit companies, unless specifically authorized by ACOENet, the K12 HSN Program Steering Committee and CENIC Board of Directors.
- Use in support of partisan political activities.
- Use for private or personal activities that exceed ACOENet related research, instruction, or administrative applications, or when there is personal monetary gain.

# Coversheet

## East Bay Innovation Academy - Finance Update

**Section:** III. Finance and Development  
**Item:** A. East Bay Innovation Academy - Finance Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** EBIA Board Report - September 2023.pdf

# East Bay Innovation Academy 2022-23 Unaudited Actuals & 2023-24 Forecast Update

MIKE POCRNICH

SEPTEMBER 2023



# Contents



1. 2022-2023 Year-end – Unaudited Actuals
2. 2023-2024 Forecast Update – Preliminary
3. August YTD Financial Review
4. Exhibits

# 2022-2023 Year-end Actuals (Unaudited)



# Preliminary 2022-23 Year-end vs. Forecast

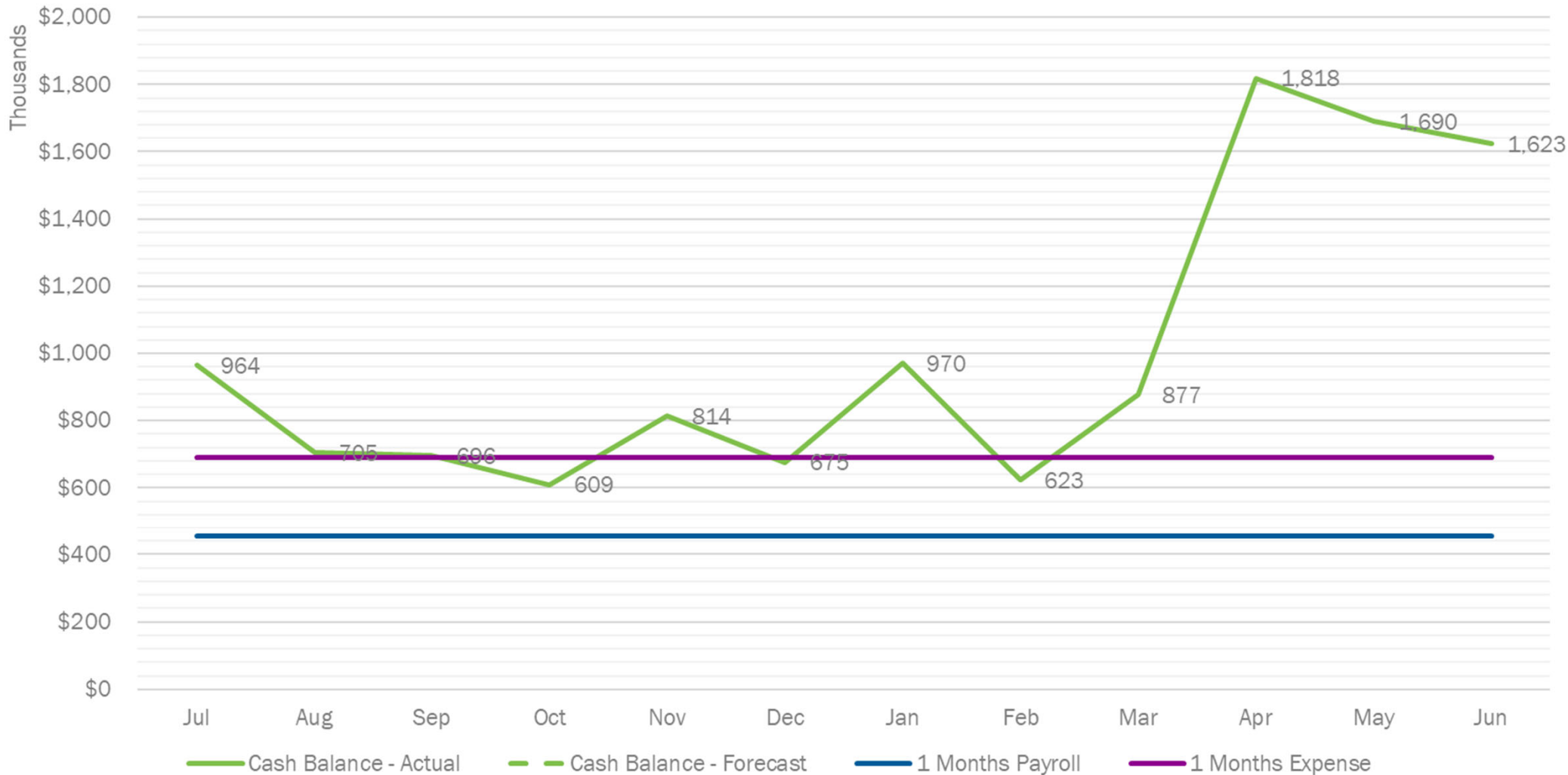


## Operating deficit of \$20k and fund balance of \$2.0M

		2022-23	2022-23	% Spent
		Current Forecast	Actuals YTD	
Revenue	LCFF Entitlement	5,583,991	5,555,620	99%
	Federal Revenue	614,163	606,727	99%
	Other State Revenues	1,619,889	1,671,032	103%
	Local Revenues	403,348	431,260	107%
	Fundraising and Grants	80,000	59,666	75%
	<b>Total Revenue</b>	<b>8,301,391</b>	<b>8,324,304</b>	<b>100%</b>
Expenses	Compensation and Benefits	5,458,025	5,532,260	101%
	Books and Supplies	397,061	391,721	99%
	Services and Other Operating	2,439,938	2,408,844	99%
	Other Outflows	-	11,967	
	<b>Total Expenses</b>	<b>8,295,024</b>	<b>8,344,792</b>	<b>101%</b>
	<b>Operating Income</b>	<b>6,367</b>	<b>(20,488)</b>	
	Beginning Balance (Audited)	2,029,603	2,029,603	
	Operating Income	6,367	(20,488)	
	<b>Ending Fund Balance (incl. Depreciation)</b>	<b>2,035,970</b>	<b>2,009,115</b>	
	<b>Ending Fund Balance as % of Expenses</b>	<b>24.5%</b>	<b>24.1%</b>	

# 2022-23 Cash Flow by Month

**Cash balance at 6.30.23 was \$1.6M; ended year with 71 Days Cash On Hand (target is 60+ DCOH)**





# Balance Sheet as of June 2023



## What EBIA owns and owes as of end of FY22-23

		Jun FY2022	Jun FY2023	YTD Change
