



AT-WILL EMPLOYMENT AGREEMENT
Between
EAST BAY INNOVATION ACADEMY & DEAN MAROLLA

THIS EMPLOYMENT AGREEMENT (“Agreement”) is entered into by and between the above-named employee (“Employee”) and the Board of Directors (“Board”) of East Bay Innovation Academy (“EBIA”), a California public charter school approved by the Oakland Unified School District (“District”). The Board desires to hire employees who will assist EBIA in meeting its goals and the requirements of EBIA’s charter, and implementing the purposes, policies, and procedures of EBIA. The parties recognize that EBIA is not governed by the provisions of the California Education Code except as expressly set forth in the Charter Schools Act of 1992.

WHEREAS, EBIA and Employee wish to enter into an employment relationship under the conditions set forth herein, the parties hereby agree as follows:

A. STATUTORY PROVISIONS RELATING TO CHARTER SCHOOL EMPLOYMENT

1. EBIA has been established and operates pursuant to the Charter Schools Act of 1992, Education Code section 47600, *et seq.* EBIA has been duly approved by the District according to applicable law.
2. Pursuant to Education Code section 47604, EBIA has elected to be formed and to operate as a non-profit public benefit corporation pursuant to the Non-profit Public Benefit Corporation Law of California (Part 2, commencing with section 5110 *et seq.* of the Corporations Code). As such, EBIA is considered a separate legal entity from the District. The District shall not be liable for any debts and obligations of EBIA, and the employee signing below expressly recognizes that he/she is being employed by EBIA and not the District.
3. Pursuant to Education Code section 47610, EBIA must comply with all of the provisions set forth in its charter, but is otherwise exempt from the laws governing school districts except as specified in Education Code section 47610.
4. EBIA shall be deemed the exclusive public school employer of the employees at EBIA for purposes of Government Code section 3540.1.

B. EMPLOYMENT TERMS AND CONDITIONS

1. Duties

Employee shall work in the position of Head of School. Employee will perform such duties as EBIA may reasonably assign and Employee will abide by all of EBIA’s policies and

procedures as adopted and amended from time to time. Employee further agrees to abide by EBIA's charter.

A copy of the job description for the above position is attached hereto and incorporated by reference herein as **Attachment A**. These duties may be amended from time to time in the sole discretion of EBIA.

2. **Work Schedule**

This position begins July 1, 2019 and is a year-round position. The minimum daily on-site obligations for this full-time position shall be the hours the school site is open to students. While Employee shall generally be available at EBIA during this time period, the duties of this position may require work on weekends, and before and after the regular work year or hours of the work day.

Subject to the at-will nature of employment as defined in Section C below, workdays for Employee shall be consistent with the applicable calendar of workdays for this position, which includes every weekday unless designated as holiday or paid time off in section 4, below.

Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with EBIA.

3. **Compensation**

The annual base salary for this position is \$147,000 subject to all regular withholdings and paid twice monthly. Employee's compensation may be prorated depending upon whether Employee remains employed, or in active status, for all workdays of this position. As an exempt employee, Employee shall not be eligible to earn overtime. Employee will participate in the EBIA Annual Incentive Plan (AIP) as follows:

- AIP bonus range is 2% of base salary, and will be awarded if employee attains established performance metrics, which will be annually drafted by Employee and annually approved by the Board of Directors.

The implementation of the EBIA Annual Incentive Plan is dependent on the budget constraints of any given year.

4. **Holidays/Paid Time Off**

Employee receives twelve (12) national/California holidays (currently New Year's Day, Martin Luther King Day, President's Day, Cesar Chavez Day, Memorial Day, July 4, Labor Day, Veteran's Day, Thanksgiving and the day after, Christmas Eve and Day). No additional day is taken for holidays that fall during designated school breaks.

There will be an additional five (5) school site closure days per year, during school breaks, which will be paid days off for Employee. In addition, Employee accrues fifteen (15) days of Paid Time Off (PTO) per year (accrued monthly) and five (5) days of Sick Leave each year (front-loaded at the beginning of the fiscal year, July 1, and pro-rated for new hires). Employee may carry-over PTO year-to-year up to a cap of twenty-three (23) days, and carry-over Sick Leave year-to-year up to a cap of thirty (30) days. For purposes of carry-over, the year begins July 1.

