



Brookfield Engineering Science Technology Academy

Regular Board Meeting

Published on May 1, 2026 at 11:45 AM PDT

Date and Time

Wednesday May 6, 2026 at 10:30 AM PDT

Location

Barker Blue Dog Office
6360 El Cajon Blvd #101
San Diego, CA 92115

BROOKFIELD ENGINEERING SCIENCE TECHNOLOGY ACADEMY

College and Career Pathways with Guidance and Support

1704 Cape Horn, Julian, CA 92036

REGULAR MEETING OF THE BOARD OF DIRECTORS' PROPOSED AGENDA

Wednesday, May 6, 2026

10:30 a.m. Board Meeting

LOCATION

Barker Blue Dog Office
6360 El Cajon Blvd #101
San Diego, CA 92115

Join Zoom Meeting

<https://us02web.zoom.us/j/83363729882>

Meeting ID: 934 1098 1120

One tap mobile

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+1 301 715 8592 US (Germantown)

Meeting ID: 934 1098 1120

Find your local number: <https://us02web.zoom.us/u/keyo3bm1Uw>

Before the meeting, please submit a Request to Speak to the Board of Directors for any agenda or non-agenda items to the Executive Director. At most, three (3) minutes are to be allotted to any one (1) speaker, and at most twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognition, and reports to the Board and is not intended to be a question-and-answer period. If you have Action questions for the Board, please provide the Board President with a written copy, and an administrator will provide answers later.

MISSION STATEMENT

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REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing

Board may request assistance by contacting Brookfield Engineering Science and Technology Academy at 833-619-2378.

Agenda

	Purpose	Presenter	Time
I. Opening Items			10:30 AM
A. Record Attendance / Roll Call	Vote		
<p>Roll Call Marcella Nino Debra Webb Cassandra Bolden Grady McGuire Gary McCloskey</p>			
B. Call the Meeting to Order		Gary McCloskey	
Board Meeting called to order at _____			
C. Approve Minutes	Approve Minutes		
<p>Minutes will be approved at the APPROVAL OF CONSOLIDATED MOTION FOR CONSENT CALENDAR section further down on the agenda.</p> <p>Approve minutes for Regular Board Meeting on April 1, 2026</p>			
II. Pledge of Allegiance			
https://Flag			
III. PUBLIC COMMENTS / RECOGNITION			
IV. CORRESPONDENCE / PROPOSALS / REPORTS / INFORMATION			

Purpose Presenter Time

A. BUDGET / SCHOOL UPDATE

Discuss

- 1. Fiscal Management Update
 - 1. Proposed Budget for 2026-2027
 - 2. Report of expenses incurred over \$10,000
 - 1. No expenses incurred by either Director over \$10,000
- 2. School Update
 - 1. Updated Organization Chart
 - 2. Transitional Kindergarten Program
 - 1. Amanda Barrera (Teacher on Special Assignment) TOSA for Elementary
 - 3. Liveschool Update
 - 4. Board Policy: 5145.2 Freedom Of Speech/Expression
 - 5. Board Policy: 5145.13 Immigration Enforcement Activity

V. APPROVAL OF CONSOLIDATED MOTION FOR CONSENT CALENDAR

- 1. **The board considers all matters under the consent agenda routine and will approve, ratify, and enact them in one motion in the form listed below. Unless a board member specifically requests further discussion or removal from the agenda, these items will not be discussed further prior to the Board vote. Comments by the Board may be made at the discretion of the Chairperson.**

A. CONSENT AGENDA

Vote

CONSENT FOLDER

- 1. **Minutes: April 1, 2026 [Folder](#)**
- 2. **Expense Reports**
- 3. **Check Register**

Motion: 1st _____ 2nd: _____

Roll Call

Marcella Nino

Debra Webb

Cassandra Bolden

	Purpose	Presenter	Time
Grady McGuire Gary McCloskey			

VI. ACTION ITEMS

- A.** 2026-2027 School Safety Plan Vote Alex Soriano

It is recommend the Board of Trustees approve the amended safety plan, with input from legal counsel and staff.

Motion: 1st_____ 2nd:_____

Roll Call

- Marcella Nino
- Debra Webb
- Cassandra Bolden
- Grady McGuire
- Gary McCloskey

- B.** 2026-2027 Employee Handbook Vote Alex Soriano

It is recommended that the board approve the 2026-2027 Employee Handbook

Motion: 1st_____ 2nd:_____

Roll Call

- Marcella Nino
- Debra Webb
- Cassandra Bolden
- Grady McGuire
- Gary McCloskey

- C.** 2026-2027 Employment Offer Contract Vote Andrew Corder

It is recommended that the Board of Trustees approve the amended employment offer with legal counsel adjustments.

Motion: 1st_____ 2nd:_____

Roll Call

- Marcella Nino
- Debra Webb
- Cassandra Bolden
- Grady McGuire

	Purpose	Presenter	Time
Gary McCloskey			
D.	Continuing Employment Offer Contract	Vote	Andrew Corder
It is recommended that the board of trustees approve the contract for employees continuing with BEST Academy			
Motion: 1st_____ 2nd:_____			
Roll Call			
Marcella Nino			
Debra Webb			
Cassandra Bolden			
Grady McGuire			
Gary McCloskey			
E.	School Counselor Job Description	Vote	
It is recommended that the board of trustees approve the new counseling position job description to adjust the job duties to our student enrollment demographics			
Motion: 1st_____ 2nd:_____			
Roll Call			
Marcella Nino			
Debra Webb			
Cassandra Bolden			
Grady McGuire			
Gary McCloskey			
F.	Board By-Laws Amendments	Vote	Alex Soriano
It is recommended that the board of trustees approve the amended wording of the Board By-Laws as recommended by legal counsel.			
Motion: 1st_____ 2nd:_____			
Roll Call			
Marcella Nino			
Debra Webb			
Cassandra Bolden			
Grady McGuire			
Gary McCloskey			
G.	Board Calendar Adjustment	Vote	

Purpose

Presenter

Time

It is recommended that the board of trustees approve the cancellation of the Graduation Board meeting and add a second board meeting on June 3, 2026.

Motion: 1st_____ 2nd:_____

Roll Call

Marcella Nino

Debra Webb

Cassandra Bolden

Grady McGuire

Gary McCloskey

- H. Student use of Technology and Artificial Intelligence Policy

Vote

Alex Soriano

It is recommended that the board of trustees approve the updated policy to include updated Artificial Intelligence use

Motion: 1st_____ 2nd:_____

Roll Call

Marcella Nino

Debra Webb

Cassandra Bolden

Grady McGuire

Gary McCloskey

- I. Updating Teacher Job Descriptions - 3 Lead Positions

Vote

It is recommended that the board of trustees approve the adjustments made to the Teacher Job Descriptions to add Lead positions to support Intervention, Early Literacy, and Assessments

Motion: 1st_____ 2nd:_____

Roll Call

Marcella Nino

Debra Webb

Cassandra Bolden

Grady McGuire

Gary McCloskey

	Purpose	Presenter	Time
J. California Charter School Association 2 -year Membership	Vote	James Mays	

It is recommended that the board of trustees approve membership to receive advocacy, legal support, networking, and access to the annual California Charter Schools Conference.

Motion: 1st _____ 2nd: _____

Roll Call

- Marcella Nino
- Debra Webb
- Cassandra Bolden
- Grady McGuire
- Gary McCloskey

K. Arizona State University Memorandum Renewal	Vote	James Mays	
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It is recommended that the board of trustees approve the partnership to support college and career readiness for high school students.

Motion: 1st _____ 2nd: _____

Roll Call

- Marcella Nino
- Debra Webb
- Cassandra Bolden
- Grady McGuire
- Gary McCloskey

L. Proposal for Summer Professional Development	Vote		
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It is recommended that the board of trustees approve the proposal for an in-person PD in Southern California

Motion: 1st _____ 2nd: _____

Roll Call

- Marcella Nino
- Debra Webb
- Cassandra Bolden
- Grady McGuire
- Gary McCloskey

Purpose Presenter Time

VII. CLOSED SESSION

Anticipated Litigation: Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)

VIII. BOARD COMMENTS

IX. DIRECTOR'S COMMENTS

X. Closing Items

A. Regular Board Meetings FYI

- ~~August 27, 2025, Organizational Board Meeting~~
- ~~October 1, 2025~~
- ~~November 5, 2025~~
- ~~December 3, 2025~~
- ~~January 28, 2026~~
- ~~Added: February 18, 2026~~
- ~~February 25, 2026 Canceled~~
- ~~April 1, 2026~~
- ~~May 6, 2026~~
- ~~June 3, 2026~~
- ~~June 10, 2026, may change based on the Graduation date~~

B. Adjourn Meeting Vote

Motion to adjourn the Board of Directors meeting at:

Motion: 1st _____ 2nd: _____

Roll Call

Marcella Nino

Debra Webb

Cassandra Bolden

Grady McGuire

Gary McCloskey

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on April 1, 2026



Brookfield Engineering Science Technology Academy

Minutes

Regular Board Meeting

Date and Time

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Directors Present

C. Bolden, D. Webb, G. McCloskey, G. McGuire, M. Nino

Directors Absent

None

Guests Present

A. Soriano (remote), C. Cavanah (remote), J. Mays

I. Opening Items

A. Record Attendance / Roll Call

B. Call the Meeting to Order

G. McCloskey called a meeting of the board of directors of Brookfield Engineering Science Technology Academy to order on Wednesday Apr 1, 2026 at 10:30 AM.

C. Approve Minutes

D. Webb made a motion to approve the minutes from Regular Board Meeting on 02-18-26.

M. Nino seconded the motion.

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

Roll Call

G. McGuire Aye

G. McCloskey Aye

C. Bolden Aye

D. Webb Aye

M. Nino Aye

II. CORRESPONDENCE / PROPOSALS / REPORTS / INFORMATION

A. BUDGET / SCHOOL UPDATE

1. Fiscal Management Update

1. Report of expenses incurred over \$10,000

1. No expenses incurred by either Director over \$10,000

2. School Update - James Mays reports on the success of the marketing plan to increase enrollment.

1. School Safety Plan - Alex Soriano presents the plan to create a safe, secure, and supportive learning environment for all of our students and staff.

2. 26-27 Employee Handbook - Alex Soriano presents changes to the handbook.
3. Fall Data - James Mays presents the results from the Fall to the Winter NWEA data for the students who took the assessment.
4. Student AI Use Policy - Alex Soriano presents the draft policy for AI use. Digital platforms do have filters to detect AI-generated student work.

III. APPROVAL OF CONSOLIDATED MOTION FOR CONSENT CALENDAR

A. CONSENT AGENDA

D. Webb made a motion to Approve the consent agenda.

M. Nino seconded the motion.

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

Roll Call

M. Nino	Aye
D. Webb	Aye
G. McCloskey	Aye
C. Bolden	Aye
G. McGuire	Aye

IV. ACTION ITEMS

A. Christy White Certified Public Accountants Contract for 2026-2028

M. Nino made a motion to Approve the Christy White CPA contract for 3 years.

C. Bolden seconded the motion.

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

Roll Call

G. McGuire	Aye
C. Bolden	Aye
G. McCloskey	Aye
M. Nino	Aye
D. Webb	Aye

B. Update to Board Policy 6158 Independent Study

C. Bolden made a motion to Approve the Board Policy 6158 Independent Study.

D. Webb seconded the motion.

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

Roll Call

D. Webb	Aye
G. McGuire	Aye
M. Nino	Aye
G. McCloskey	Aye
C. Bolden	Aye

C.

Renewal of NWEA Benchmark Assessment Contract

G. McGuire made a motion to Approve the NWEA renewal contract.

M. Nino seconded the motion.

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

Roll Call

C. Bolden Aye

G. McGuire Aye

M. Nino Aye

D. Webb Aye

G. McCloskey Aye

D. Board Policy 6180 Graduation Policy

D. Webb made a motion to Approve the Graduation Policy.

G. McGuire seconded the motion.

James Mays presents the new graduation requirements. Ethnic Studies and Financial Literacy are new requirements. He reports that the credits required will be 135 due to the Ethnic Studies requirement.

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

Roll Call

G. McCloskey Aye

C. Bolden Aye

M. Nino Aye

D. Webb Aye

G. McGuire Aye

E. Board Policy and Administrative Regulation 4126 Awards for Achievement

C. Bolden made a motion to Approve the Awards for Achievement Policy.

G. McGuire seconded the motion.

Alex Soriano reports that the Liveschool program is 3 months in, and the data is still coming in. There is an increase in student use of the digital academic applications.

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

Roll Call

D. Webb Aye

M. Nino Aye

C. Bolden Aye

G. McCloskey Aye

G. McGuire Aye

F. Board Policy 4041 Employee Use of AI

G. McGuire made a motion to Approve the Employee Use of AI Policy.

C. Bolden seconded the motion.

Debra Webb comments on the term "human" in the policy. The wording will be changed to "employee." The term "section" in the policy refers to the section within the handbook. The board **VOTED** unanimously to approve the motion.

Roll Call

D. Webb Aye
G. McGuire Aye
C. Bolden Aye
G. McCloskey Aye
M. Nino Aye

G. 2026-2027 Parent / Student Handbook

D. Webb made a motion to Approve the 2026-27 Parent / Student Handbook.
M. Nino seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

D. Webb Aye
C. Bolden Aye
G. McGuire Aye
G. McCloskey Aye
M. Nino Aye

H. 2026-2027 Written Agreement for Independent Study

M. Nino made a motion to Approve the Written Agreement for Independent Study.
C. Bolden seconded the motion.
James Mays explains the process if a student is not fulfilling the written agreement.
The board **VOTED** unanimously to approve the motion.

Roll Call

M. Nino Aye
D. Webb Aye
G. McCloskey Aye
G. McGuire Aye
C. Bolden Aye

I. Renewal List of Vendor Contracts

G. McGuire made a motion to Approve the renewals of the listed vendors.
D. Webb seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

D. Webb Aye
G. McGuire Aye
C. Bolden Aye
G. McCloskey Aye

Roll Call

M. Nino Aye

J. Summer School Budget Proposal

C. Bolden made a motion to Approve the Summer School budget.

G. McGuire seconded the motion.

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

Roll Call

G. McGuire Aye

G. McCloskey Aye

D. Webb Aye

M. Nino Aye

C. Bolden Aye

K. Paid Time Off Adjustment

M. Nino made a motion to Approve the adjustment to Paid Time Off.

D. Webb seconded the motion.

James Mays comments that only 3 employees have gone over their PTO this year.

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

Roll Call

G. McCloskey Aye

D. Webb Aye

C. Bolden Aye

G. McGuire Aye

M. Nino Aye

L. 2026-2027 Salary Schedule

D. Webb made a motion to Approve the 26-27 Salary Schedule.

G. McGuire seconded the motion.

James Mays explains the percentage of salary increase and the 403 (b) adjustment.

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

Roll Call

D. Webb Aye

M. Nino Aye

G. McGuire Aye

G. McCloskey Aye

C. Bolden Aye

V. Closing Items

A. Regular Board Meetings

B.

Adjourn Meeting

C. Bolden made a motion to Adjourn the board meeting at 12:19 pm.

D. Webb seconded the motion.

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

Roll Call

G. McGuire Aye

C. Bolden Aye

G. McCloskey Aye

M. Nino Aye

D. Webb Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:19 PM.

Respectfully Submitted,

G. McCloskey

Documents used during the meeting

None

[Meeting Recording](#)

Coversheet

BUDGET / SCHOOL UPDATE

Section: IV. CORRESPONDENCE / PROPOSALS / REPORTS / INFORMATION

Item: A. BUDGET / SCHOOL UPDATE

Purpose: Discuss

Submitted by:

Related Material:

Policy Regarding Immigration Enforcement Activity (4922-8818-0628.v1) (1).docx

Student Freedom of Speech and Expression Policy (4938-4302-2228.v1) (2).docx

Notice of Policy Regarding Immigration Enforcement Activity (4921-0284-5076.v1) (1).docx

UPDATED BEST 25-26 Org Chart v042026.pdf

Board Policy #: 5145.13
Adopted/Ratified: 06/2019
Revision Date: 05/2026

BP 5145.13 Response To Immigration Enforcement

I. PURPOSE AND COMMITMENT

BEST Academy (“BEST” or the “Charter School”) fosters a safe, welcoming environment where all students, educators, and staff feel supported and connected. BEST supports all students' right to education regardless of immigration status. State law requires that all public schools adopt policies in that regard.