<b>Assets</b>	Cash Balance	1,363,097	1,678,667	315,570
	Accounts Receivable	995,570	1,375,429	379,859
	Other Assets	64,049	51,450	(12,599)
	Due From Others	173,164	-	(173,164)
	<b>Total Assets</b>	<b>2,595,880</b>	<b>3,105,545</b>	<b>509,665</b>
<b>Liabilities &amp; Equity</b>	Accounts Payable	166,827	168,369	1,542
	Deferred Revenue	228,170	732,782	504,612
	Current Loans and Other Payables	171,281	195,280	23,999
	Beginning Net Assets	1,061,081	2,029,603	968,522
	Net Income (Loss) to Date	968,522	(20,488)	(989,010)
	<b>Total Liabilities &amp; Equity</b>	<b>2,595,880</b>	<b>3,105,545</b>	<b>509,665</b>

# 2023-2024 Forecast Update





# 2023–24 Forecast vs. Budget

## Major items reflected in forecast update shown below

### Revenue

- Reduction of \$522k in LCFF funds
- Shifted all one-time funds from out years to FY24
- Learning Recovery - \$255,120
- Arts, Music and Instruction - \$327,585
- Educator Effectiveness - \$119,750
- A-G - \$55,025

### Expenses

- Update to staffing/benefit costs
- Update to contracted substitute services



# 2023-24 Forecast vs Approved Budget

## Work in progress - Team reviewing to identify savings

		2023-24	2023-24	Variance
		<b>Budget</b>	<b>Current Forecast</b>	
Revenue	LCFF Entitlement	6,384,109	5,794,057	(590,052)
	Federal Revenue	282,340	323,434	41,094
	Other State Revenues	1,601,039	1,765,434	164,395
	Local Revenues	505,881	505,808	(73)
	Fundraising and Grants	80,000	80,000	-
	<b>Total Revenue</b>	<b>8,853,368</b>	<b>8,468,733</b>	<b>(384,635)</b>
Expenses	Compensation and Benefits	6,375,721	6,026,655	349,066
	Books and Supplies	370,801	336,605	34,196
	Services and Other Operating	2,029,534	2,235,458	(205,924)
	<b>Total Expenses</b>	<b>8,776,056</b>	<b>8,598,719</b>	<b>177,338</b>
	<b>Operating Income</b>	<b>77,312</b>	<b>(129,986)</b>	<b>(207,298)</b>
	Beginning Balance (Audited)	2,094,390	2,009,115	(85,275)
	Operating Income	77,312	(129,986)	(207,298)
	<b>Ending Fund Balance (incl. Depreciation)</b>	<b>2,171,702</b>	<b>1,879,129</b>	<b>(292,573)</b>
	<b>Ending Fund Balance as % of Expenses</b>	<b>24.7%</b>	<b>21.9%</b>	<b>-2.9%</b>