All PTO must be requested and approved via the official EBIA process. PTO use is subject to EBIA approval, based on coverage and mission needs. Sick-Leave is not paid out upon separation, but may be transferred to subsequent employers or STRS where applicable.

5. **Employee Benefits**

Full-time employee will be entitled to participate in designated employee benefit programs and plans established by EBIA (subject to program and eligibility requirements) for the benefit of its employees, which from time to time may be amended and modified by EBIA.

6. **Performance Evaluation**

The Board of Directors shall evaluate the performance of Employee at least once annually. This evaluation shall be based on the job description and performance objectives as defined in this Agreement. If applicable, the evaluation shall include recommendations as to areas of improvement in all instances where the Board deems such to be necessary or appropriate. A copy of the written evaluation shall be delivered to Employee and he/she shall have the right to make an oral or written response to the evaluation. Within thirty (30) days of the delivery of the written evaluation to Employee, the Board shall meet with Employee to discuss the evaluation. Failure to evaluate Employee shall not impair the Board of Director's ability to release Employee on an at-will basis as outlined below.

7. **Employee Rights**

Employment rights and benefits for employment at EBIA shall only be as specified in this Employment Agreement, EBIA's charter, the Charter Schools Act and EBIA's personnel policies, which from time to time may be amended and modified by EBIA. Employment rights and benefits may be affected by other applicable agreements, directives or advisories from the California Department of Education or State Board of Education. During the term of this Agreement, Employee shall not acquire or accrue tenure, or any employment rights with the District or EBIA.

8. **Licensure**

Employee understands that employment is contingent upon verification and maintenance of any applicable licensure and/or credentials.

9. **Child Abuse Reporting**

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. By executing this Agreement, Employee acknowledges he or she is a childcare custodian and is certifying that he or she has knowledge of California Penal Code section 11166 and will comply with its provisions.

10. **Fingerprinting/TB Clearance**

Fingerprint clearance for Employee will be acquired through submitting Employee's fingerprints to the California Department of Justice. Employee will be required to assume the cost of all fees related to the fingerprinting process. Employee will also be required to submit evidence from a licensed physician and/or licensed entity that he/she was found to be free from tuberculosis risk factors, or active tuberculosis if risk factors were identified. Both clearances must be in place prior to the first day of service.

11. **Conflicts of Interest**

Employee understands that, while employed at EBIA, she will have access to confidential and proprietary information. Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with her employment with EBIA.

12. **Outside Professional Activities**

Upon obtaining prior written approval of the Board, Employee may undertake for consideration outside professional activities, including consulting, speaking, and writing. The outside activities shall not occur during regular work hours. EBIA shall in no way be responsible for any expenses attendant to the performance of such outside activities.

13. **Expense Reimbursement**

EBIA shall reimburse Employee for all documented actual and necessary expenses personally incurred within the scope of employment in accordance with applicable EBIA policy and authorization.

14. **Required Contract Provisions**

The following provisions are required to be included in this Agreement by the California Government Code:

a. **Limitations on Cash Settlement**

In no case upon termination of this Agreement shall the maximum cash settlement exceed an amount equal to the monthly salary of Employee multiplied by twelve (12).

b. **Required Reimbursements**

Employee shall be required to reimburse EBIA for any salary or fees she receives from EBIA in relation to her placement on paid administrative leave pending criminal charges if she is convicted of a crime involving the abuse of office/position. Regardless of the term of this Agreement, if the Agreement is terminated, Employee must reimburse EBIA for any cash settlement she receives in relation to her termination if she is convicted of a crime involving the abuse of office/position.

15. **Assignment of Inventions Agreements**

Employee shall at all times be subject to and bound by the Agreement to Assign Inventions, attached hereto as **Attachment B**, which is attached and incorporated herein by reference.

C. **EMPLOYMENT AT-WILL**

EBIA may terminate this Agreement and Employee's employment at any time with or without cause, with or without notice, at EBIA's sole and unreviewable discretion. Either party may immediately terminate this Agreement and EBIA's employment upon written notice to the other party.

Employee also may be demoted or disciplined and the terms of his or her employment may be altered at any time, with or without cause, at the discretion of EBIA. No one other than the Board of EBIA has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to the term of this Agreement, and any such agreement must be in writing and must be signed by the Board of EBIA and by the affected employee and must specifically state the intention to alter this "at-will" relationship.