BEST finds school facilities, official school activities (including those in public places), adjacent areas, and all property owned, controlled, or leased by BEST as “sensitive locations” under state law, and seeks commitments from contractors and service providers (particularly school resource officers) not to facilitate immigration enforcement at these locations unless law requires it.

BEST provides the California Attorney General's *Know Your Educational Rights* handout to all families upon enrollment. This handout is also posted in all administrative buildings and is available on the school website. BEST also provides the California Attorney General’s “Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California’s TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes”, which can be found at <https://oag.ca.gov/system/files/media/school-guidance-model-k12.pdf>.

BEST also provides all families with information about children's educational rights as contained in this Policy upon enrollment and/or in the Student/Family Handbook.

All notices, enrollment materials, registration information, and complaint procedures are language-accessible pursuant to state and federal law.

II. DEFINITIONS

- “*Immigration enforcement*” includes any efforts to investigate, enforce, or assist in investigating or enforcing federal civil immigration law, and any efforts to investigate, enforce, or assist in investigating or enforcing federal criminal immigration law that penalizes a person's presence in, entry, reentry to, or employment in the United States.

- “*Schoolsite*” means all physical locations where BEST Academy conducts school-related business, including administrative offices/centers, learning resource centers, non-public areas where we hold school-related activities, virtual learning

Board Policy #: 5145.13
Adopted/Ratified: 06/2019
Revision Date: 05/2026

environments and platforms, or school buses and other transportation we provide.

III. ANTI-DISCRIMINATION AND HARASSMENT

BEST prohibits discrimination, harassment, intimidation, and bullying based on protected characteristics, including but not limited to immigration status, nationality, race, ethnicity, citizenship status, color, religion, national origin, ancestry, or association with any protected group. This applies to school sites, at school-related events, and through school-owned technology.

BEST promptly and thoroughly investigates complaints of unlawful harassment or discrimination and takes appropriate corrective action when warranted. BEST educates students to respect all peers regardless of protected characteristics and teaches them about the negative impact of bullying.

BEST trains teachers, staff, and personnel to recognize their legal duty to eliminate hostile environments and respond to harassment incidents, and informs students who experience hate crimes of their right to report them.

BEST's Uniform Complaint Policy and Procedures and Harassment, Discrimination, Intimidation, & Bullying Policy are available for review upon request and/or on the school's website.

IV. STUDENT INFORMATION COLLECTION AND PROTECTION

General Principles

BEST does not request citizenship or immigration documents, information, or proof of citizenship or immigration status for enrollment, except for documents we might review but do not retain to establish a child's birthdate. BEST does not collect information about students' or families' citizenship or immigration status except when state or federal law requires it to administer education programs. BEST does not:

- Allow school resources or data to create registries based on race, gender, sexual orientation, religion, ethnicity, or national origin
- Inquire about students' or parents' citizenship or immigration status
- Require documentation that may indicate immigration status (green cards, voter registration, passports, citizenship papers) to the exclusion of other permissible documents
- Use any information the school might possess about immigration status, citizenship status, or national origin to discriminate against students or families or bar children from enrollment

Board Policy #: 5145.13
Adopted/Ratified: 06/2019
Revision Date: 05/2026

Enrollment Documentation

For Proof of Residency, BEST accepts:

- Property tax bills
- Rental contracts, leases, or payment receipts
- Utility service contracts, statements, or payment receipts
- Pay stubs
- Voter registration
- Correspondence from government agencies
- Declaration of residency executed by parent or legal guardian

For Age Verification, BEST accepts:

- Certified birth record
- Statement by local registrar or county recorder certifying date of birth
- Baptism certificate
- Passport
- When none are available, an affidavit from a parent, guardian, or custodian, or other appropriate proof

In most cases, any one document from each category is sufficient. Age-verification documents (e.g., birth certificates or passports) that reveal immigration or citizenship status will be used only to verify age and will not be retained in the student's education record.

Students experiencing homelessness may enroll even without typical documentation if otherwise eligible, consistent with the McKinney-Vento Homeless Assistance Act.

Special Program Information

When law requires national origin information for special programs (such as language instruction for English learners), BEST collects it separately from enrollment. BEST may ask for (but do not require) place of birth, U.S. entry date, and date first attending U.S. school. BEST does not use this information to discriminate or prevent enrollment if families choose not to provide it.

Social Security Information

BEST does not collect the entire Social Security number or card for enrollment. BEST may request the last four digits of an adult household member's Social Security number only to establish federal benefit program eligibility (such as free or reduced-price meals). When such

Board Policy #: 5145.13
Adopted/Ratified: 06/2019
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information is requested, BEST explains this limited purpose and clarifies that not providing it does not bar enrollment.

For the Free and Reduced-Price Meals form, BEST notifies parents that:

1. If any household member participates in CalFresh, CalWORKs, or FDPIR, no adult needs to provide Social Security number information.
2. If no household member participates in these programs and no adult has a Social Security number, the student can still qualify based on income by checking the "No SSN" box

BEST treats all students equitably when it comes to receiving school services.

V. SHARING STUDENT INFORMATION

General Policy

BEST requires written parental consent (or consent from students aged 18+) before releasing personally identifiable student information, except when FERPA permits disclosure without consent (such as directory information or information relevant to legitimate educational interests).

BEST's requests for written consent include:

- Parent, guardian, or eligible student's signature and date
- Description of records disclosed
- Reason for release
- Parties receiving the information
- If requested, a copy of the records

Parents may choose to withhold such consent, in which case BEST does not release it. BEST permanently keeps consent notices with record files.

BEST avoids disclosing information that might indicate a student's or family's citizenship or immigration status unless the Family Educational Rights and Privacy Act (FERPA), other federal or state law, or a valid court order, warrant, or subpoena authorizes it. BEST provides parent or guardian notification before responding to court orders, warrants, or subpoenas, except for child abuse/neglect investigations or when the subpoena, warrant, or order prohibits disclosure.

FERPA exceptions do not authorize disclosure for immigration enforcement purposes. Immigration enforcement does not serve a legitimate educational interest, and immigration status is not directory information.

Board Policy #: 5145.13
Adopted/Ratified: 06/2019
Revision Date: 05/2026

Families can review our complete Education Records and Student Information Policy upon request and/or on the school website. BEST provides an annual notice of this policy, including directory information and opt-out rights.

Immigration Enforcement Officers

Unless required by a valid judicial warrant or subpoena, or other court order, BEST does not disclose student education records or any personally identifiable information about students or their families—in any form—to immigration enforcement officers conducting an immigration enforcement action without written parental consent, including students' home address and travel schedules.

When a valid judicial warrant, subpoena, or other court order requires disclosure, BEST notifies parents or guardians as soon as practicable.

Response to Information Requests

When BEST receives information requests related to the immigration or citizenship status of a student or staff member:

1. Notify a designated school official
2. Provide students and families with appropriate notice and description of the request
3. Document verbal or written requests from immigration authorities
4. Unless prohibited, provide students and parents copies of documents issued by immigration enforcement officers

VI. CAMPUS ACCESS FOR IMMIGRATION ENFORCEMENT

Consistent with California law, BEST does not permit immigration enforcement officers to enter a school-sponsored activity for immigration enforcement purposes unless they present a valid judicial warrant or court order. If a law enforcement official presents such documentation, BEST requests that they not interrupt students and faculty during an official school-sponsored activity or scheduled instructional time and instead wait until a designated break.

Response Procedures

Staff notifies the school's administrator or designee as soon as practicable of any request by an immigration enforcement official for student access, campus access, or document review.

Staff take these steps when an immigration or any other law enforcement official arrives at a school-sponsored activity:

1. **Initial Contact:** Explain to the official that staff must first notify and receive direction from the site administrator

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 Adopted/Ratified: 06/2019
 Revision Date: 05/2026

2. **Purpose:** Ask and document the official’s stated reason for being at the school-sponsored event
3. **Documentation:** Request and copy the officer's credentials (name and badge number) and supervisor's phone number, and produce documentation authorizing schoolsite access
4. **Record Keeping:** Make and retain copies of documentation that the official produces
5. **Exigent Circumstances:** If the official declares exigent circumstances (such as a felony in progress on the school sponsored event) and demands immediate access, comply with orders and immediately contact the site administrator
6. **Levels of Response:** If no exigent circumstances exist, respond according to the official’s documentation:
 - o **ICE or other administrative warrant:** For warrants not signed by a judge, do not permit entry to nonpublic areas of the school site. Refer to the site administrator.
 - o **Judicial/court-issued warrant or court order:** Compliance is usually required to follow what is described in the court-issued order. When feasible, consult the school's administrator or legal counsel for next steps
 - o **Subpoena:** Physical access to the school site is not required. Subpoenas seek documents. Inform the school site administrator and await instructions. Do not permit entry to nonpublic areas
7. **Cooperation Without Consent:** While staff should not consent to access except as described above, they should not physically impede law enforcement officials, even if officials appear to exceed warrant authorization. Document law enforcement officials' actions if they enter without consent
8. **Parental Notification:** The school site administrator may notify the student's parent or guardian if a law enforcement official requests or gains access to a student for immigration enforcement, unless access is pursuant to a judicial warrant.
9. **Required Notifications:**
 - o The Executive Director or designee submits a timely report to the Board of Directors regarding immigration enforcement requests, actions, and BEST’s responses, ensuring confidentiality of potentially identifying information
 - o The Executive Director or designee emails the Bureau of Children's Justice at BCJ@doj.ca.gov regarding any immigration enforcement official's attempt to access the school site or a student
 - o BEST follows its Comprehensive School Safety Plan procedures for notifying parents, guardians, students, teachers, administrators, and staff when BEST confirms immigration enforcement presence on campus

VIII. SUPPORT FOR AFFECTED FAMILIES

Emergency Preparedness

BEST encourages families to have emergency phone numbers and to know where they keep important documentation (birth certificates, passports, Social Security cards, doctors' contact

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Adopted/Ratified: 06/2019
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information, medication lists, allergy lists) to prepare for potential family member detention or deportation.

BEST permits and encourages students and families to update emergency contact information throughout the school year and provide alternative contacts when no parent or guardian is available. Families may include a trusted adult guardian as a secondary or tertiary emergency contact in case parents or guardians are detained. BEST uses emergency card information only for specified emergencies, not for other purposes.

Caregiver Authorization Affidavits

BEST encourages families to support relative caregivers in completing a Caregivers Authorization Affidavit. BEST will rely on a signed, completed Affidavit to allow an authorized caregiver to enroll a student in school and to consent to school-related medical care. A parent's signature is not required on the Caregiver Authorization Affidavit. This form is available [HERE](#).

When Parents Are Detained or Deported

If immigration authorities detain or deport a student's parent or guardian, BEST:

- Uses the student's emergency card contact information to release the student to designated emergency contacts
- Releases the student to an adult presenting a Caregiver's Authorization Affidavit on the student's behalf
- Contacts child protective services if the school cannot arrange timely care through emergency contacts, a Caregiver's Authorization Affidavit, or other parent-provided information or instructions

Family Safety Plans

BEST encourages families to develop Family Safety Plans to store at known locations. These plans identify trusted adults who can care for students if parents or guardians cannot. Students should know who their trusted adult is, that this person is their contact if parents are detained or deported, and how to reach them.

Additional Resources

When a family member is detained, BEST may refer students and families to:

ICE Detainee Locator (<https://locator.ice.gov/odls#/search>)

- Helps determine if and where family members are detained
- Requires date of birth and Alien Registration Number (A-Number) if available

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- **Note:** Use this only to locate detained individuals. BEST never refers students, parents, or guardians to ICE or immigration enforcement for general immigration status questions

Legal Assistance

- Legal aid organizations may secure the release of detained parents or arrange student visits
- California organizations accredited by the Board of Immigration Appeals:
<https://www.justice.gov/eoir/recognition-accreditation-roster-reports>
- California court Self-Help Centers for family law assistance:
<http://www.courts.ca.gov/selfhelp-selfhelpcenters.htm>
- Legal aid offices and lawyer referral services: <http://www.courts.ca.gov/1001.htm>

Consulates or Embassies

- The parents' or guardians' country of origin may offer additional information and assistance

4922-8818-0628, v. 1

Board Policy #: 5145.2
Adopted/Ratified: 06/2019
Revision Date: 05/06/2026

Board Policy

BP 5145.2 Freedom Of Speech/Expression

The Board of Directors of BEST Academy (“BEST” or the “Charter School”) respects students’ rights to express ideas and opinions, take stands, and support causes, whether controversial or not, through their speech, writing, printed materials, including the right of expression in official publications, and/or the wearing of buttons, badges, and other insignia.

Definitions

1. **“Obscenity”**: when the (1) average person applying current community standards finds the work as a whole appeals to the prurient interest, (2) the work is patently offensive, and (3) the work lacks serious literary, artistic, political, or scientific value. Examples include pornography or sexually explicit material.
2. **“Defamation”**: Libel (written defamation) and slander (oral defamation), which includes but is not limited to inaccurately attributing a statement to another, either on purpose for public officials (which includes Charter School staff) or by mistake for private officials, that mischaracterizes the statement.
3. **“Discriminatory Material”**: material that demeans a person or group because of the person/group’s mental or physical disability, sex (including pregnancy and related conditions and parental status), sexual orientation, gender, gender identity, gender expression, immigration status, nationality (including national origin, country of origin, and citizenship), race or ethnicity (including ancestry, color, ethnic group identification, ethnic background, and traits associated with race, including but not limited to, hair texture and protective hairstyles such as braids, locs, and twists), religion (including agnosticism and atheism), religious affiliation, medical condition, genetic information, marital status, age, or association with a person or group with one or more of these actual or perceived characteristics or any other basis protected by federal, state, local law, ordinance or regulation that has the purpose of humiliating, offending, or provoking a person/group.
4. **“Harassment (including sexual harassment), Intimidation and/or Bullying”**: severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a student or group of students that may constitute sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following: (1) placing a reasonable student or students in fear of harm to that student’s or those students’ person or property, (2) causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health, (3) causing a reasonable student to experience a substantial interference with his or her academic performance, (4) causing a reasonable student to experience a substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

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5. ***“Fighting Words”*: words likely to cause (1) the average person to fight or (2) the creation of a clear and present danger of violence, unlawful acts in violation of lawful school regulations, or the substantial disruption of school.**
6. ***“Vulgarity and/or Profanity”*: the continual use of curse words by a student, even after a warning.**
7. ***“Violating Privacy”*: publicizing or distributing confidential or private material without permission.**

School-Sponsored Activity Expression

Student free speech rights include, but are not limited to, the use of bulletin boards, the distribution of printed materials or petitions, the wearing of buttons, badges, and other insignia, and the right of expression in official publications, whether or not the publications or other means of expression are supported financially by the school or by the use of school-provided materials or during School-Sponsored Activities. Student expression on or through the Charter School’s website, social media, or other school-sponsored platforms or devices shall generally be afforded the same protections and subject to the same limitations as printed material within the Policy. Students’ use of Charter School technology, devices, platforms, and accounts remains subject to Charter School’s Student Technology Policy and Acceptable Use Agreement.

Student freedom of expression shall be limited only as allowed by state and federal law in order to maintain an orderly school environment and to protect the rights, health, and safety of all members of the school community. Unprotected expression includes the following: obscenity; defamation; discriminatory material; harassment (including sexual harassment), intimidation and/or bullying; fighting words; vulgarity and/or profanity; or violating privacy as defined above. Also prohibited shall be material that incites a clear and present danger of the commission of unlawful acts during school-sponsored activities or the violation of lawful school regulations or the substantial disruption of the orderly operation of the Charter School.