# Plan Adoption – Needed for the following funds

## A-G Completion Grant

- April 1<sup>st</sup>, 2022
- Presented in board meeting, approved in subsequent meeting

## Educator Effectiveness Grant

- March 31<sup>st</sup>, 2023
- Presented in board meeting, approved in subsequent meeting

## \*Expanded Learning Opportunities Grant (ELO-P)

- Prior to 1<sup>st</sup> day of program
- Approved in board meeting

## \*Arts, Music, and Instructional Materials Block Grant

- Prior to expenditure
- Approved in board meeting

## Learning Recovery Emergency Block Grant

- N/A
- No Plan Required!

# August 2023 YTD Financial Review



# August 2023 YTD Financial Review

## YTD operating deficit driven by school year start up expenditures

		2023-24	2023-24	% Spent
		Current Forecast	Actuals YTD	
Revenue	LCFF Entitlement	5,794,057	516,751	9%
	Federal Revenue	323,434	-	0%
	Other State Revenues	1,765,434	60,854	3%
	Local Revenues	505,808	21,309	4%
	Fundraising and Grants	80,000	1,950	2%
	<b>Total Revenue</b>	<b>8,468,733</b>	<b>600,864</b>	<b>7%</b>
Expenses	Compensation and Benefits	6,026,655	812,352	13%
	Books and Supplies	336,605	130,634	39%
	Services and Other Operating	2,235,458	418,409	19%
	<b>Total Expenses</b>	<b>8,598,719</b>	<b>1,362,193</b>	<b>16%</b>
	<b>Operating Income</b>	<b>(129,986)</b>	<b>(761,329)</b>	
	Beginning Balance (Audited)	2,009,115	2,009,115	
	Operating Income	(129,986)	(761,329)	
<b>Ending Fund Balance (incl. Depreciation)</b>		<b>1,879,129</b>	<b>1,247,787</b>	

# Exhibits





**East Bay Innovation Academy**  
**Income Statement**  
**As of Aug FY2024**

	Actual		YTD Actual YTD	Budget						
	Jul	Aug		Approved Budget v1	Previous Forecast	Current Forecast	Previous	Approved	Current	% Current
							Forecast vs. Current Forecast	Budget v1 vs. Current Forecast		
<b>SUMMARY</b>										
<b>Revenue</b>										
LCFF Entitlement	305,602	211,149	516,751	6,384,109	6,316,928	5,794,057	(522,871)	(590,052)	5,277,306	9%
Federal Revenue	-	-	-	282,340	284,977	323,434	38,457	41,094	323,434	0%
Other State Revenues	31,019	29,835	60,854	1,601,039	1,818,908	1,765,434	(53,474)	164,395	1,704,580	3%
Local Revenues	5,315	15,994	21,309	505,881	505,881	505,808	(73)	(73)	484,499	4%
Fundraising and Grants	1,950	-	1,950	80,000	80,000	80,000	-	-	78,050	2%
<b>Total Revenue</b>	<b>343,886</b>	<b>256,978</b>	<b>600,864</b>	<b>8,853,368</b>	<b>9,006,694</b>	<b>8,468,733</b>	<b>(537,961)</b>	<b>(384,635)</b>	<b>7,867,868</b>	<b>7%</b>
<b>Expenses</b>										
Compensation and Benefits	295,751	516,602	812,352	6,375,721	6,494,702	6,026,655	468,047	349,066	5,214,303	13%
Books and Supplies	58,543	72,091	130,634	370,801	365,834	336,605	29,229	34,196	205,971	39%
Services and Other Operating Expenditures	184,585	178,268	418,409	2,029,534	2,068,875	2,235,458	(166,583)	(205,924)	1,817,049	19%
Depreciation	-	-	-	-	-	-	-	-	-	-
Other Outflows	-	798	798	-	-	-	-	-	(798)	-
<b>Total Expenses</b>	<b>538,878</b>	<b>767,759</b>	<b>1,362,193</b>	<b>8,776,056</b>	<b>8,929,411</b>	<b>8,598,719</b>	<b>330,693</b>	<b>177,338</b>	<b>7,236,526</b>	<b>16%</b>
<b>Operating Income</b>	<b>(194,991)</b>	<b>(510,781)</b>	<b>(761,329)</b>	<b>77,312</b>	<b>77,282</b>	<b>(129,986)</b>	<b>(207,268)</b>	<b>(207,298)</b>	<b>631,343</b>	
<b>Fund Balance</b>										
Beginning Balance (Audited)				2,094,390	2,199,540	2,009,115				
Operating Income				77,312	77,282	(129,986)				
<b>Ending Fund Balance</b>				<b>2,171,702</b>	<b>2,276,822</b>	<b>1,879,129</b>				
Fund Balance as a % of Expenses				25%	25%	22%				