Without impacting the at-will nature of the employment relationship, EBIA may attempt to remedy and address issues of unsatisfactory performance with Employee in accordance with EBIA's policy on Evaluation/Reviews.

D. **GENERAL PROVISIONS**

1. **Waiver of Breach**

The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.

2. **Assignment**

The rights and obligations of the respective parties under the Agreement will inure to the benefit of and will be binding upon the heirs, legal representatives, successors and assigns of the parties hereto; provided, however, that this Agreement will not be assignable by either party without prior written consent of the other party.

3. **Governing Law**

This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of California.

4. **Partial Invalidity**

If any provision of this Agreement is found to be invalid or unenforceable by any court, the remaining provisions hereof will remain in effect unless such partial invalidity or unenforceability would defeat an essential business purpose of the Agreement.

E. ACCEPTANCE OF EMPLOYMENT

By signing below, Employee declares as follows:

1. I have read this Agreement and accept employment with EBIA on the terms specified herein.
2. All information I have provided to EBIA related to my employment is true and accurate.
3. A copy of the job description is attached hereto.
4. This is the entire agreement between EBIA and me regarding the terms and conditions of my employment. This is a final and complete agreement and there are no other agreements, oral or written, express or implied, concerning the subject matter of this Agreement.

Employee Signature: _____ Date: _____

EBIA Approval:

Dated: May 21, 2019



Authorized EBIA Representative

This Employment Agreement is subject to the formal ratification and approval by the EBIA Board.

Attachment A

Job Description

The **Head of School** will lead, manage and oversee all functions, including the education program to ensure high student academic performance, budget to ensure fiscal solvency of site, recruiting and talent development to build a highly collaborative high achieving team, school operations, community relations and facilities in accordance with EBIA standards, including the following:

General Administrative Duties

- Understand, promote and support the mission, vision, and guiding principles of EBIA Charter School.
- Ensure effective and frequent communications systems across multiple stakeholder groups.
- Seek input from staff, parents, students and Board of Directors on the school's functioning through formal and informal structures in order to make positive changes over time while maintaining program continuity and comprehensiveness.
- Develop a sense of community while respecting and responding appropriately to the strengths and needs of staff. Act as a liaison, when necessary and appropriate, between parents and staff.
- Demonstrate excitement about learning and excitement about engaging children in learning. Attempt to know every student attending the school and uphold high expectations for students.
- Be available to parents on a regular basis. Keep parents informed of and involved in policy changes at the school. Encourage parent support and cooperation and enlist their efforts to sustain well-kept school structure.
- Ensure that all school staff understand, promote and support the mission, vision, and guiding principles of EBIA Charter School.
- Serve as primary liaison to the Board and to the larger community

School Culture and Climate

- Ensure a positive and inclusive school climate is created, embracing EBIA's innovator norms.
- Ensure that systematic interventions occur whenever students are struggling; monitor quality and effectiveness of interventions to ensure they are rigorous, disciplined, and high-impact.

Academics

- Oversee the alignment of the Design Thinking, Project Based Learning, and Blended Learning models to ensure teachers understand and experience the EBIA approach as a cohesive approach; oversee the development of the EBIA Essentials of Effective Instruction to define excellent instruction and progression towards excellent instruction.
- Manage the setting of clear, measurable, motivating goals at the beginning of the year for every grade/subject and every class; ensure the team is bought into the goals and feels motivated by and accountable to them; keep goals front and center and regularly assess student progress toward them.
- Plan and develop the instructional program in partnership with the EBIA Directors and staff.
- Help facilitate regular data inquiry cycles with teaching teams to ensure all students are making adequate progress towards mastery of standards.

- Oversee the management of the assessment system to ensure that teachers are using data to drive instruction and differentiate instruction; support teachers in developing strategic individualized learning plans.

Supervision and Staffing

- Facilitate the identification of clear learning goals for teachers and the creation and execution of development plans using a range of coaching strategies to improve teacher effectiveness.
- Ensure that teachers receive hands-on coaching and help them master the EBIA Essentials of Effective Instruction.
- Accurately identify and prioritize professional development needs through careful analysis of student data, teacher growth areas and school goals; maximize the impact of formal PD time and ensure that all sessions are thoroughly and thoughtfully planned, engaging and actionable
- Hire and supervise school leadership team and other staff positions as needed. Ensure a comprehensive and thoughtful supervision process is established and continually work to help all staff reach goals and improve their performance; evaluate all staff using strategic evaluation tools and processes.