A. Distribution of Circulars, Unofficial Newspapers, and Other Printed Material

Free inquiry and exchange of ideas are essential parts of a democratic education. Students shall be allowed to distribute circulars, leaflets, newspapers, and pictorial or other printed material, and to circulate petitions, subject to the following specific limitations:

1. **The material to be distributed shall be submitted to the Charter School Executive Director or designee at least one (1) school day prior to distribution. The Charter School Executive Director or designee shall review submitted material in a reasonable amount of time and shall allow the approved material to be distributed in accordance with the time and manner established by this Policy. The Charter School Executive Director or designee shall notify student(s) if distribution will be granted or denied (and if denied, why the distribution is not in compliance with this Policy).**

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2. **Distribution, free or for a fee, may take place before school, after school, and/or during lunch, provided there is no substantial disruption in the school programs (as determined by the Charter School Executive Director). Distribution may not occur during scheduled instructional time, whether in-person or virtual, and must not impede the flow or safety of students or staff at any School-Sponsored Activity location.**
3. **The manner of distribution shall be such that coercion is not used to induce students to accept the printed material or to sign petitions.**
4. **The solicitation of signatures must not take place during scheduled instructional activities (in-person or virtual) or in administrative virtual spaces, nor be substantially disruptive to the school program (as determined by the Charter School Executive Director or designee).**

The Charter School Executive Director or designee shall work with student government representatives in the development of these procedures. Student responsibilities shall be emphasized.

B. Official School Publications

Student editors of official school publications shall be responsible for assigning and editing the news, editorial, and feature content of their publications, subject to the limitations of this Policy. However, it shall be the responsibility of the journalism staff adviser(s) of student publications to supervise the production of the student staff, to maintain professional standards of English and journalism, and to maintain the provisions of this Policy.¹ The journalism staff adviser(s) shall help the student editors judge the literary value, newsworthiness, and propriety of materials submitted for publication.

There shall be no prior restraint of material prepared for official school publications except insofar as it violates this Policy. BEST officials shall have the burden of showing justification without undue delay prior to a limitation of student expression under this Policy. If the journalism staff adviser(s) consider material submitted for publication to violate this Policy, he or she will notify the student without undue delay and give specific reasons why the submitted material may not be published. The student should be given the opportunity to modify the material or appeal the decision of the journalism staff adviser to the Charter School Executive Director.

C. Buttons, Badges, and Other Insignia of Symbolic Expression

Students shall be permitted to wear buttons, badges, armbands, and other insignia as a form of expression, subject to the prohibitions enumerated in this Policy.

D. Virtual Bulletin Boards and Posting/Sharing Platforms

The Charter School may provide dedicated virtual spaces or platforms, upon request and subject to availability, for use in posting or sharing student materials. The rules for use of

¹ “Official school publications” refers to material produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

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these platforms shall be by mutual agreement of student government representatives and BEST administration. Posted/shared material must be in compliance with other sections of this Policy, particularly regarding the distribution of materials and prohibited speech. Students may not post or distribute materials regarding the meetings of non-curricular student-initiated groups unless explicitly authorized.

E. Organized Demonstrations

Students have the right to lawful, organized demonstrations during School-Sponsored Activities (Adjustment), subject to the provisions of this Policy and applicable law. Demonstrations that incite students to create a clear and present danger of the commission of unlawful acts during School-Sponsored Activities (Adjustment) or the violation of lawful school regulations, or demonstrations that substantially disrupt the orderly operation of the school, are prohibited.

No individual student may demonstrate in the name of the Charter School or as an official school group at any time unless authorized by the Charter School to participate in the activity.

F. Student Speeches

If a student is selected to speak at a Charter School-sponsored event, including but not limited to graduation or school gatherings (in-person or virtual), Charter School has the right to review the pre-prepared speech to ensure that unprotected speech is not included. If unprotected speech is included, the student will be given the opportunity to revise the speech or deliver a modified speech. If not revised or removed, the student will not be permitted to speak at the Charter School-sponsored event.

Off-Campus Expression

Off-campus student expression, including but not limited to student expression on non-school-sponsored internet websites, personal social media or email accounts, or via text messages sent on a personal device outside of school hours, is generally constitutionally protected but shall be subject to discipline when there is a sufficient nexus between the speech and the school.

Relevant considerations include:

- 1. The degree and likelihood of harm to the Charter School (staff, students, volunteers, and/or property) caused or aggravated by the expression,**
- 2. Whether it is reasonably foreseeable that the expression would reach and impact the Charter School, and**
- 3. The relation between the content and/or context of the expression and the Charter School. There is always a sufficient nexus between the expression and the Charter School when the Charter School reasonably concludes that it faces a credible, identifiable threat of school violence.**

The Charter School Executive Director or designee shall document the impact the expression had or could be expected to have on the educational program. Off-campus expression that results in the material disruption of classwork or involves substantial disorder or invasion of the rights of others may be subject to discipline.

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Adopted/Ratified: 06/2019
Revision Date: 05/06/2026

Off-campus expression may result in discipline if the expression involves but is not limited to:

- a. Serious or severe bullying or harassment targeting particular individuals;**
- b. Threats aimed at teachers or other students;**
- c. The failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities; or**
- d. Breaches of school security devices.**

Enforcement

- 1. Upon learning that students are considering actions in the areas covered by this Policy, they will be informed of the possible consequences of their actions under each specific circumstance. The Charter School Executive Director shall ensure that due process is followed when resolving disputes regarding student freedom of expression.**
- 2. This Policy does not prohibit or prevent the BEST Governing Board from adopting otherwise valid rules and regulations relating to oral communications by students during School-Sponsored Activities or in virtual school-sponsored spaces.**
- 3. No BEST employee shall be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against solely for acting to protect a student engaged in the conduct authorized under this Policy, or refusing to infringe upon conduct that is authorized under this Policy, the First Amendment to the United States Constitution, or Section 2 of Article I of the California Constitution.**
- 4. BEST shall not make or enforce a rule subjecting a student to disciplinary sanctions solely on the basis of conduct that is speech or other communication that, when engaged in outside of the campus, is protected from governmental restriction by the First Amendment to the United States Constitution or Section 2 of Article I of the California Constitution.**

Complaints and Appeals

The following procedures shall be used to address general disputes regarding student freedom of speech and expression:

- 1. The student and faculty member shall first attempt to resolve the problem internally.**
- 2. If the student and faculty member are unable to resolve the dispute, the student and/or faculty member may bring the matter to the Charter School Executive Director or designee, who shall hear both sides and strive to resolve the dispute as quickly as possible.**
- 3. Any student or faculty member may appeal the decision of the Charter School Executive Director or designee to the Board, which shall render a decision within a reasonable period of time after receipt of the appeal. The appeal by the student must be made within five (5) school days from the time the unsatisfactory decision was rendered.**

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A student who feels their freedom of expression was unconstitutionally limited may file a complaint with BEST in accordance with the Charter School's General Complaint Policies and Procedures.

4938-4302-2228, v. 1

Notice of Policy Regarding Immigration Enforcement Activity

Important: This notice summarizes our Policy Regarding Immigration Enforcement Activity. The complete policy is available at www.bestacademycs.com.

OUR COMMITMENT TO ALL STUDENTS

We provide a safe, welcoming environment for all students regardless of immigration status or religious beliefs. We limit immigration enforcement activities at our facilities consistent with California law.

YOUR RIGHTS AND PROTECTIONS

Non-Discrimination: We prohibit discrimination, harassment, intimidation, and bullying based on immigration status, nationality, race, ethnicity, citizenship status, religion, national origin, or ancestry. We promptly investigate all complaints and take appropriate action.

Enrollment: We do not request citizenship or immigration documentation for enrollment, other than documents we might review but not retain to establish a child's birthdate. We accept various documents to establish residence (utility bills, rental agreements, pay stubs, declarations of residency) and age (birth certificates, baptism certificates, passports, or affidavits). Students experiencing homelessness may enroll even without typical documentation if otherwise eligible.

Privacy of Information: We do not collect or maintain information about students' or families' citizenship or immigration status except when required by law for specific education programs. If we do, we collect such information separately from enrollment and do not use it to discriminate or prevent school attendance.

Social Security Numbers: We do not require Social Security numbers for enrollment. We may request the last four digits of an adult household member's number only to establish eligibility for free or reduced-price meals. Students can still qualify without providing this information if they meet income requirements.

INFORMATION SHARING LIMITS

We do not share student information that might indicate immigration or citizenship status unless authorized by the Family Educational Rights and Privacy Act (FERPA) or required by valid court orders, warrants, or subpoenas. We provide parents with notice before responding to such requests (except in child abuse cases or when prohibited).

Immigration Enforcement Officers: Without written parental consent, we do not provide student information to immigration enforcement officers unless they present a valid judicial warrant, judicial subpoena, or court order signed by a judge. ICE administrative warrants do not authorize access to nonpublic school areas or student information.

CAMPUS ACCESS PROCEDURES

Immigration enforcement officers carrying out immigration enforcement activities may not enter nonpublic school areas without a valid judicial warrant or court order. In the event of an enforcement activity authorized by a judicial order, our staff will:

- Request credentials and documentation from any officer
- Contact the school's administrator before granting access
- Request that officers not interrupt instruction
- Document all interactions and notify parents, staff, and students pursuant to the procedures outlined in our Comprehensive School Safety Plan
- Report attempts to access administrative offices or students to the California Department of Justice and to the Charter School Board of Directors

ANTI-BULLYING AND HATE CRIMES

We educate students about respecting all peers and the harmful effects of bullying based on protected characteristics. We train staff to eliminate hostile environments and respond to harassment. Students who experience hate crimes have the right to report them. Review our complete Harassment, Discrimination, Intimidation, & Bullying Policy and Uniform Complaint Procedures on our website or through your teacher.

SUPPORT FOR FAMILIES

Emergency Contacts: You may update your student's emergency contact information anytime. We encourage you to include a trusted adult or multiple adults who can care for your child if you become unavailable. We use this information only for emergencies.

Caregivers Authorization Affidavit: We encourage families to support relative caregivers in completing a Caregivers Authorization Affidavit. We will rely on a signed, completed Affidavit to allow an authorized caregiver to enroll a student in school and to consent to school-related medical care. A parent's signature is not required on the Caregiver Authorization Affidavit. This form is available [HERE](#).

If Parents Are Detained: We release students to emergency contacts or anyone with a Caregiver's Authorization Affidavit. We contact child protective services only if we cannot arrange care through the provided contacts.

Family Safety Plans: We encourage families to develop safety plans identifying trusted adults who can care for students and locations of important documents (birth certificates, passports, medical information).

Resources for Detained Family Members:

- **ICE Detainee Locator:** <https://locator.ice.gov/odls#/search>
- **Legal Assistance:** California organizations accredited by Board of Immigration Appeals at

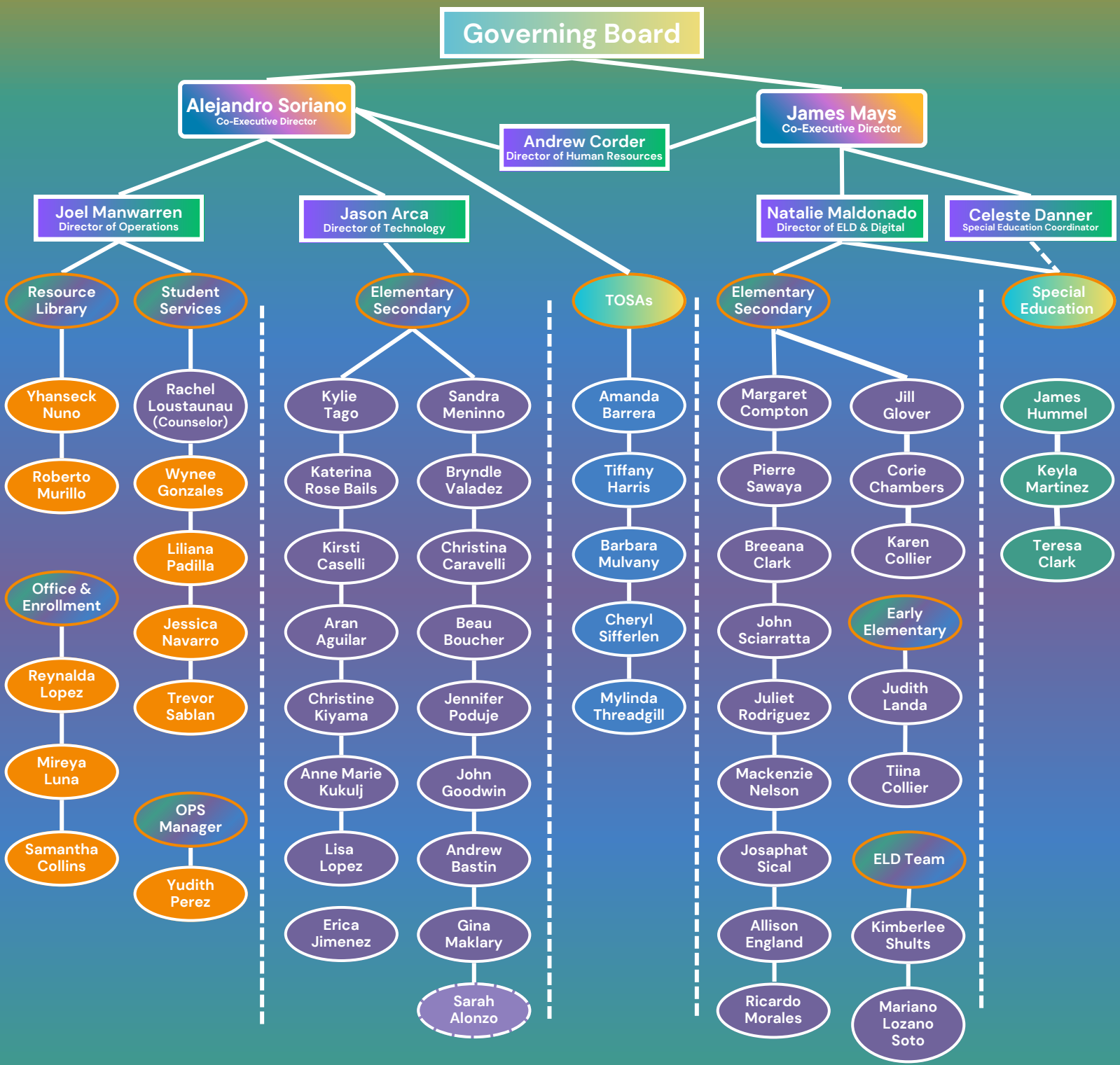
<https://www.justice.gov/eoir/recognition-accreditation-roster-reports>;
Centers at <http://www.courts.ca.gov/selfhelp-selfhelpcenters.htm>

Self-Help

- **Consulates/Embassies:** Contact your country of origin's consulate for assistance
- 4921-0284-5076, v. 1



Organizational Chart 2025-2026



1 Percent, Seashore, Soaring Minds, Little Surf, Village, Learners

DOL, Bright Spark, World, 10X, Horizon, Big O

HHH, Red Apple, Guiding O. D.