**East Bay Innovation Academy**  
**Income Statement**  
**As of Aug FY2024**

	Actual		YTD	Budget						
	Jul	Aug	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
<b>KEY ASSUMPTIONS</b>										
<b>Enrollment Summary</b>										
4-6				100	100	95	(5)	(5)		
7-8				195	195	189	(6)	(6)		
9-12				262	262	234	(28)	(28)		
<b>Total Enrolled</b>				<b>557</b>	<b>557</b>	<b>518</b>	<b>(39)</b>	<b>(39)</b>		
<b>ADA %</b>										
4-6				95.0%	95.0%	94.0%	-1.0%	-1.0%		
7-8				95.0%	95.0%	94.0%	-1.0%	-1.0%		
9-12				95.0%	95.0%	94.0%	-1.0%	-1.0%		
<b>Average ADA %</b>				<b>95.0%</b>	<b>95.0%</b>	<b>94.0%</b>	<b>-1.0%</b>	<b>-1.0%</b>		
<b>ADA</b>										
4-6				95.00	95.00	89.30	(5.70)	(5.70)		
7-8				185.25	185.25	177.66	(7.59)	(7.59)		
9-12				248.90	248.90	219.96	(28.94)	(28.94)		
<b>Total ADA</b>				<b>529.15</b>	<b>529.15</b>	<b>486.92</b>	<b>(42.23)</b>	<b>(42.23)</b>		