Site Administrator duties

- Collaborate with Leadership team to define and establish EBIA policies. Take ownership to understand, implement, and uphold EBIA policies:
 - With students and families. Includes academic policy, behavioral expectations, EBIA norms and culture.
 - With staff. Includes consistent and equitable application of human resource policies and CBA provisions, and training staff to have the clarity and tools to implement student-facing policies.
 - With candidates. Conduct consistent, equitable, and legal hiring processes.
 - With community. Be the face of EBIA administrative team with third party agencies when called upon during course of day.
- Be knowledgeable about legal requirements, best practices, and EBIA duties and services in serving all populations, including special education, 504 and English language learner students.
- Serve as Manager, performing tasks including goal setting, feedback and development. For management of ETA unit members, this includes implementing a timely and complete PEP process.
- Take ownership in the successful day-to-day operations of the school, including securing school property, exercising leadership and decision-making authority in unplanned circumstances, implementing procedures during emergencies.
- Be a flexible team player, providing coverage as needed, for teachers and operations.

Attachment B

AGREEMENT TO ASSIGN INVENTIONS

While providing services to EBIA (together with its affiliates and subsidiaries, "EBIA"), your services may include, in part, the development of new products. To protect EBIA's ownership of these products and services, EBIA requires that you read and sign this Agreement. If you have any questions about this Agreement, or do not understand any part of it, please discuss your questions or concerns with your counsel before signing this Agreement.

1. Assignment of Inventions. I understand and agree that all Inventions (as defined below) that I develop, in whole or in part, will be the sole and exclusive property of EBIA, and I hereby assign all of my right, title and interest in and to any and all inventions, original works of authorship, curriculum, discoveries, developments, concepts, improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice during the period of my contract with EBIA ("Inventions") to EBIA, and I further agree to take all steps necessary to assist EBIA with applications, registrations, and other proper documentation to secure the assignment and protection of those rights.

I further understand and agree that this Agreement does not apply to any invention that I develop entirely on my own time without using EBIA's equipment, supplies, facilities, or trade secret information, except for those inventions that either:

(a) Relate at the time of conception or reduction to practice of the invention to EBIA's business, or actual or demonstrably anticipated research or development of EBIA; or

(b) Result from any work performed by me for EBIA.

2. Disclosure of Inventions. I agree to make prompt and full disclosure to EBIA of all Inventions made by me during the term of my employment, whether made solely or jointly with others. All information disclosed by me to EBIA that is outside the scope of this Agreement shall be received and held by EBIA in confidence. Such disclosure by me shall be made so that EBIA can determine whether or not rights to such Invention are EBIA's property.

3. Maintenance of Records. I agree to keep and maintain adequate and current written records of all Inventions and other business information made by me in the form of notes, sketches, drawings and other notations, which may be specified by EBIA. These records are the sole and exclusive property of EBIA.

4. Inventions or Information Retained as Employee Property. Attached as **Exhibit 1** to this Agreement, and incorporated herein by this reference, is a list of all Inventions that belonged to me prior to my contract with EBIA (collectively referred to as "Prior Inventions") and that relate to the business of EBIA or its actual or demonstrably anticipated research or development, the ownership of which is not assigned to EBIA hereunder. If no such list is attached, I represent that there are no such Prior Inventions. I represent that there are no other Inventions retained by me, except as disclosed.

5. **Incorporation of Employee’s Inventions or Information.** If, during the course of my employment with EBIA, I incorporate into EBIA’s products or information, processes, technology, or devices a prior invention or idea owned by me or in which I have an interest, then I hereby grant to EBIA a non-exclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such prior invention or information as part of, or in connection with, EBIA’s products, processes, technology, devices, or information. If EBIA sells such prior invention or information as part of, or in connection with, EBIA’s products, processes, technology, devices, or information, EBIA will negotiate in good faith with the employee to determine a fair license fee for use of such prior invention.

6. **Intellectual Property Rights in Works of Authorship.** I acknowledge and agree that any intellectual property rights which qualify as works of authorship belong to EBIA and are “works made for hire” within the definition of Section 101 of the United States Copyright Act, Title 17, United States Code.

AGREED TO AND ACCEPTED BY:

Dated: _____

Exhibit 1 Inventions or Information Retained as Employee Property

1. _____
2. _____
3. _____

Please add additional information/lines as needed