Learners-Digital

Coversheet

CONSENT AGENDA

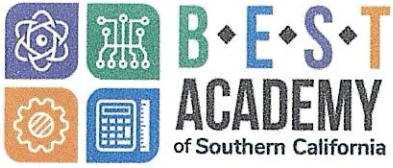
Section: V. APPROVAL OF CONSOLIDATED MOTION FOR CONSENT
CALENDAR

Item: A. CONSENT AGENDA

Purpose: Vote

Submitted by:

Related Material: ASorianoXP 5-26.pdf
2026_04_01_board_meeting_minutes (1).pdf
JMays Exp Report April 18 2026.pdf
BEST Academy April 2026 Check Register.pdf



Brookfield Engineering Science & Technology

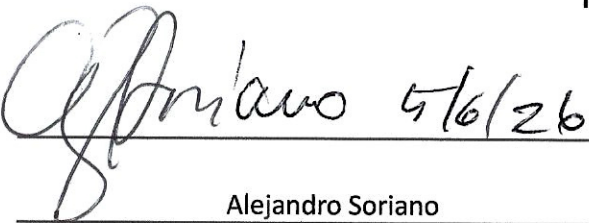
Employee Reimbursement Request Form

Name: Alejandro Soriano
 Job Position: Executive Director
 Start Date: 04/02/26
 End Date: 05/06/26

Description of Event: Month Exp Report

Date	Amount	Object Code	Notes
4/7/2026	\$ 554.17	5812 - Business Services	BambooHR Portal: April
4/10/2026	\$ 70.00	5910 - Phone & Internet	Cell Phone for March
4/10/2026	\$ 60.00	5910 - Phone & Internet	Internet for March
4/15/2026	\$ 1,003.09	5200 - Mileage & Travel	Lodging for Testing, National City
4/12/2026	\$ 69.00	5200 - Mileage & Travel	Per Diem for Testing, National City
4/13/2026	\$ 51.00	5200 - Mileage & Travel	Per Diem for Testing, National City
4/14/2026	\$ 51.00	5201 - Mileage & Travel	Per Diem for Testing, National City
4/15/2026	\$ 51.00	5202 - Mileage & Travel	Per Diem for Testing, National City
4/16/2026	\$ 51.00	5203 - Mileage & Travel	Per Diem for Testing, National City
4/13/2026	\$ 124.92	5899 - Misc. Operating Services	Auto Maintenance
4/13/2026	\$ 54.20	4700 - Food Services	Snacks for testing in person, National City
4/14/2026	\$ 135.94	5200 - Mileage & Travel	Gas for testing in person, National City
4/17/2026	\$ 141.85	5200 - Mileage & Travel	Gas for testing in person, National City

Total \$ **2,417.17**

Signature:  5/6/26 5/6/2026
 Name: Alejandro Soriano 7 pages

Invoice INV02735775



BambooHR LLC
42 Future Way
Draper, UT 84020
United States

Customer 363026
Best Academy Alex Soriano 1704 Cape Horn Julian, California 92036 United States asoriano@bestacademy.com

Bill To
Best Academy Alex Soriano 1704 Cape Horn Julian, California 92036 United States

Invoice	INV02735775
Invoice Amount	\$554.17
Posted Date	04/05/2026
Due Date	04/05/2026
Terms	Due Upon Receipt
Account Balance	\$0.00
PO Number	
Tax ID	

Description	Quantity	Unit Price	Amount
Core 04/05/2026 - 05/04/2026	61	\$8.69	\$530.17
Time Tracking - List Price \$3 04/05/2026 - 05/04/2026	8	\$3.00	\$24.00

Additional Comments:

ASoriano
4/5/26

Subtotal	\$554.17
Tax	\$0.00
Total Due	\$554.17
Credits Applied	\$0.00
Payments	\$554.17
Outstanding	\$0.00



Welcome ALEJANDRO SORIANO,

This is your April bill.

We hope you are enjoying your T-Mobile services.
This is a summary of your charges this month.

Total due

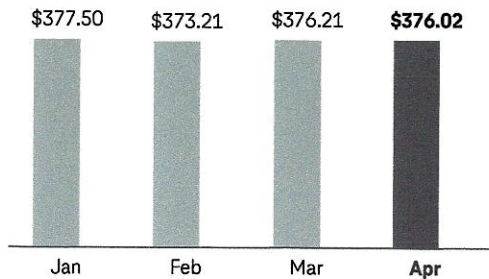
\$376.02

This amount will be charged to your bank account on **Apr 26, 2026**

Your charges explained

- Great news, you have no new lines added/ suspended/cancelled this month!
- This month's bill shows your new monthly charge for all the lines on your account.
- You had multiple feature changes. See details on page 5.

Your recent charges compared



Balance from previous bill \$0.00

Previous total due	\$376.21
Payments - Thank you!	-\$376.21

Total charges this bill \$376.02

Plans	No changes	\$150.00
Equipment	No changes	\$133.34
Services	No changes	\$57.00
Taxes and fees	Decreased by \$0.19	\$35.68

Total due	Decreased by \$0.19	\$376.02
Autopay: Apr 26, 2026		

Alejandro Soriano
4/7/26



ACCOUNT NUMBER
830110 001 0082698

STATEMENT DATE
Apr 10, 2026

SERVICE ADDRESS
14533 TRIBUTE WAY
BAKERSFIELD, CA 93314

PAGE
1 of 4

Hi, Alex!

Thank you for being a valued customer since 2016.

Amount Due Due by
\$101.25 **Apr 27**

How It Adds Up Service from Apr 10 - May 9

Previous Balance		\$101.25
Credit Card Payment	03/27	-\$101.25
Remaining Balance		\$0.00

Current Activity

Spectrum Internet®

WiFi Service	\$10.00
Spectrum Internet	\$90.00
CA Cost Recovery Charge	\$1.25
Spectrum Internet® Total	\$101.25
Auto Pay Amount	\$101.25

YOUR AUTO PAY WILL BE PROCESSED 04/27/26

IMPORTANT NEWS

Enrolled in Auto Pay

Your Auto Pay payment will be deducted on your due date.

Beware of payment scams

Spectrum is dedicated to keeping you and your family safe online. Visit Spectrum.net/securitycenter for tools and solutions to keep your personal information secure.



Devices on Your Account

You currently have the following Spectrum equipment on your account (2 of 2 shown):
Modem - *****22993
Router - *****30KWG

Special Movers Offer

Spectrum makes moving easier with fast, reliable and secure Internet. Try Spectrum Mobile® for one year-- included with Spectrum Internet®. Call **1-833-550-0828** or visit Spectrum.net/easymove

Get popular channels + streaming apps, all with Spectrum TV®



Call 1-866-598-5131

Detach the included payment stub and enclose it with a check made payable to Spectrum. If you have questions about your account, call us at (855) 757-7328.



DO NOT SEND PAYMENTS TO THIS ADDRESS
4145 S. FALKENBURG RD RIVERVIEW FL 33578-8652

8301 1000 DY RP 10 04112026 NNNNNNNN 01 997197

ALEX SORIANO
14533 TRIBUTE WAY
BAKERSFIELD CA 93314-7234

Alex Soriano
4/10/26

Amount Due **\$101.25**

Due by **Apr 27**

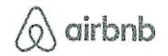
Account Number **830110 001 0082698**

Please send payment to:

SPECTRUM
PO BOX 7186
PASADENA CA 91109-7186

830110001008269800101253


Your receipt from Airbnb



Receipt ID: RC3STA9PT2 · April 8, 2026

San Diego

4 nights in San Diego

Sun, Apr 12, 2026 → Thu, Apr 16, 2026 

Entire home/apt · 6 beds · 1 guest

Hosted by Kevin Liang

Confirmation code: HMYBA293FF

[Go to itinerary](#) · [Go to listing](#)

Traveler: Alex Soriano

Cancellation policy

Free cancellation for 24 hours. After that, the reservation is non-refundable.

Time shown is based on the location of the listing.

Price breakdown

\$197.67 x 4 nights	\$790.66
Airbnb service fee	\$111.62
Taxes	\$100.81
Total (USD)	\$1,003.09

Payment

VISA **** 5932	\$1,003.09
April 8, 2026, 10:38:20 AM PDT	
Amount paid (USD)	\$1,003.09

Have a question?

Find details about payments and refunds in [your payments](#), or try the [Help Center](#).

*Alex Soriano
04/08/2026*

Occupancy taxes

Occupancy Taxes include Transient Occupancy Tax (San Diego Lodging Tax Zone 2).

Airbnb Payments, Inc.

Airbnb Payments is a limited payment collection agent of your host. It means that upon your payment of the Total Price to Airbnb Payments, your payment obligation to your host is satisfied. Refund requests will be processed in accordance with: (i) the host's cancellation policy (available on the Listing); or (ii) Rebooking and Refund Policy Terms, available at www.airbnb.com/terms. Questions or complaints: contact Airbnb Payments, Inc. at +1 (844) 234-2500.

Payment processed by:

Airbnb Payments, Inc.
888 Brannan Street, San Francisco, CA
94103

Airbnb, Inc.
888 Brannan St, San Francisco, CA 94103
www.airbnb.com





jiffylube

www.jiffylube.com

Jiffy Lube # 1894
TEAM CAR CARE WEST, LLC
1005 B ST
SAN DIEGO, CA 92101
(619) 230-1894
EPA # CAL000282874

WORK ORDER #: 24149
DATE: 04/13/26 06:30 PM
INVOICE #: 897476797

CUSTOMER INFORMATION VEHICLE INFORMATION

ALEX SORIANO	2024	LICENSE PLATE: CA-9PHU279
14533 TRIBUTE WAY	TOYOTA	VIN: 5TDKDRBH4RS546587
BAKERSFIELD, CA, 93314	HIGHLANDER	MILEAGE: 29,228
(818) 425-1510	2.4L 4Cyl Turbo (T24A-FTS) Fuel Injected	

DESCRIPTION	PARTS \$	LABOR \$	UOM	QTY	UNIT COST	PRICE
SIGNATURE SERVICE SYNTHETIC						109.99
OIL FILTER OF4477-MO4967	5.99		Each	1.00	5.99	
PZL PLATINUM SAE 0W20 SQ/GF7	78.34		Quart	5.60	13.99	8.39
*INCLUDE BASE OIL FILTER			Each	1.00		
* AND UP TO 5 QUARTS OF			Each	1.00		
* PLATINUM SYNTHETIC OIL			Each	1.00		
LABOR		34.99		1.00		

SERVICE CHECKLIST

CHOICE	VEHICLE	CHANGE OIL	CHANGED
CHANGE OIL FILTER	CHANGED	WASH EXTERIOR WINDSHIELD	COMPLETED
CHECK RADIATOR OVERFLOW	LEVEL OK	CHECK CABIN AIR FILTER	OK
CHECK AIR FILTER	OK	CHECK BRAKE FLUID LEVEL	FULL
CHECK WIPER BLADES	YES	CHECK LIGHTS	LIGHTS OK
LUBRICATE CHASSIS	SEALED	TIRE PRESSURE	F35 R35
CHECK TRANSMISSION/TRANSAXLE	SEALED	CHECK POWER STEERING FLUID	SEALED
WINDSHIELD WASHER FLUID	ADDED	TEST BATTERY	COMPLETED
OIL LEVEL ON ARRIVAL	FULL		

SERVICE COMMENTS

QUALITY INSPECTION BY R. CHAVEZ
 SPEC: OIL DRAIN PLUG TORQUE 30FTLB
 OIL DRAIN PLUG LOOSE ON ARRIVAL
 CUSTOMER REQUESTED SERVICE
 WARRANTY ON WORKMANSHIP ONLY
 THANK YOU FOR CHOOSING JIFFY LUBE !!!
 HAVE A NICE DAY!!!
 REAR DIFFERENTIAL SERV RECOMMENDED

PAYMENT INFORMATION

PARTS TOTAL	84.33
LABOR TOTAL	34.99
GROSS SALES	118.38
NET SALES	118.38
STATE TAX	6.54
TOTAL DUE	USD\$ 124.92
CREDIT CARD	USD\$ 124.92
VISA CREDIT	*****9996
APPROVAL/REF #	58288D/116742
CHIP READ	
PAYMENT NETWORK	VISA_NET
MODE	ISSUER
AID	A000000031010

SERVICES PERFORMED BY:

CSA:	FRIDA M.	TEAM LEAD:	RUBEN C.
UPPER BAY:	RUBEN C.	LOWER BAY:	DANIEL M.
COURTESY:	FRIDA M.	CASHIER:	FRIDA M.

Handwritten signature: R. Chavez
Handwritten date: 4/13/26

AUTHORIZED AND RECEIVED BY

Cardholder acknowledges receipt of goods and/or services in the amount of the Total shown here on and agrees to perform the obligations set forth in the Cardholder's agreement with the issuer

MESSAGES

PLEASE BE SURE TO LET US KNOW HOW WE DID ON YELP/GOOGLE
 THANK YOU FOR CHOOSING JIFFY LUBE!
 JIFFY LUBE'S PRIVACY POLICY CAN BE REVIEWED AT:
 WWW.JIFFYLUBE.COM/PRIVACY-POLICY

BY SIGNING, GUEST AGREES TO TERMS AND CONDITIONS ON THE BACK OF THIS INVOICE.

53690737

ALL PARTS ARE NEW UNLESS OTHERWISE INDICATED

Smart & Final. &
 Warehouse & Market. Friend & Neighbor.

Store 347
 1220 PLAZA BLVD
 NATIONAL CITY, CA 91950
 Telephone (619) 477-4126

Grocery		
Nature Valley Protein B	17.99	F
Welchs Fruit Snacks Mix	9.99	F
Cheeze-It Variety Pack	10.49	F
Regular Price \$11.99		
Goldfish Multipack	11.49	F
Regular Price \$11.99		
Beverage		
Crystal Geyser Water	5.49	F
CRV FOODSTAMP NONTAXAB	1.75*	F
General		
Basket Verify	0.00	
SUBTOTAL	57.20	

Total # Items Sold 6

57.20 @ 0.000% = 0.00

TOTAL	57.20
Visa	57.20

 PURCHASE \$57.20
 *****5932 Visa
 CHIP CONTACTLESS
 REF#: 013429 APPROVED
 VISA CREDIT
 ARQC - D3D54E02FD414AB0
 Mode: Issuer
 IAD: 06031203A00000

Total Saved	\$2.00
Item Savings	2.00

Legend

F - food stamp eligible
 * - non-discountable

0010347130426003000373



You were served by: Elvia M
 Date Time Store Term Opr Tran
 04/13/26 07:14 PM 347 3 23022 373

Thank you for shopping with us!

Complete our survey and
 enter for a chance to win a
 \$500 SMART & FINAL GIFT CARD
 Visit www.smartandfinal.com/survey
 within 7 days of this shop

Now Hiring!
 Visit www.smartandfinal.com/careers

Smart & Final. Where Else?

Elvia M
 4/13/26

ARCO GASOLINE
ARCO AM/PM 42682
133 W 8TH ST
NATIONAL CITY CA
916377
133 W 8TH ST
NATIONAL CITY CA
91956

DATE 4/14/26 9:37
TRAN#9154642
PUMP# 15
SERVICE LEVEL: SELF
PRODUCT: PLUS
GALLONS: 10.539
PRICE/G: \$6.299
FUEL SALE \$66.39
CREDIT \$66.39

12051 ROSEDALE HWY
707 FASTRIP FOOD STORE
BAKERSFIELD, CA
933124519-6615882799

04/12/2026 949851295
12:43:14 PM

XXXXXXXXXXXX9996
Visa
INVOICE 34388648
AUTH 42653D

PUMP# 12

PRM 12.161G
PRICE/GAL \$5.719
FULL TOTAL \$ 69.55

Total = \$ 69.55

CREDIT \$ 69.55

Merch. Id:
542929800298812
Term. Id: 00999002-0

Card Balance:
\$-69.55

Card Data
VISA CREDIT
AID: A0000000031010
IVR: 0000000000
IAD: 06011203A00000
AC: 0559115342006286
COMPLETION ENTRY
METHOD: N SEQ#9751
APPROVED
BATCH#20260412899
Retl Data:
6102205998
3846610270
79074441 XI
MVCJ00000000 1

USD\$66.39
*****9996
Entry: Contactless I
CC
AppName: VISA CREDIT
AuthNet: VISA
MODE: Issuer
AID: A0000000031010
Auth #: 49214D
Resp Code: 000
Stan: 0184980797
Invoice #: 499061
Shift #: 1
Store # *****

Amiano 4/14/26

Loy. Prog: ARCO Rewa
rds
Card: PhoneNumber

*****1510
Trace #: slr14d6f683
c31754feca18cc34f6ee
83564
Stan: 0184980797
****Your Rewards****

Fuel Price \$6.40/gal
Qty Pmpd. 10.539 gal
Loyalty Disc.
-\$0.10/gal
Disc prc. \$6.30/gal

Total savings
transaction \$

Loyalty pays off
Earn more with every
fill-up.