**East Bay Innovation Academy**  
**Income Statement**  
**As of Aug FY2024**

	Actual		YTD Actual YTD	Budget							
	Jul	Aug		Approved Budget v1	Previous Forecast	Current Forecast	Previous	Approved	Current	% Current	
							Forecast vs. Current	Budget v1 vs. Current			Forecast Remaining
<b>REVENUE</b>											
<b>LCFF Entitlement</b>											
8011 Charter Schools General Purpose Entitlement - State Aid	305,602	211,149	516,751	4,008,755	4,432,799	4,060,296	(372,504)	51,541	3,543,545	13%	
8012 Education Protection Account Entitlement	-	-	-	105,830	105,830	97,384	(8,446)	(8,446)	97,384	0%	
8096 Charter Schools in Lieu of Property Taxes	-	-	-	2,269,524	1,778,299	1,636,377	(141,921)	(633,147)	1,636,377	0%	
<b>SUBTOTAL - LCFF Entitlement</b>	<b>305,602</b>	<b>211,149</b>	<b>516,751</b>	<b>6,384,109</b>	<b>6,316,928</b>	<b>5,794,057</b>	<b>(522,871)</b>	<b>(590,052)</b>	<b>5,277,306</b>	<b>9%</b>	
<b>Federal Revenue</b>											
8181 Special Education - Entitlement	-	-	-	65,930	68,567	68,567	-	2,637	68,567	0%	
8220 Child Nutrition Programs	-	-	-	82,882	82,882	77,078	(5,803)	(5,803)	77,078	0%	
8291 Title I	-	-	-	70,411	70,411	70,411	-	-	70,411	0%	
8292 Title II	-	-	-	13,117	13,117	13,117	-	-	13,117	0%	
8294 Title IV	-	-	-	10,000	10,000	10,000	-	-	10,000	0%	
8299 All Other Federal Revenue	-	-	-	40,000	40,000	84,260	44,260	44,260	84,260	0%	
<b>SUBTOTAL - Federal Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>282,340</b>	<b>284,977</b>	<b>323,434</b>	<b>38,457</b>	<b>41,094</b>	<b>323,434</b>	<b>0%</b>	
<b>Other State Revenue</b>											
8381 Special Education - Entitlement (State)	25,302	25,302	50,604	469,179	469,568	452,503	(17,065)	(16,676)	401,899	11%	
8382 Special Education Reimbursement (State)	-	2,033	2,033	30,691	30,691	28,241	(2,449)	(2,449)	26,208	7%	
8520 Child Nutrition - State	-	-	-	10,360	10,360	9,635	(725)	(725)	9,635	0%	
8545 School Facilities Apportionments	-	-	-	253,537	253,537	253,537	-	-	253,537	0%	
8550 Mandated Cost Reimbursements	-	-	-	17,732	17,823	17,823	-	91	17,823	0%	
8560 State Lottery Revenue	-	-	-	130,984	137,616	126,634	(10,983)	(4,351)	126,634	0%	
8590 All Other State Revenue	-	-	-	625,139	828,794	830,835	2,041	205,696	830,835	0%	
8593 Other State Revenue 3	5,717	2,500	8,217	63,416	70,519	46,226	(24,293)	(17,190)	38,009	18%	
<b>SUBTOTAL - Other State Revenue</b>	<b>31,019</b>	<b>29,835</b>	<b>60,854</b>	<b>1,601,039</b>	<b>1,818,908</b>	<b>1,765,434</b>	<b>(53,474)</b>	<b>164,395</b>	<b>1,704,580</b>	<b>3%</b>	
<b>Local Revenue</b>											
8634 Food Service Sales	-	-	-	1,036	1,036	963	(73)	(73)	963	0%	
8660 Interest	1	1	1	5	5	5	-	-	4	29%	
8676 After School Program Revenue	-	-	-	42,840	42,840	42,840	-	-	42,840	0%	
8690 Other Local Revenue	1,108	-	1,108	18,000	18,000	18,000	-	-	16,892	6%	
8701 Oakland Measure N	-	-	-	350,000	350,000	350,000	-	-	350,000	0%	
8703 Oakland Measure G1	-	-	-	64,000	64,000	64,000	-	-	64,000	0%	
8704 Student Activities	3,627	-	3,627	30,000	30,000	30,000	-	-	26,373	12%	
8999 Uncategorized Revenue	579	15,993	16,572	-	-	-	-	-	(16,572)		
<b>SUBTOTAL - Local Revenue</b>	<b>5,315</b>	<b>15,994</b>	<b>21,309</b>	<b>505,881</b>	<b>505,881</b>	<b>505,808</b>	<b>(73)</b>	<b>(73)</b>	<b>484,499</b>	<b>4%</b>	
<b>Fundraising and Grants</b>											
8801 Donations - Parents	1,950	-	1,950	35,000	35,000	35,000	-	-	33,050	6%	
8802 Donations - Private	-	-	-	25,000	25,000	25,000	-	-	25,000	0%	
8803 Fundraising	-	-	-	20,000	20,000	20,000	-	-	20,000	0%	
<b>SUBTOTAL - Fundraising and Grants</b>	<b>1,950</b>	<b>-</b>	<b>1,950</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	<b>-</b>	<b>-</b>	<b>78,050</b>	<b>2%</b>	
<b>TOTAL REVENUE</b>	<b>343,886</b>	<b>256,978</b>	<b>600,864</b>	<b>8,853,368</b>	<b>9,006,694</b>	<b>8,468,733</b>	<b>(537,961)</b>	<b>(384,635)</b>	<b>7,867,868</b>	<b>7%</b>	