Loy. Prog: Digital O
ffers
Card: PhoneNumber
*****1510
Trace #: 29/17761574
17310
Stan: 0184980797

THANK YOU
FOR CHOOSING ARCO
COMMENTS?
1-800-322-2726

Amiano 4/12/26

ARCO GASOLINE
ARCO AM/PM 42682
133 W 8TH ST
NATIONAL CITY CA
916377
133 W 8TH ST
NATIONAL CITY CA
91950

DATE 4/16/26 12:14
TRAN#9039803
PUMP# 03
SERVICE LEVEL: SELF
PRODUCT: PREM
GALLONS: 12.003
PRICE/G: \$6.399
FUEL SALE \$81.93
CREDIT \$81.93

USD\$81.93
*****9996
Entry: Contactless I
CC
AppName: VISA CREDIT
AuthNet: VISA
MODE: Issuer
AID: A0000000031010
Auth #: 34709D
Resp Code: 000
Stan: 0186991982
Invoice #: 499521
Shift #: 1
Store # *****

Romano
4/16/26

Loy. Prog: ARCO Rewards
Card: PhoneNumber
*****1510
Trace #: slri2aaa5fc
2531c470a992d6ca2c16
a2135
Stan: 0186991982
****Your Rewards****

Loyalty pays off
Earn more with every
fill-up.

Loy. Prog: Digital Offers
Card: PhoneNumber
*****1510
Trace #: 20317763420
97880
Stan: 0186991982

THANK YOU
FOR CHOOSING ARCO
COMMENTS?
1-800-322-2726

12051 ROSDALE HWY
707 FASTRIP FOOD STORE
BAKERSFIELD, CA
933124519-6615002/99

04/17/2026 949060041
10:39:36 AM

XXXXXXXXXXXX9996
Visa
INVOICE 3489620/
AUTH 690420

PUMP# 1

PR 10.4776
PRICE/GAL \$6.719

FUEL TOTAL \$ 59.92

total = \$ 59.92

CREDIT \$ 59.92

Merch. Id:
54292900020012
Term. Id: 00099002-0

Card Balance:
\$-59.92

Card Data
VISA CREDIT
AID: A0000000031010
IVR: 0000000000
IAD: 06011203A00000
AC: 07C/1D6/CB282401
COMPLETION ENTRY
METHOD: N SEQ#7993
APPROVED
BATCH#20260417974
Retl Data:
6107596720
0838610763
4536421VQV
LVC000000000 0

Romano
4/17/26

DRAFT



Brookfield Engineering Science Technology Academy

Minutes

Regular Board Meeting

Date and Time

Wednesday April 1, 2026 at 10:30 AM

Location

Barker Blue Dog Office
6360 El Cajon Blvd #101
San Diego, CA 92115

BROOKFIELD ENGINEERING SCIENCE TECHNOLOGY ACADEMY

College and Career Pathways with Guidance and Support

1704 Cape Horn, Julian, CA 92036

REGULAR MEETING OF THE BOARD OF DIRECTORS' PROPOSED AGENDA

Wednesday, April 1, 2026

10:30 a.m. Board Meeting

LOCATION

Barker Blue Dog Office
6360 El Cajon Blvd #101
San Diego, CA 92115

Join Zoom Meeting

<https://us02web.zoom.us/j/83363729882>

Meeting ID: 934 1098 1120

One tap mobile

+16699006833,,93410981120# US (San Jose)

+12532158782,,93410981120# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 934 1098 1120

Find your local number: <https://us02web.zoom.us/j/93410981120>

Before the meeting, please submit a Request to Speak to the Board of Directors for any agenda or non-agenda items to the Executive Director. At most, three (3) minutes are to be allotted to any one (1) speaker, and at most twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognition, and reports to the Board and is not intended to be a question-and-answer period. If you have Action questions for the Board, please provide the Board President with a written copy, and an administrator will provide answers later.

MISSION STATEMENT

Brookfield Engineering Science & Technology Academy will harness the power of a flexible learning environment and modern educational technology to serve learners with diverse backgrounds and goals, seeking an educational alternative that stimulates and supports independent learning, provides a strong social-emotional approach, and supports STEM college and career readiness.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE: Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY. The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure the agenda is completed.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Brookfield Engineering Science and Technology Academy at 833-619-2378.

Directors Present

C. Bolden, D. Webb, G. McCloskey, G. McGuire, M. Nino

Directors Absent

None

Guests Present

A. Soriano (remote), C. Cavanah (remote), J. Mays

I. Opening Items

A. Record Attendance / Roll Call

B. Call the Meeting to Order

G. McCloskey called a meeting of the board of directors of Brookfield Engineering Science Technology Academy to order on Wednesday Apr 1, 2026 at 10:30 AM.

C. Approve Minutes

D. Webb made a motion to approve the minutes from Regular Board Meeting on 02-18-26.

M. Nino seconded the motion.

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

Roll Call

G. McCloskey Aye

M. Nino Aye

D. Webb Aye

G. McGuire Aye

C. Bolden Aye

II. CORRESPONDENCE / PROPOSALS / REPORTS / INFORMATION

A. BUDGET / SCHOOL UPDATE

1. Fiscal Management Update

1. Report of expenses incurred over \$10,000

1. No expenses incurred by either Director over \$10,000

2. School Update - James Mays reports on the success of the marketing plan to increase enrollment.

1. School Safety Plan - Alex Soriano presents the plan to create a safe, secure, and supportive learning environment for all of our students and staff.

2. 26-27 Employee Handbook - Alex Soriano presents changes to the handbook.
3. Fall Data - James Mays presents the results from the Fall to the Winter NWEA data for the students who took the assessment.
4. Student AI Use Policy - Alex Soriano presents the draft policy for AI use. Digital platforms do have filters to detect AI-generated student work.

III. APPROVAL OF CONSOLIDATED MOTION FOR CONSENT CALENDAR

A. CONSENT AGENDA

D. Webb made a motion to Approve the consent agenda.

M. Nino seconded the motion.

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

Roll Call

M. Nino Aye
G. McGuire Aye
C. Bolden Aye
D. Webb Aye
G. McCloskey Aye

IV. ACTION ITEMS

A. Christy White Certified Public Accountants Contract for 2026-2028

M. Nino made a motion to Approve the Christy White CPA contract for 3 years.

C. Bolden seconded the motion.

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

Roll Call

G. McGuire Aye
M. Nino Aye
G. McCloskey Aye
D. Webb Aye
C. Bolden Aye

B. Update to Board Policy 6158 Independent Study

C. Bolden made a motion to Approve the Board Policy 6158 Independent Study.

D. Webb seconded the motion.

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

Roll Call

C. Bolden Aye
G. McCloskey Aye
G. McGuire Aye
M. Nino Aye
D. Webb Aye

C.

Renewal of NWEA Benchmark Assessment Contract

G. McGuire made a motion to Approve the NWEA renewal contract.

M. Nino seconded the motion.

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

Roll Call

G. McCloskey Aye

M. Nino Aye

D. Webb Aye

C. Bolden Aye

G. McGuire Aye

D. Board Policy 6180 Graduation Policy

D. Webb made a motion to Approve the Graduation Policy.

G. McGuire seconded the motion.

James Mays presents the new graduation requirements. Ethnic Studies and Financial Literacy are new requirements. He reports that the credits required will be 135 due to the Ethnic Studies requirement.

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

Roll Call

M. Nino Aye

C. Bolden Aye

D. Webb Aye

G. McCloskey Aye

G. McGuire Aye

E. Board Policy and Administrative Regulation 4126 Awards for Achievement

C. Bolden made a motion to Approve the Awards for Achievement Policy.

G. McGuire seconded the motion.

Alex Soriano reports that the Liveschool program is 3 months in, and the data is still coming in. There is an increase in student use of the digital academic applications.

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

Roll Call

G. McGuire Aye

D. Webb Aye

M. Nino Aye

C. Bolden Aye

G. McCloskey Aye

F. Board Policy 4041 Employee Use of AI

G. McGuire made a motion to Approve the Employee Use of AI Policy.

C. Bolden seconded the motion.

Debra Webb comments on the term "human" in the policy. The wording will be changed to "employee." The term "section" in the policy refers to the section within the policy. The board **VOTED** unanimously to approve the motion.

Roll Call

D. Webb Aye
G. McCloskey Aye
G. McGuire Aye
C. Bolden Aye
M. Nino Aye

G. 2026-2027 Parent / Student Handbook

D. Webb made a motion to Approve the 2026-27 Parent / Student Handbook.
M. Nino seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

D. Webb Aye
G. McCloskey Aye
M. Nino Aye
C. Bolden Aye
G. McGuire Aye

H. 2026-2027 Written Agreement for Independent Study

M. Nino made a motion to Approve the Written Agreement for Independent Study.
C. Bolden seconded the motion.
James Mays explains the process if a student is not fulfilling the written agreement.
The board **VOTED** unanimously to approve the motion.

Roll Call

G. McGuire Aye
G. McCloskey Aye
D. Webb Aye
C. Bolden Aye
M. Nino Aye

I. Renewal List of Vendor Contracts

G. McGuire made a motion to Approve the renewals of the listed vendors.
D. Webb seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

D. Webb Aye
C. Bolden Aye
M. Nino Aye
G. McGuire Aye

Roll Call

G. McCloskey Aye

J. Summer School Budget Proposal

C. Bolden made a motion to Approve the Summer School budget.

G. McGuire seconded the motion.

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

Roll Call

M. Nino Aye

G. McGuire Aye

G. McCloskey Aye

D. Webb Aye

C. Bolden Aye

K. Paid Time Off Adjustment

M. Nino made a motion to Approve the adjustment to Paid Time Off.

D. Webb seconded the motion.

James Mays comments that only 3 employees have gone over their PTO this year.

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

Roll Call

C. Bolden Aye

D. Webb Aye

G. McGuire Aye

G. McCloskey Aye

M. Nino Aye

L. 2026-2027 Salary Schedule

D. Webb made a motion to Approve the 26-27 Salary Schedule.

G. McGuire seconded the motion.

James Mays explains the percentage of salary increase and the 403 (b) adjustment.

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

Roll Call

G. McCloskey Aye

G. McGuire Aye

M. Nino Aye

D. Webb Aye

C. Bolden Aye

V. Closing Items

A. Regular Board Meetings

B.

Adjourn Meeting

C. Bolden made a motion to Adjourn the board meeting at 12:19 pm.

D. Webb seconded the motion.

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

Roll Call

G. McGuire Aye

D. Webb Aye

G. McCloskey Aye

M. Nino Aye

C. Bolden Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:19 PM.

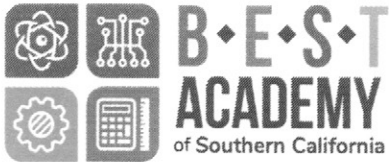
Respectfully Submitted,

G. McCloskey

Documents used during the meeting

None

[Meeting Recording](#)



Brookfield Engineering Science & Technology


Employee Reimbursement Request Form

Name: James Mays
 Job Position: Executive Director - Curr
 Start Date: 3/27/26
 End Date: 04/17/26

Description of Event: Month Exp Report

Date	Amount	Object Code	Notes
04/01/26	\$ 70.00	5910 - Phone & Internet	Cell Phone
4/1/26	\$ 60.00	5910 - Phone & Internet	Home Internet usage
3/27/26	\$ 115.12	5920 - Postage	UPS Store: ship student materials
3/29/26	\$ 17.15	5920 - Postage	UPS Store: ship student materials
4/1/26	\$ 16.10	5200 - Mileage & Travel	Vons: food for board meeting
3/31/26	\$ 26.28	5920 - Postage	UPS Store: ship student materials
4/1/26	\$ 13.26	5200 - Mileage & Travel	Vons: water for board meeting
4/1/26	\$ 89.56	5200 - Mileage & Travel	Cheba Hut: board lunches
4/1/26	\$ 7.82	5200 - Mileage & Travel	L&L: board lunches
4/1/26	\$ 68.61	5200 - Mileage & Travel	Chipotle Gril: board lunches
4/1/26	\$ 70.32	5200 - Mileage & Travel	L&L: board lunches
4/2/26	\$ 78.00	4400 - Non-Cap Computers & Equipment	Microsoft: teacher lic
4/1/26	\$ 242.56	5200 - Mileage & Travel	Holiday Inn: hotel room Arca
4/2/26	\$ 348.96	4300 - Instructional Materials & Supplies	Amazon: 2907466, readers for RLL
4/2/26	\$ 9.67	4300 - Instructional Materials & Supplies	Amazon: 9755422, readers for RLL
4/2/26	\$ 14.70	4300 - Instructional Materials & Supplies	Amazon: 4156266, readers for RLL
4/2/26	\$ 12.13	4300 - Instructional Materials & Supplies	Amazon: 9649014, readers for RLL
4/2/26	\$ 20.46	4300 - Instructional Materials & Supplies	Amazon 3799437, readers for RLL
4/2/26	\$ 847.15	5200 - Mileage & Travel	Springhill Suites: board meeting and work in RLL
4/2/26	\$ 119.08	5899 - Misc. Operating Services	ADT: RLL Alarm
4/9/26	\$ 621.89	5875 - Assessment	IHG: ELAC Testing, Natalie
4/9/26	\$ 476.73	5210 - Conferences & P.D.	Hotel Indigo: CCSA meeting DT SD
4/10/26	\$ 3,300.00	4200 - Supplemental Curriculum Materials	Typing . Com 2026-27
4/10/26	\$ 3,960.00	4200 - Supplemental Curriculum Materials	LiveSchool: site lic 2026-27
3/22/00	\$ 82.17	4200 - Supplemental Curriculum Materials	Amazon 5023448, supplies for McKinney Vento student
4/13/26	\$ 6,907.95	4200 - Supplemental Curriculum Materials	3P Learning: 2026-27 academic year
4/13/26	\$ 526.32	4200 - Supplemental Curriculum Materials	3P Learning: additional seat for 2025-26 year
4/14/26	\$ 342.80	4200 - Supplemental Curriculum Materials	Amazon: 0889049, high school reader
4/16/26	\$ 489.73	5875 - Assessment	DoubleTree: CAASPP, Salonzo
4/16/26	\$ 489.73	5875 - Assessment	DoubleTree: CAASPP, Bvaladez
4/16/26	\$ 489.73	5875 - Assessment	DoubleTree: CAASPP, Bclark
4/16/26	\$ 5,100.00	5875 - Assessment	Ramada: NWEA Assessment
4/2/26	\$ 40.83	5920 - Postage	UPS Store: ship student materials
4/6/26	\$ 21.29	5920 - Postage	UPS Store: ship student materials
4/6/26	\$ 16.83	5920 - Postage	UPS Store: ship student materials
4/17/26	\$ 28.76	5920 - Postage	UPS Store: ship student materials
4/9/26	\$ 56.56	5920 - Postage	UPS Store: ship student materials
4/10/26	\$ 26.04	5920 - Postage	UPS Store: ship student materials
4/16/26	\$ 63.16	4200 - Supplemental Curriculum Materials	Amazon: 2891419, for science field trip

4/16/26	\$ 133.44	4200 - Supplemental Curriculum Materials	Amazon: 9942651, for science field trip
4/14/26	\$ 41.79	4200 - Supplemental Curriculum Materials	Amazon: 6983431, teacher tech supplies
3/30/26	\$ 52.00	5200 - Mileage & Travel	PerDiem: Lunch & Dinner, RLL and Board Meeting
3/31/26	\$ 69.00	5200 - Mileage & Travel	PerDiem: full day: RLL and Board Meeting
4/1/26	\$ 51.00	5200 - Mileage & Travel	PerDiem: Breakfast & Dinner: RLL and Board Meeting
4/2/26	\$ 59.00	5200 - Mileage & Travel	PerDieM: Bk and Lunch. Marketing meeting and RLL
4/8/26	\$ 69.00	5200 - Mileage & Travel	PerDiem: full day: CCSA SD meeting and RLD meeting
4/9/26	\$ 35.00	5200 - Mileage & Travel	PerDiem: BK and Lunch: CCSA SD meeting and RLD meeting
Total			\$ 25,797.68

Signature:  _____

Name: James W. Mays III



Welcome SUMATO CONSULTIN LLCJ,

This is your April bill.