**East Bay Innovation Academy**  
**Income Statement**  
**As of Aug FY2024**

		Actual		YTD	Budget						
		Jul	Aug	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
<b>EXPENSES</b>											
<b>Compensation &amp; Benefits</b>											
<b>Certificated Salaries</b>											
1100	Teachers Salaries	40,936	211,346	252,282	2,593,737	2,738,730	2,372,125	366,606	221,613	2,119,843	11%
1103	Teacher - Substitute Pay	-	5,320	5,320	115,920	139,440	57,120	82,320	58,800	51,800	9%
1148	Teacher - Special Ed	6,271	34,487	40,758	317,413	240,753	240,753	-	76,660	199,995	17%
1160	Counselor	-	21,789	21,789	189,073	189,073	189,073	-	-	167,285	12%
1300	Certificated Supervisor & Administrator Salaries	27,558	38,454	66,012	587,256	487,256	487,256	-	100,000	421,244	14%
1311	Certificated Principals & Directors	24,577	20,127	44,704	249,025	249,025	249,025	-	-	204,321	18%
<b>SUBTOTAL - Certificated Salaries</b>		<b>99,342</b>	<b>331,523</b>	<b>430,864</b>	<b>4,052,425</b>	<b>4,044,278</b>	<b>3,595,352</b>	<b>448,926</b>	<b>457,073</b>	<b>3,164,488</b>	<b>12%</b>
<b>Classified Salaries</b>											
2104	Classified Instructional Aides	16,462	26,597	43,059	335,758	384,286	430,419	(46,133)	(94,660)	387,360	10%
2300	Classified Supervisor & Administrator Salaries	75,090	44,392	119,482	420,329	520,329	550,329	(30,000)	(130,000)	430,847	22%
2400	Classified Clerical & Office Salaries	3,387	5,084	8,471	59,174	54,288	54,288	-	4,886	45,817	16%
2402	Classified Operations	13,073	10,573	23,646	126,875	126,875	126,875	-	-	103,229	19%
2928	Other Classified - Food	-	1,584	1,584	29,005	29,005	30,818	(1,813)	(1,813)	29,234	5%
<b>SUBTOTAL - Classified Salaries</b>		<b>108,012</b>	<b>88,229</b>	<b>196,241</b>	<b>971,141</b>	<b>1,114,783</b>	<b>1,192,729</b>	<b>(77,946)</b>	<b>(221,588)</b>	<b>996,487</b>	<b>16%</b>
<b>Employee Benefits</b>											
3100	STRS	20,683	62,202	82,885	718,907	731,958	678,171	53,787	40,735	595,286	12%
3300	OASDI-Medicare-Alternative	8,354	11,758	20,112	150,940	157,069	146,149	10,920	4,792	126,037	14%
3400	Health & Welfare Benefits	58,532	21,999	80,531	415,316	378,234	349,805	28,429	65,511	269,274	23%
3500	Unemployment Insurance	336	398	734	17,136	17,507	16,359	1,148	777	15,625	4%
3600	Workers Comp Insurance	-	-	-	37,677	38,693	35,911	2,782	1,766	35,911	0%
3900	Other Employee Benefits	493	493	985	12,180	12,180	12,180	-	-	11,195	8%
<b>SUBTOTAL - Employee Benefits</b>		<b>88,397</b>	<b>96,849</b>	<b>185,247</b>	<b>1,352,156</b>	<b>1,335,642</b>	<b>1,238,575</b>	<b>97,067</b>	<b>113,581</b>	<b>1,053,328</b>	<b>15%</b>
<b>Books &amp; Supplies</b>											
4100	Approved Textbooks & Core Curricula Materials	-	3,537	3,537	13,925	13,925	7,770	6,155	6,155	4,233	46%
4200	Books & Other Reference Materials	-	-	-	10,000	10,000	5,000	5,000	5,000	5,000	0%
4300	Materials & Supplies	-	216	216	11,444	8,874	8,874	-	2,570	8,658	2%
4320	Educational Software	6,551	64,088	70,639	79,373	79,373	73,038	6,335	6,335	2,399	97%
4330	Office Supplies	34	2,965	2,999	20,000	20,000	20,000	-	-	17,001	15%
4352	Quest - After School	-	-	-	20,400	22,950	22,950	-	(2,550)	22,950	0%
4353	Student Activities	-	480	480	10,000	10,000	10,000	-	-	9,520	5%
4400	Noncapitalized Equipment	-	-	-	5,202	255	255	-	4,947	255	0%
4410	Classroom Furniture, Equipment & Supplies	-	-	-	7,500	7,500	7,500	-	-	7,500	0%
4420	Computers: individual items less than \$5k	51,543	-	51,543	64,055	64,055	59,570	4,485	4,485	8,027	87%
4423	Staff Computers	-	-	-	10,200	10,200	10,200	-	-	10,200	0%
4430	Non Classroom Related Furniture, Equipment & Supplies	-	-	-	5,100	5,100	5,100	-	-	5,100	0%
4710	Student Food Services	415	-	415	103,602	103,602	96,348	7,254	7,254	95,933	0%
4720	Other Food	-	805	805	10,000	10,000	10,000	-	-	9,195	8%
<b>SUBTOTAL - Books and Supplies</b>		<b>58,543</b>	<b>72,091</b>	<b>130,634</b>	<b>370,801</b>	<b>365,834</b>	<b>336,605</b>	<b>29,229</b>	<b>34,196</b>	<b>205,971</b>	<b>39%</b>
<b>Services &amp; Other Operating Expenses</b>											
5210	Conference Fees	-	-	-	17,240	17,240	17,240	-	-	17,240	0%
5220	Travel and Lodging	-	-	-	9,650	9,650	8,670	980	980	8,670	0%

**East Bay Innovation Academy**  
**Income Statement**  
**As of Aug FY2024**

	Actual		YTD	Budget						
	Jul	Aug	Actual YTD	Approved	Previous	Current	Previous	Approved	Current	% Current
				Budget v1	Forecast	Forecast	Forecast vs. Current	Budget v1 vs. Current	Forecast Remaining	Forecast Spent
5300 Dues & Memberships	8,065	2,690	10,755	25,000	25,000	25,000	-	-	14,245	43%
5450 Insurance - Other	30,186	-	30,186	146,028	146,028	146,028	-	-	115,842	21%
5515 Janitorial, Gardening Services & Supplies	1,400	30,862	32,262	142,800	142,800	142,800	-	-	110,538	23%
5535 Utilities - All Utilities	6,823	1,954	8,776	84,897	84,897	84,897	-	-	76,120	10%
5610 Rent	32,080	64,160	96,240	385,000	385,000	385,000	-	-	288,760	25%
5611 Prop 39 Related Costs	-	-	-	144,617	144,617	134,492	10,126	10,126	134,492	0%
5615 Repairs and Maintenance - Building	2,191	800	2,991	30,600	30,600	30,600	-	-	27,609	10%
5616 Repairs and Maintenance - Computers	-	-	-	2,040	-	-	-	2,040	-	-
5803 Accounting Fees	-	-	-	18,692	19,190	19,190	-	(499)	19,190	0%
5806 Assemblies	-	-	-	3,000	3,000	3,000	-	-	3,000	0%
5809 Banking Fees	-	-	-	2,550	2,550	2,550	-	-	2,550	0%
5810 Intersession	-	-	-	50,000	50,000	50,000	-	-	50,000	0%
5812 Business Services	13,919	14,069	27,988	177,500	159,828	168,028	(8,200)	9,472	140,040	17%
5815 Consultants - Instructional	(6,250)	15,125	8,875	30,000	30,000	30,000	-	-	21,125	30%
5824 District Oversight Fees	-	-	55,556	65,118	64,433	59,099	5,333	6,019	3,543	94%
5830 Field Trips Expenses	-	-	-	10,000	10,000	10,000	-	-	10,000	0%
5836 Fingerprinting	152	310	462	4,129	2,474	2,284	189	1,845	1,822	20%
5839 Fundraising Expenses	355	-	355	5,100	5,100	5,100	-	-	4,745	7%
5845 Legal Fees	-	8,586	8,586	73,440	79,560	79,560	-	(6,120)	70,974	11%
5851 Marketing and Student Recruiting	-	-	-	10,200	10,200	10,200	-	-	10,200	0%
5857 Payroll Fees	386	497	883	5,406	6,120	6,120	-	(714)	5,237	14%
5860 Printing and Reproduction	-	97	97	530	-	-	-	530	(97)	-
5863 Professional Development	-	7,450	7,450	40,000	40,000	40,000	-	-	32,550	19%
5864 Credentialing Support	-	-	-	30,000	30,000	30,000	-	-	30,000	0%
5865 Contracted Education Services - Student	-	-	-	70,000	70,000	70,000	-	-	70,000	0%
5866 SPED MH Day/NPS Services	442	2,529	2,971	60,000	60,000	60,000	-	-	57,029	5%
5869 Special Education Contract Instructors	-	5,676	5,676	130,000	130,000	130,000	-	-	124,324	4%
5872 Special Education Encroachment	-	-	-	14,230	14,230	14,230	-	-	14,230	0%
5874 Sports	-	-	-	12,240	16,320	16,320	-	(4,080)	16,320	0%
5875 Staff Recruiting	16,163	-	16,163	7,140	45,153	45,153	-	(38,013)	28,990	36%
5877 Student Activities	-	-	-	15,000	15,000	15,000	-	-	15,000	0%
5878 Student Assessment	9,625	-	9,625	15,908	28,407	26,418	1,989	(10,510)	16,793	36%
5880 Student Health Services	-	-	-	10,200	10,200	10,200	-	-	10,200	0%
5881 Student Information System	22,427	4,925	27,352	45,650	45,650	45,650	-	-	18,298	60%
5884 Substitutes	31,100	16,026	47,126	50,000	50,000	227,000	(177,000)	(177,000)	179,874	21%
5887 Technology Services	13,069	545	13,614	50,000	50,000	50,000	-	-	36,386	27%
5900 Communications	1,966	1,967	3,933	29,241	29,241	29,241	-	-	25,308	13%
5915 Postage and Delivery	485	-	485	6,387	6,387	6,387	-	-	5,902	8%
<b>SUBTOTAL - Services &amp; Other Operating Exp.</b>	<b>184,585</b>	<b>178,268</b>	<b>418,409</b>	<b>2,029,534</b>	<b>2,068,875</b>	<b>2,235,458</b>	<b>(166,583)</b>	<b>(205,924)</b>	<b>1,817,049</b>	<b>19%</b>
<b>Capital Outlay &amp; Depreciation</b>										
<b>SUBTOTAL - Capital Outlay &amp; Depreciation</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Outflows</b>										
7999 Uncategorized Expense	-	798	798	-	-	-	-	-	(798)	-
<b>SUBTOTAL - Other Outflows</b>	<b>-</b>	<b>798</b>	<b>798</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(798)</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>538,878</b>	<b>767,759</b>	<b>1,362,193</b>	<b>8,776,056</b>	<b>8,929,411</b>	<b>8,598,719</b>	<b>330,693</b>	<b>177,338</b>	<b>7,236,526</b>	<b>16%</b>