We hope you are enjoying your T-Mobile services. This is a summary of your charges this month.

Total due

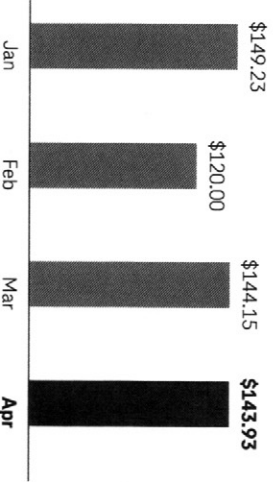
\$143.93

This amount will be charged to your card on **May 01, 2026**

Your charges explained

- Great news, you have no new lines added/suspended/cancelled this month!
- This month's bill shows your new monthly charge for all the lines on your account.

Your recent charges compared



Balance from previous bill

\$0.00

Previous total due

\$144.15

Payments - Thank you!

-\$144.15

Total charges this bill

\$143.93

Plans

No changes

\$120.00

Taxes and fees

Decreased by \$0.22

\$23.93

Total due Decreased by \$0.22

Autopay: May 01, 2026 **\$143.93**

CITY OF INDUSTRY CA 91716-0074
 PO BOX 60074
 SPECTRUM

Please send payment to:

JASON ARCA
 1541 E RACQUET CLUB RD
 PALM SPRINGS CA 92262-2365

8448 4100 BY RP 19 03202026 NNNNNNNN 01 990824

4145 S. FALKENBURG RD RIVERVIEW FL 33578-8652
 DO NOT SEND PAYMENTS TO THIS ADDRESS



8448 41 085 0805551

Account Number

Apr 06

Due by

\$71.25

Amount Due

Detach the included payment stub and enclose it with a check made payable to Spectrum. If you have questions about your account, call us at (855) 757-7328.

Beware of payment scams
 Spectrum is dedicated to keeping you and your family safe online. Visit spectrum.net/securitycenter for tools and solutions to keep your personal information secure.

Thank you for being a valued Spectrum customer.

- Service Activation will be reduced from \$30 to \$20 and apply to all activations.
- Professional Installation (optional) will be reduced from \$65 to \$50 and apply to all technician-supported installs.
- Change of Service fee will be reduced from \$65 to \$50.
- Hourly labor charge reduced from \$65 to \$50.

As part of Spectrum's customer commitment to transparency and simpler pricing, the following installation and activation charge updates will go into effect April 29, 2026:

Installation/Activation Updates

Enrolled in Auto Pay
 Your Auto Pay payment will be deducted on your due date.

IMPORTANT NEWS

Thank you for being a valued customer since 2015.

This month you saved: \$35.00

Amount Due **\$71.25**
 Due by **Apr 06**

How It Adds Up
 Service from Mar 19 - Apr 18

Previous Balance	\$71.25
Credit Card Payment	- \$71.25
03/06	
Remaining Balance	\$0.00

Current Activity

Spectrum Internet®	\$105.00
Spectrum Internet Gig	- \$35.00
<small>Your promotional price will expire on 05/18/26</small>	
CA Cost Recovery Charge	\$1.25
Advanced WiFi	\$0.00
Promotional Discount	\$0.00
Spectrum Internet® Total	\$71.25
Auto Pay Amount	\$71.25

YOUR AUTO PAY WILL BE PROCESSED 04/06/26

SERVICE ADDRESS
 1541 E RACQUET CLUB RD
 PALM SPRINGS, CA 92262

STATEMENT DATE
 Mar 19, 2026

ACCOUNT NUMBER
 8448 41 085 0805551



The UPS Store #6559
 6353 EL CAJON BLVD STE 124
 SAN DIEGO, CA 92115-2655
 619-487-9511

Terminal....: POS6559B Date.: 3/27/2026
 Employee....: 338305 Time.: 09:53 AM

ITEM NAME	QTY	PRICE	TOTAL
Ground Residential			\$28.78
Tax	1 @	\$28.78	\$28.78
MMOSCX88GW5JC			\$0.00
Tracking Number - 1ZX06235A824295214			
Ground Commercial			\$28.78
Tax	1 @	\$28.78	\$28.78
MMOSCX8PN67HG			\$0.00
Tracking Number - 1ZX06235A824296606			
Ground Residential			\$28.78
Tax	1 @	\$28.78	\$28.78
MMOSCX8HTWQK2			\$0.00
Tracking Number - 1ZX06235A890964653			
Ground Residential			\$28.78
Tax	1 @	\$28.78	\$28.78
MMOSCX8UJEXPX			\$0.00
Tracking Number - 1ZX06235A824299381			
Subtotal			\$115.12
Shipping/Other Charges			\$0.00
Total tax			\$0.00
Total			\$115.12
Cards			\$115.12

Items Designated NR are NOT eligible
 for Returns, Refunds or Exchanges.

US Postal Rates Are Subject to Surcharge.



The UPS Store #6559
 6353 EL CAJON BLVD STE 124
 SAN DIEGO, CA 92115-2655
 619-487-9511

Terminal....: POS6559A Date.: 3/30/2026
 Employee....: 338305 Time.: 11:43 AM

ITEM NAME	QTY	PRICE	TOTAL
Ground Residential			\$17.15
Tax	1 @	\$17.15	\$17.15
MMOSCX8457RDM			\$0.00
Tracking Number - 1ZX062350322069821			
Subtotal			\$17.15
Shipping/Other Charges			\$0.00
Total tax			\$0.00
Total			\$17.15
Cards			\$17.15

Items Designated NR are NOT eligible
 for Returns, Refunds or Exchanges.

US Postal Rates Are Subject to Surcharge.



View The UPS Store, Inc.'s privacy notice at
<https://www.theupsstore.com/privacy-policy>

W i s e

T r a c k



Store 2352 Dir Kyle Peterson
 Main: (619) 583-4142 Rx:
 6155 El Cajon Blvd
 San Diego CA 92115



00235209400232604010823

YOUR CASHIER TODAY WAS SELF

		Price	You Pay
GROCERY			
7726000349	69 R STVR CARAMEL	23.94	17.94 S
	Member Savings -8.00		
7800001188	7UP DT CHR V SODA	11.99	4.77 B
9412	CRV SFTDK 12PK TAX	0.60	0.60 B
	forU Store Coupon -7.22		
7800003538	ZSGR DR PEPPER	11.99	4.77 B
9412	CRV SFTDK 12PK TAX	0.60	0.60 B
	forU Store Coupon -7.22		
7800003886	ZSGR CAN DRV FRT	11.99	4.77 B
9412	CRV SFTDK 12PK TAX	0.60	0.60 B
	forU Store Coupon -7.22		
7800004082	RC COLA ZERO SUGAR	11.99	4.77 B
9412	CRV SFTDK 12PK TAX	0.60	0.60 B
	forU Store Coupon -7.22		
7800012216	SUNKIST SF ORANGE	11.99	4.77 B
9412	CRV SFTDK 12PK TAX	0.60	0.60 B
	forU Store Coupon -7.22		
GROC NONEDIBLE			
2113027391	SIG HOT CUPS PAPER	6.49	6.49 T
3700008443	SWIFFER WETJET PAD	17.99	14.99 T
	Member Savings -3.00		
3700035659	SWIFFER WETJET FLO	9.79	9.79 T
BAKED GOODS			
22183400000	SUGAR COOKIES 16CT	5.99	5.99 S
	TAX		4.60
	**** BALANCE		86.55

Credit Purchase 04/01/26 08:23
 CARD # *****0274
 REF: 982352402740 AUTH: 0011928Z

PAYMENT AMOUNT 86.55

AL MASTERCARD
 AID A0000000041010
 TVR 0000008001
 Mastercard 86.55
 CHANGE 0.00

YOUR SAVINGS

Member Savings 9.00
 for U Savings 36.10
Total 45.10
Total Savings Value 35%

The UPS Store #6559
 6353 EL CAJON BLVD STE 124
 SAN DIEGO, CA 92115-2655
 619-487-9511

Terminal....: POS6559A
 Employee....: 338305

Date.: 3/31/2026
 Time.: 09:22 AM

ITEM NAME	QTY	PRICE	TOTAL
Ground Residential			
Tax	1 @	\$26.28	\$26.28
MMOSCX80ZU3ZF			\$0.00
Tracking Number - 12X06235A890239071			
Subtotal			\$26.28
Shipping/Other Charges			\$0.00
Total tax			\$0.00
Total			\$26.28
Cards			\$26.28

Items Designated NR are NOT eligible
 for Returns, Refunds or Exchanges.

US Postal Rates Are Subject to Surcharge.



1 2 6 0 3 3 1 6 5 5 9 A 0 2 8 3 7 8

View The UPS Store, Inc.'s privacy notice at
<https://www.theupsstore.com/privacy-policy>



Store 2352 Dir Kyle Peterson
Main: (619) 583-4142 Rx:
6155 El Cajon Blvd
San Diego CA 92115



00235205100272604010858

YOUR CASHIER TODAY WAS SELF

GROCERY		Price	You Pay
7514035001	CRYSTL GYSR ALPINE	7.49	4.99 S
9435	CRV SFTDK 35PK NTX	1.75	1.75 S
Member Savings -2.50			
	TAX		0.00
****	BALANCE		6.74
	Cash	20.00	
	CHANGE	13.26	

YOUR SAVINGS

Member Savings	2.50
Total	2.50
Total Savings Value	27%

YOUR POINTS

Points Earned Today 4
Points Available 147

TOTAL NUMBER OF ITEMS SOLD = 2
04/01/26 08:58 2352 51 27 8851

Thank you for shopping Vons!
For VONS FOR U questions call
877-276-9637 or Vons.com/foru

**

**

Cheba Hut
4800 Art St
San Diego, CA 92115
619-269-111

Online Ordering

Roberto Murillo
(619) 646-3348

Check #42715751520763913
Ordered: 4/1/26 11:22 AM
Due: 4/1/26 11:44 AM

1 G-13 Pinner	\$13.29
Wheat Bread (P)	
1 Kali Mist Pinner	\$13.29
Wheat Bread (P)	
1 5-0 Pinner	\$13.29
Garlic & Herb Bread (P)	
Double Meats (5-0)(P)	\$3.00
Pepperoni (4)	\$1.00
No Tomato (P)	
No Onion (P)	
1 La Canna Pinner	\$12.89
Wheat Bread (P)	
No (Pre) Black Olives (P)	
Double Meat (La Canna)(P)	\$3.00
Pepperoni (4)	\$1.00
No Pickle (P)	
1 Power Plant Pinner	\$12.89
Wheat Bread (P)	
(Pre) Hummus (P)	
extra hummus, please	
1 Krispy Bar	\$4.19
Plain	
1 Chips	\$2.19
Jalapeño Chips	
1 Drink Cup	\$3.09
Diet Pepsi	
Subtotal	\$83.12
Tax	\$6.44
Total	\$89.56
OLO	\$89.56



L&L HAWAIIAN EL CAJON

6353 EL CAJON BLVD
 SAN DIEGO, CA 92115
 619 229 6888

**ORDER: 03
 TO GO ORDER**

Cashier: Magali
 01-Apr-2026 11:40:22A

Transaction **098807**

2 Hawaiian Sun \$7.26

Subtotal \$7.26

San Diego Tax 7.75% \$0.56

Total \$7.82

CREDIT CARD SALE \$7.82
 MASTERCARD 0274

Retain this copy for statement validation

01-Apr-2026 11:40:35A
 \$7.82 | Method: EMV
 MASTERCARD XXXXXXXXXXXX0274
 JAMES MAYS
 Reference ID: 609100975452
 Auth ID: 99644Z
 MID: *****1882
 AID: A0000000041010
 AthNtwkNm: MASTERCARD
 SIGNATURE

Online: <https://clover.com/p/4V7VZNTN219MG>



4V7VZNTN219MG

Clover ID: S86RJ6FZA8AZG
 Payment 4V7VZNTN219MG

Clover Privacy Policy
<https://clover.com/privacy>

Web Order

Murillo, Babilo
 (619) 645-1300



BLEED THROUGH FROM REVERSE

L&L Hawaiian El Cajon
 San Diego, CA 92115
 619-229-6888

Host: Internet 04/01/2026
 Cashier: Jasmin
 Murillo, Babilo 11:05 AM
 1020002

Steak Bowl	12.25
Guacamole	2.95
Cilantro Lime Sauce	1.00
DBL Extra Hot	5.75
Chicken Burrito	10.50
Guacamole	2.95
DBL Extra Hot	4.00
Steak Burrito	12.25
Large Medium Cola	2.45
Side Guacamole	2.95
Small Soda	3.20
Large Soda	3.50

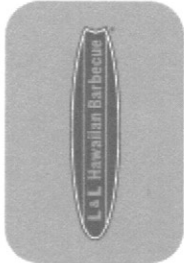
How're we doing? Tell us here at
 ChipotleFeedback.com
 Unique Code:

013 004 2010 011 126 01

Subtotal	63.75
Tax	4.86
PICKUP Total	68.61
PrePaid	68.61

Auth code: 081

On Tap: 0.00



Dear Roberto Murillo Murillo,

Thank you for your order. Your order number is MBQDX7KT8XTY0.

See you on **Apr 1, 2026 at 11:32 AM** at **College - Campus Plaza**.

Address: 6353 El Cajon Blvd., Ste. 120 San Diego, CA 92115

Your order number: #**MBQDX7KT8XTY0**.

Items	
KATSU Plate	\$14.99
BBQ CHICKEN	\$14.99
2 Mac 1 Rice	\$0.52
BBQ CHICKEN	\$14.99
BBQ MIX	\$18.99
Rice And Garden Salad	\$0.78

Order price

Payment method

Tax

Total

Paid online
 \$5.06
\$70.32

For any questions about the delivery and your order — please call 619-229-6888 .

For any questions about our app please contact us via Support section in our app.

Please Note: This e-mail message is an automated notification. Please do not reply to this message.



Invoice

April 2026
 Invoice Date: 04/02/2026
 Invoice Number: E0200YUM25
 Due Date: 04/02/2026

78.00 USD

Sold-To	Bill-To	Service Usage Address
B.E.S.T. Academy 1717 E Vista Chino A7-185 Palm Springs ca 92262-3569 United States	B.E.S.T. Academy 1541 E Racquet Club Rd Palm Springs ca 92262-2365 United States	B.E.S.T. Academy 1717 E Vista Chino A7-185 Palm Springs CA 92262 United States

Order Details		Billing Summary	
Product:	Online Services	Charges:	78.00
Customer PO Number:		Discounts:	0.00
Order Number:	67a6156e-c7d9-4a25-b100-7ae5d57852e2	Credits:	0.00
Billing Period:	03/02/2026 - 04/01/2026	Tax:	0.00
Due Date:	04/02/2026	Total:	78.00

Payment Instructions: Please DO NOT PAY. You will be charged the amount due through your selected method of payment.

Billing or service question? Call 1-800-865-9408 or visit <https://aka.ms/Office365Billing>
 Microsoft Corporation, One Microsoft Way, Redmond, WA 98052, United States
 US FEIN 91-1144442



Invoice

April 2026
 Invoice Date: 04/02/2026
 Invoice Number: E0200YUM25
 Due Date: 04/02/2026
78.00 USD

Office 365 A3 for faculty

Formula for charges

Licenses in service period X Monthly (or Yearly) price per license X (Days in service period / Total in service period) = Charge

New charges

These are your charges for the next billing period for your current number of licenses.

Service period	Details	Licenses in service period	Monthly price/license period	Days in service period	Charges	Discounts	Credits	Subtotal	Tax %	Tax	Total
04/01/2026 - 04/30/2026	Monthly subscription charges	24	3.25	30	78.00	0.00	0.00	78.00	0.00 %	0.00	78.00
Subtotal											78.00
Grand Total											78.00

Billing or service question? Call 1-800-865-9408 or visit <https://aka.ms/Office365Billing>
 Microsoft Corporation, One Microsoft Way, Redmond, WA 98052, United States
 US FEIN 91-1144442



635 Hotel Circle South, San Diego 92108

California US

6197957705

holidayinnexpress@hotelinvestmentgroup.com

Guest Folio

Confirmation Number - 48787405

Primary Guest

Guest Name Mays James
 Address 1541 E RACQUET CLUB RD
 City / State / Zip Code PALM SPRINGS CA 92262-2365
 Country US

Additional Guests

Grady McGuire

IHG One Rewards

D Diamond Elite
 684351493

Stay Details

Check In Date Mar 31, 2026
 Check Out Date Apr 01, 2026
 Room XFTN - 422
 Source WB
 Guests 2/0

Company Details

Name
 Tax ID
 PO Number
 Account Name

Other Details

Tax/Fee NO
 Exemption
 Tax/Fee
 Exempt Date
Travel Agent
 IATA
 Name

Date	Type	Description	Amount
Mar 16, 2026	Payments	MASTER-7883	-USD218.56
Mar 31, 2026	Charge	Parking	USD24.00
Mar 31, 2026	Charge	Accommodation	USD186.00
Mar 31, 2026	Tax	Occupancy Tax	USD23.72
Mar 31, 2026	Tax	Tourism Assessment	USD0.47
Mar 31, 2026	Tax	City Hotel Fee - Service Charge	USD3.72
Mar 31, 2026	Tax	Energy Recovery Fee	USD4.65
Apr 01, 2026	Payments	MASTER-7883	-USD24.00

Summary	
Type	Amount
CREDIT CARD	-USD242.56
Parking	USD24.00
Accommodation	USD186.00
Occupancy Tax	USD23.72
Tourism Assessment	USD0.47
City Hotel Fee - Service Charge	USD3.72
Energy Recovery Fee	USD4.65
Folio Balance	USD0.00

Order Summary

Order placed April 2, 2026 Order # 114-1908150-2907466

Ship to	Payment method	Order Summary
Barker Blue Dog 6360 EL CAJON BLVD # 101 SAN DIEGO, CA 92115-2643 United States	Mastercard ending in 0274 View related transactions	Item(s) Subtotal: \$327.45 Shipping & Handling: \$0.00 Multibuy Discount: -\$3.59 Total before tax: \$323.86 Estimated tax to be collected: \$25.10 Grand Total: \$348.96

Arriving Wednesday



The Very Impatient Caterpillar (A Very Impatient Caterpillar Book)

Sold by: Amazon.com

Supplied by: Other

\$12.39

2



Worm Weather (Penguin Core Concepts)

Sold by: Amazon.com

Supplied by: Other

\$3.99

2



Miss Rumphius

Sold by: Amazon.com

Supplied by: Other

\$6.41

2



Down Came the Rain

Sold by: bookgardens

Supplied by: Other

\$18.97



The Curious Garden

Sold by: Amazon.com

Supplied by: Other

\$11.12

2



Nesting: A Stunning Spring Picture Book About Robin Families and Blue Eggs for Kids (Ages 4-8)

Sold by: Amazon.com

Supplied by: Other

\$7.99

2



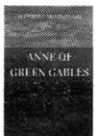
Green Green: A Community Gardening Story

Sold by: Amazon.com

Supplied by: Other

\$8.99

2



Anne of Green Gables

Sold by: Amazon.com

Supplied by: Other

\$9.99

2



Seed to Plant (National Geographic Kids Readers, Level 1)

Sold by: Amazon.com

Supplied by: Other

\$5.57

2



2

Sold by: Amazon.com
Supplied by: Other
\$16.79



2

How to Find a Bird
Sold by: Amazon.com
Supplied by: Other
\$17.81



2

Harlem Grown: How One Big Idea Transformed a Neighborhood
Sold by: Amazon.com
Supplied by: Other
\$10.21



2

The Amazing Life Cycle of Plants: An Early Reader Science Book About How Plants Grow (Look and Wonder)
Sold by: Amazon.com
Supplied by: Other
\$14.99



2

When Spring Comes: A Gentle Seasonal Story About Waiting for Spring for Children (Ages 4-8)
Sold by: Amazon.com
Supplied by: Other
\$7.59



Sir Cumference and the Dragon of Pi
Sold by: Amazon.com
Supplied by: Other
\$8.38



2

There Was an Old Lady Who Swallowed a Clover!
Sold by: Amazon.com
Supplied by: Other
\$5.82



2

Pete the Cat: The Great Leprechaun Chase: A Festive St. Patrick's Day Adventure with Pete and a Tricky Leprechaun
Sold by: Amazon.com
Supplied by: Other
\$10.39

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Order Summary

Order placed April 2, 2026 Order # 114-7853354-9755422

Ship to Barker Blue Dog 6360 EL CAJON BLVD # 101 SAN DIEGO, CA 92115-2643 United States	Payment method Mastercard ending in 0274 View related transactions	Order Summary Item(s) Subtotal: \$8.97 Shipping & Handling: \$0.00 Total before tax: \$8.97 Estimated tax to be collected: \$0.70 Grand Total: \$9.67
--	---	--

Arriving April 15 - April 20

	<p>It's an Ant's Life Sold by: ThriftBooks-Dallas Supplied by: Other Condition: Used - Acceptable \$8.97</p>
---	---

[Back to top](#)

Order Summary

Order placed April 2, 2026 Order # 114-6811480-4156266

Ship to Barker Blue Dog 6360 EL CAJON BLVD # 101 SAN DIEGO, CA 92115-2643 United States	Payment method Mastercard ending in 0274 View related transactions	Order Summary Item(s) Subtotal: \$13.64 Shipping & Handling: \$0.00 Total before tax: \$13.64 Estimated tax to be collected: \$1.06 Grand Total: \$14.70
--	---	---

Arriving April 15 - April 20



Frog on a Log?
Sold by: ThriftBooks-Seattle
Supplied by: Other
Condition: Used - Very Good
2 \$6.82

[Back to top](#)

Order Summary

Order placed April 2, 2026 Order # 114-3859688-9649014

Ship to Barker Blue Dog 6360 EL CAJON BLVD # 101 SAN DIEGO, CA 92115-2643 United States	Payment method Mastercard ending in 0274 View related transactions	Order Summary Item(s) Subtotal: \$12.66 Shipping & Handling: \$0.00 Multibuy Discount: -\$1.41 Total before tax: \$11.25 Estimated tax to be collected: \$0.88 Grand Total: \$12.13
--	---	---

Arriving April 10



How to Catch a Leprechaun: A Saint Patrick's Day Book for Kids
Sold by: Amazon.com
Supplied by: Other
\$6.33

[Back to top](#)

Order Summary

Order placed April 2, 2026 Order # 114-2778511-3799437

Ship to Barker Blue Dog 6360 EL CAJON BLVD # 101 SAN DIEGO, CA 92115-2643 United States	Payment method Mastercard ending in 0274 View related transactions	Order Summary Item(s) Subtotal: \$18.99 Shipping & Handling: \$0.00 Total before tax: \$18.99 Estimated tax to be collected: \$1.47 Grand Total: \$20.46
--	---	---

Arriving April 13



Spring After Spring: How Rachel Carson Inspired the Environmental Movement
Sold by: Amazon.com
Supplied by: Other
\$18.99

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SPRINGHILL SUITES®
BY MARRIOTT

SPRINGHILL SUITES BY MARRIOTT® / SAN DIEGO MISSION VALLEY
2401 Camino Del Rio N, San Diego CA 92108 P 619.582.2838
springhillsuites.com

J. Mays

Room: 417

Room Type: KSTE

Number of Guests: 2

Rate: \$239.00 Clerk:

Arrive: 30Mar26

Time: 04:37PM

Depart: 02Apr26

Time: 12:00PM

Folio Number: 90593

DATE	DESCRIPTION	CHARGES	CREDITS
30Mar26	Room Charge	239.00	
30Mar26	Occupancy Sales Tax	30.47	
30Mar26	Tourism Marketing Tax	4.78	
30Mar26	Ca Tourism Assessment	0.47	
31Mar26	Room Charge	259.00	
31Mar26	Occupancy Sales Tax	33.02	
31Mar26	Tourism Marketing Tax	5.18	
31Mar26	Ca Tourism Assessment	0.51	
01Apr26	Room Charge	239.00	
01Apr26	Occupancy Sales Tax	30.47	
01Apr26	Tourism Marketing Tax	4.78	
01Apr26	Ca Tourism Assessment	0.47	
02Apr26	American Express		847.15

Card #: AXXXXXXXXXXXXXXXXX1006/XXXX

Amount: 847.15 Auth: 804924

This card was electronically swiped on 30Mar26

BALANCE: 0.00

Marriott Bonvoy Account # XXXXX7597. Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy account statement or your online statement for updated activity.

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To plan your next stay, visit springhillsuites.com.

Your account number: 404955544 Security provided for: Barker Blue Dog Your ADT system is located at: 6360 El Cajon Blvd Ste 101 San Diego CA 92115-2643 Page 1/2



Invoice date: **Apr 4, 2026** Service period: **Apr 18 - May 22, 2026**

Your total due is: **\$119.08** Due by: **Apr 24, 2026**

Visit our Support Center for quick and easy help

Your Bill at-a-glance

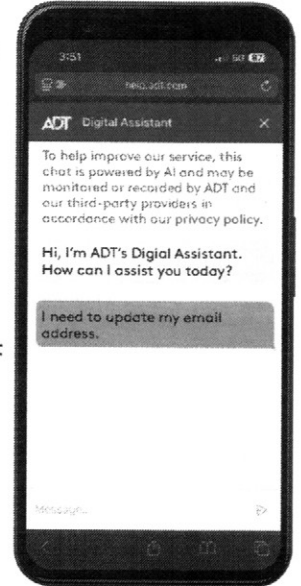
Previous Balance	\$110.28
Payments and Adjustments	-\$110.28
Current Charges	\$113.42
Taxes and Fees	\$5.66
Total Due	\$119.08

Would you like more detail? See the back of the bill for your account activity and charges.

Message from ADT

ADT offers support 24/7 using our Digital Assistant chat experience to help with questions about appointments, product details, billing and troubleshooting - **no need to call!**

Scan the QR code below or go to i.adt.com/helpadt



ADT
452 Sable Blvd Unit G
Aurora, CO 80011

6230 0020 DY RP 04 04042026 NNNNNNNY 01 020636 0065

BARKER BLUE DOG
1717 E VISTA CHINO PMB 185
STE A7
PALM SPRINGS CA 92262-3569

Account Number	404955544
Due Date	Apr 24, 2026
Amount Due	\$119.08

Amount Enclosed \$ _____

Please send payment to:

ADT SECURITY SERVICES
PO BOX 371878
PITTSBURGH, PA 15250-7878



Please detach and submit this slip with your payment. Please write your customer Account Number on your check or money order and make payable to ADT. Do not send cash. Do not send correspondence.

00404955544000000000000000403260000000000000119088



*El. Test
Master 1.4*

[Back to Stays and Events](#)

Hotel Bill

Bill for Room 0222

Apr 7 – Apr 9, 2026

Hotel Indigo San Diego-Gaslamp Quarter

Confirmation Number: 49797987

APR 7

Package Rate	\$222.30 USD
Occupancy Tax	\$30.57 USD
SD Tourism Assessment	\$4.45 USD
CA Tourism Assessment	\$0.43 USD
Amenity Fee	\$34.00 USD
Occupancy Tax	\$4.68 USD
SD Tourism Assessment	\$0.68 USD
CA Tourism Assessment	\$0.07 USD

APR 8

Package Rate	\$246.05 USD
Occupancy Tax	\$33.83 USD
SD Tourism Assessment	\$4.92 USD
CA Tourism Assessment	\$0.48 USD

Feedback

Amenity Fee	\$34.00 USD
Occupancy Tax	\$4.68 USD
SD Tourism Assessment	\$0.68 USD
CA Tourism Assessment	\$0.07 USD

APR 9

MasterCard - \$621.89 USD

Terms and Conditions

The electronic version of your final hotel bill will be available within 24 hours of your check-out time. The bill will reflect any charges made through 11pm on your check-out date. Any adjustments after that time may not be shown. The hotel retains official records of all charges and credits to your account and will only honor those records. Most hotels are independently owned and/or operated.

Hotel bills will be available for up to 6 months following your stay. You will continue to receive a paper copy of your bill upon check-out.

Stay again

Feedback

IHG HOTELS & RESORTS



SIX SENSES



REGENT INTERCONTINENTAL



NIGNETTE COLLECTION



KIMPTON



HOTEL INDIGO



VOCO Ruby



華星酒店
HUALUXE



CROWNE PLAZA



IBEROSTAR
BEACHFRONT RESORTS



EVEN



Holiday Inn Express



Holiday Inn



Garner avid



ATWELL SUITES



STAYBRIDGE SUITES



Holiday Inn Club Vacations



04-09-26

James Mays 1541 E Racquet Club Rd Palm-Springs 92262-2365 United States	Folio No. :	584168	Room No. :	0822
	A/R Number :		Arrival :	04-08-26
	Group Code :		Departure :	04-09-26
	Company :		Conf. No. :	66681249
	Membership No. :	PC 684351493	Rate Code :	IDMF1
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
04-08-26	Package Rate	321.10	
04-08-26	Occupancy Tax	44.15	
04-08-26	SD Tourism Assessment	6.42	
04-08-26	CA Tourism Assessment	0.63	
04-08-26	Parking	65.00	
04-08-26	Amenity Fee	34.00	
04-08-26	Occupancy Tax	4.68	
04-08-26	SD Tourism Assessment	0.68	
04-08-26	CA Tourism Assessment	0.07	
04-09-26	Table 509 Brkfst - Food Room# 0822 : CHECK# 84373	5.02	
04-09-26	MasterCard XXXXXXXXXXXXX7883		481.75
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews . We look forward to welcoming you back soon.		Total	481.75
		Balance	0.00
			-5.02

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

\$476.73

Hotel Indigo San Diego Gaslamp Quarter
 509 9th Ave San Diego, CA 92101
 Telephone: (619) 727-4000 Fax: (619) 727-4010
www.hotelindigo.com/sandiego



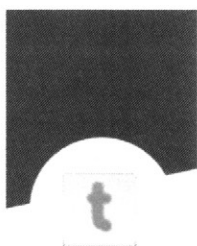
James Mays <jmays@bestacademycs.com>

Your typing.com receipt [#1375-8929]

1 message

typing.com <receipts@typing.com>
Reply-To: "typing.com" <support@teaching.com>
To: jmays@bestacademycs.com

Fri, Apr 10, 2026 at 9:16 AM



Receipt from typing.com

Receipt #1375-8929

AMOUNT PAID	DATE PAID	PAYMENT METHOD
\$3,300.00	Apr 10, 2026, 12:15:10 PM	AMERICAN EXPRESS - 1007

SUMMARY

Payment for invoice(s) INV-2575	\$3,300.00
Amount paid	\$3,300.00

If you have any questions, visit our support site at <https://www.typing.com/support>, contact us at support@teaching.com, or call us at +1 469-501-7758.



Payment receipt

You paid \$3,960.00

to LiveSchool, Inc. on 4/10/2026

Invoice no.	14906
Invoice amount	\$3,960.00
Total	\$3,960.00

Status	Paid
Payment method	Credit Card
Authorization ID	19A22HOUOU6Y

Thank you



LiveSchool, Inc.