# Coversheet

## EBIA Executive Director's Report

**Section:** IV. Academic Excellence  
**Item:** A. EBIA Executive Director's Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** EBIA SY 2023-2024.pdf



# EBIA

## SY 2023-2024

Highlights and the Future

# Meet the NEW Director of College & Career Readiness

Kayla Jackson

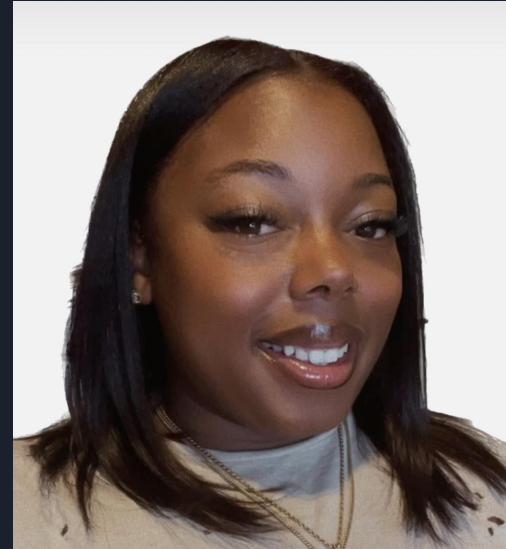
SFSU Graduate GO GATORS

Experience:

SFSU Admissions- 1 year

METRO @ SFSU- 2/2 years

College Track SF - 4yrs







# FY24 SYLLABUS

Senior Seminar is a designated weekly time, merged with CSDI 4, to work through the (complicated and messy) college, scholarship, and financial aid application processes. Lessons are offered to help prepare students to arrive on their college campus ready for success.

- BRAG SHEETS & LOR
- CSU APP LAB
- UC APP LAB
- PRIVATE SCHOOL APP LAB
- FAFSA/CADA WORKSHOP
- CSS PROFILE WORKSHOP
- COLLEGE TOURS/VISITS
- SCHOLARSHIPS
- POSSE, QUESTBRIDGE

# Things I've Noticed

## **East Bay Innovation Academy College Matriculation**

EBIA students are admitted into and matriculate at some of our nation's finest institutions. In 2023, 51% of students opted to matriculate directly into a 4-year college or university, 27% opted for Community College, 22% opted for a gap year or Career Technical Education.

Of the 4 year universities:

~11% were UC's

The remaining were CSU and Privates

Graduation:

- Because of high standard, UCs will be a very hard reach
- Once a student falls behind, it's too hard to pick back up
- Students who do everything expected of them, still have to go BEYOND to stand apart
  - More than 2 college classes
  - Internships
  - Programs like Genesys works & UC Scout

# Let's continue to set EBIA apart!

**Goal: To increase application submission, admissions and acceptances**

Possible ways:

- Deep dive into the EBIA graduation standards
  - Required vs Requested = Same vs Stand out
  - Increase acceptances of UCs
  - More scholarship opportunities
  - Students WANT the rigor instead of forced with grades to show
- 2 Paid College Apps
  - Local affordable colleges
  - CSU East Bay & SFSU
    - Tuition ~\$7k full year
    - Based on EFC, both may be close to FREE