+18776121086

<https://whyliveschoolinc.com> | accounting@liveschoolinc.com
101 Creekside Crossing, Suite 1700-201, Brentwood, TN 37027

No additional transfer fees or taxes apply.

Intuit Payments Inc (IPI) processes payments as an agent of the business. Payments processed by IPI constitutes payment to the business and satisfies your obligation to pay the business, including in connection with any dispute or case, in law or equity. Money movement services are provided by IPI pursuant to IPI's licenses (NMLS #1098819, <https://www.intuit.com/legal/licenses/payment-licenses>). IPI is located at 2700 Coast Avenue, Mountain View, CA 94043, 1-888-536-4801.

Order Summary

Order placed April 11, 2026 Order # 114-6542910-5023448

Ship to	Payment method	Order Summary
Jalyah Woods 1320 S AMBERWICK LN ANAHEIM, CA 92804-5426 United States	American Express ending in 1007 View related transactions	Item(s) Subtotal: \$77.50 Shipping & Handling: \$0.00 Your Coupon Savings: -\$1.25 Total before tax: \$76.25 Estimated tax to be collected: \$5.92 Grand Total: \$82.17

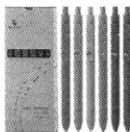
Delivered April 13

Your package was left near the front door or porch.



250 Count Colored Index Cards 3x5 Inch 180gsm Heavy Weight Flash Card (50 Sheets Each), Note Taking for Students, Teachers, Professionals, Study Note Cards for Office Home School

Sold by: AILZFEI
Return or replace items: Eligible through May 13, 2026
\$5.99



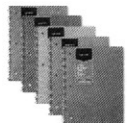
Ddaowanx Gel Pens, 6 Pcs 0.5mm Quick Dry Black Ink Pens Fine Point Smooth Writing Pens, Cute Office School Supplies Gifts for Women

Sold by: Tongyika
Return or replace items: Eligible through May 13, 2026
\$7.99



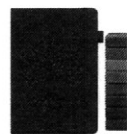
Post-it 100% Recycled Paper Super Sticky Notes, 3 in. x 3 in., 5 Pads, 70 Sheets per Pad, Wanderlust Pastels, School Supplies and Office Products

Sold by: Amazon.com
Supplied by: Other
Return or replace items: Eligible through May 13, 2026
\$4.99



Amazon Basics College-Ruled Spiral Notebook, For Work and School, 70 Sheets, 8" x 10.5", Assorted Pastel Solid Colors, 5-Pack

Sold by: Amazon.com
Supplied by: Other
Return or replace items: Eligible through May 13, 2026
\$8.33



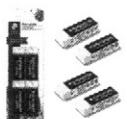
ALKALO Lined Journal Notebook for Women Men, A5 Hardcover Leather Journals for Writing, 200 Pages Thick Paper, Daily Journal Notebook for Work, School, Note Taking, Business, Travel, College Ruled

Sold by: ALKALO US
Return or replace items: Eligible through May 13, 2026
\$8.99



WINDARS School Backpack for Teen Girls, Cute College Backpacks for Women Students Aesthetic Bookbag Large 15.6 Inch Laptop Bag Middle School Travel Backpack (Khaki Beige)

Sold by: WINDARS-US
Supplied by: Other
Return or replace items: Eligible through May 13, 2026
\$24.99



STAEDTLER Mars Plastic Vinyl Erasers (4-Pack), White Erasers for Clean & Precise Results - Latex-Free, Minimal Crumbling, Made in Peru

Sold by: Amazon.com
Supplied by: Other
Return items: Eligible through May 13, 2026
\$6.33



BIC Xtra-Smooth Pastel Mechanical Pencils with Erasers, Medium Point (0.7mm),

40-Count Pack, Bulk Mechanical Pencils for School or Office Supplies

Sold by: Amazon.com

Supplied by: Other

Return or replace items: Eligible through May 13, 2026

\$9.89

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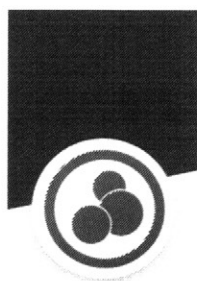
James Mays <jmays@bestacademycs.com>

Your 3P Learning Inc receipt [#1155-9344]

1 message

3P Learning Inc <receipts+acct_1S0bFFPHEIZQnWPW@stripe.com>
Reply-To: 3P Learning Inc <support.usa@3plearning.com>
To: jmays@bestacademycs.com

Mon, Apr 13, 2026 at 12:42 PM



Receipt from 3P Learning Inc

Receipt #1155-9344

AMOUNT PAID	DATE PAID	PAYMENT METHOD
\$6,907.95	Apr 13, 2026, 3:40:42 PM	AMERICAN EXPRESS - 1007

SUMMARY

Pay Transaction: INV-US-27247, for 12915445	
Brookfield Engineering Science Technology (Best) Academy, Dated: 10/4/2026 x 1	\$6,772.50
Credit Card Surcharge x 1	\$135.45
Amount paid	\$6,907.95



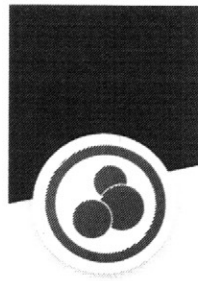
James Mays <jmays@bestacademy.com>

Your 3P Learning Inc receipt [#1330-2792]

1 message

3P Learning Inc <receipts+acct_1S0bFFPHEIZQnWPW@stripe.com>
Reply-To: 3P Learning Inc <support.usa@3plearning.com>
To: jmays@bestacademy.com

Mon, Apr 13, 2026 at 12:39 PM



Receipt from 3P Learning Inc

Receipt #1330-2792

AMOUNT PAID	DATE PAID	PAYMENT METHOD
\$526.32	Apr 13, 2026, 3:38:21 PM	AMERICAN EXPRESS - 1007

SUMMARY


Pay Transaction: INV-US-27246, for 12915445	
Brookfield Engineering Science Technology (Best) Academy, Dated: 10/4/2026 × 1	\$516.00
Credit Card Surcharge × 1	\$10.32
Amount paid	\$526.32

Order Summary

Order placed April 14, 2026 Order # 114-2916808-0889049

Ship to Barker Blue Dog 6360 EL CAJON BLVD # 101 SAN DIEGO, CA 92115-2643 United States	Payment method American Express ending in 1007 View related transactions	Order Summary Item(s) Subtotal: \$318.30 Shipping & Handling: \$0.00 Total before tax: \$318.30 Estimated tax to be collected: \$24.60 Grand Total: \$342.90
--	---	---

Arriving tomorrow



I Am Malala: The Girl Who Stood Up for Education and Was Shot by the Taliban
Sold by: Amazon.com
Supplied by: Other
\$10.61

[Back to top](#)



CA US
6198816900
sancl_gm@hilton.com

Guest Folio

Confirmation Number - 80899819

Primary Guest

Guest Name MAYS, JAMES WILLIAM
Address 1541 E. Racquet Club Rd
City, State, Zip Code Palm Springs CA 92262
Country US

ADDN GUESTS

Sarah Alonzo

Hilton Honors

G GOLD
765989088

Stay Details

Check In Date Apr 13, 2026
Check Out Date Apr 16, 2026
Room NK1B - 422
Source OTHER
Guests 2/0

Company Details

Name
Tax#/ID#
PO Number
Account Name
Account Number 00000001

Other Details

Tax Invoice
Tax/Fee NO
Exemption
Tax/Fee
Exempt Date
Travel Agent
IATA
Name

Date	Type	Description	Amount
Apr 13, 2026	Charge	GUEST ROOM	\$140.06
Apr 13, 2026	Tax	TRANSIENT OCCUPANCY TAX	\$17.86
Apr 13, 2026	Tax	CA TOURISM ASSESSMENT	\$0.27
Apr 13, 2026	Fee	SAN DIEGO TMD ASSESSMENT	\$2.80
Apr 14, 2026	Charge	GUEST ROOM	\$140.07
Apr 14, 2026	Tax	TRANSIENT OCCUPANCY TAX	\$17.86
Apr 14, 2026	Tax	CA TOURISM ASSESSMENT	\$0.27
Apr 14, 2026	Fee	SAN DIEGO TMD ASSESSMENT	\$2.80
Apr 15, 2026	Charge	GUEST ROOM	\$145.93
Apr 15, 2026	Tax	TRANSIENT OCCUPANCY TAX	\$18.61
Apr 15, 2026	Tax	CA TOURISM ASSESSMENT	\$0.28
Apr 15, 2026	Fee	SAN DIEGO TMD ASSESSMENT	\$2.92
Apr 16, 2026	Payments	AMEX-1007	-\$489.73

Summary

Type	Amount
GUEST ROOM	\$426.06
TRANSIENT OCCUPANCY TAX	\$54.33
CA TOURISM ASSESSMENT	\$0.82
SAN DIEGO TMD ASSESSMENT	\$8.52
CREDIT CARD	-\$489.73
Folio Balance	\$0.00

Check In Time 01:39 PM
Check Out Time 12:02 PM

Reservations doubletree.com or +1-855-610-TREE



CA US
6198816900
sancl_gm@hilton.com

Guest Folio

Confirmation Number - 80899819

Primary Guest

Guest Name MAYS, JAMES WILLIAM
Address 1541 E. Racquet Club Rd
City, State, Zip Code Palm Springs CA 92262
Country US

ADDN GUESTS

Bryndle Valadez

Hilton Honors

G GOLD
765989088

Stay Details

Check In Date Apr 13, 2026
Check Out Date Apr 16, 2026
Room NQXIH - 821
Source OTHER
Guests 2/0

Company Details

Name
Tax#/ID#
PO Number
Account Name
Account Number 00000001

Other Details

Tax Invoice
Tax/Fee NO
Exemption
Tax/Fee
Exempt Date
Travel Agent
IATA
Name

Date	Type	Description	Amount
Apr 13, 2026	Charge	GUEST ROOM	\$140.06
Apr 13, 2026	Tax	TRANSIENT OCCUPANCY TAX	\$17.86
Apr 13, 2026	Tax	CA TOURISM ASSESSMENT	\$0.27
Apr 13, 2026	Fee	SAN DIEGO TMD ASSESSMENT	\$2.80
Apr 14, 2026	Charge	GUEST ROOM	\$140.07
Apr 14, 2026	Tax	TRANSIENT OCCUPANCY TAX	\$17.86
Apr 14, 2026	Tax	CA TOURISM ASSESSMENT	\$0.27
Apr 14, 2026	Fee	SAN DIEGO TMD ASSESSMENT	\$2.80
Apr 15, 2026	Charge	GUEST ROOM	\$145.93
Apr 15, 2026	Tax	TRANSIENT OCCUPANCY TAX	\$18.61
Apr 15, 2026	Tax	CA TOURISM ASSESSMENT	\$0.28
Apr 15, 2026	Fee	SAN DIEGO TMD ASSESSMENT	\$2.92
Apr 16, 2026	Payments	AMEX-1007	-\$489.73

Summary

Type	Amount
GUEST ROOM	\$426.06
TRANSIENT OCCUPANCY TAX	\$54.33
CA TOURISM ASSESSMENT	\$0.82
SAN DIEGO TMD ASSESSMENT	\$8.52
CREDIT CARD	-\$489.73
Folio Balance	\$0.00

Check In Time 01:47 PM
Check Out Time 03:04 PM

Reservations doubletree.com or +1-855-610-TREE



CA US
6198816900
sancl_gm@hilton.com

Guest Folio

Confirmation Number - 80899819

Primary Guest

Guest Name MAYS, JAMES WILLIAM
Address 1541 E. Racquet Club Rd
City, State, Zip Code Palm Springs CA 92262
Country US

ADDN GUESTS

Breeana Clark

Hilton Honors

G GOLD
765989088

Stay Details

Check In Date Apr 13, 2026
Check Out Date Apr 16, 2026
Room NQXIJ - 830
Source OTHER
Guests 2/0

Company Details

Name
Tax#/ID#
PO Number
Account Name
Account Number 00000001

Other Details

Tax Invoice
Tax/Fee NO
Exemption
Tax/Fee
Exempt Date
Travel Agent
IATA
Name

Date	Type	Description	Amount
Apr 13, 2026	Charge	GUEST ROOM	\$140.06
Apr 13, 2026	Tax	TRANSIENT OCCUPANCY TAX	\$17.86
Apr 13, 2026	Tax	CA TOURISM ASSESSMENT	\$0.27
Apr 13, 2026	Fee	SAN DIEGO TMD ASSESSMENT	\$2.80
Apr 14, 2026	Charge	GUEST ROOM	\$140.07
Apr 14, 2026	Tax	TRANSIENT OCCUPANCY TAX	\$17.86
Apr 14, 2026	Tax	CA TOURISM ASSESSMENT	\$0.27
Apr 14, 2026	Fee	SAN DIEGO TMD ASSESSMENT	\$2.80
Apr 15, 2026	Charge	GUEST ROOM	\$145.93
Apr 15, 2026	Tax	TRANSIENT OCCUPANCY TAX	\$18.61
Apr 15, 2026	Tax	CA TOURISM ASSESSMENT	\$0.28
Apr 15, 2026	Fee	SAN DIEGO TMD ASSESSMENT	\$2.92
Apr 16, 2026	Payments	AMEX-1007	-\$489.73

Summary

Type	Amount
GUEST ROOM	\$426.06
TRANSIENT OCCUPANCY TAX	\$54.33
CA TOURISM ASSESSMENT	\$0.82
SAN DIEGO TMD ASSESSMENT	\$8.52
CREDIT CARD	-\$489.73
Folio Balance	\$0.00



Ramada by Wyndham San Diego National City
700 National City Blvd
National City, CA 91950
Tel: (619) 474-2800 Fax: (619) 474-1689

Meeting/Testing Best Academy

Date 04-16-26
Time 05:15 PM
Room 9070
Conf.No. 421740287
Recpt. No 57631

United States

PAYMENT RECEIPT				
Date	Description	Appr. Code	Exp. Date	Amount
04-16-26	Mastercard XXXXXXXXXXXXX7883 XX/XX	05329P	XX/XX	5,100.00 USD

Guest Signature

Cashier 2433

The UPS Store #6559
 6353 EL CAJON BLVD STE 124
 SAN DIEGO, CA 92115-2655
 619-487-9511

Terminal.....: POS6559A Date.: 4/6/2026
 Employee.....: 352390 Time.: 02:09 PM
 Customer No.: CU00576562

Lst. Name.: Best Academy

ITEM NAME	QTY	PRICE	TOTAL
Ground Residential	1	\$16.83	\$16.83

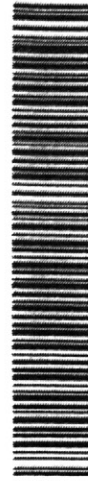
Tax \$0.00
 HHSCX8W7X3D7
 Tracking Number - 1Z062350323646080

Subtotal \$16.83
 Shipping/Other Charges \$0.00
 Total tax \$0.00
 Total \$16.83

Card Token \$16.83

Items Designated NR are NOT eligible for Returns, Refunds or Exchanges.

US Postal Rates Are Subject to Surcharge.



12604066559A028410

View The UPS Store, Inc.'s privacy notice at <https://www.theupsstore.com>

W111111

The UPS Store #6559
 6353 EL CAJON BLVD STE 124
 SAN DIEGO, CA 92115-2655
 619-487-9511

Terminal.....: POS6559B Date.: 4/6/2026
 Employee.....: 282508 Time.: 11:01 AM
 Customer No.: CU00576562

Lst. Name.: Best Academy

ITEM NAME	QTY	PRICE	TOTAL
Ground Residential	1	\$21.29	\$21.29

Tax \$0.00
 HHSCX877W5TH
 Tracking Number - 1Z06235032446722

Subtotal \$21.29
 Shipping/Other Charges \$0.00
 Total tax \$0.00
 Total \$21.29

Card Token \$21.29

Items Designated NR are NOT eligible for Returns, Refunds or Exchanges.

US Postal Rates Are Subject to Surcharge.

US Postal Rates Are Subject to Surcharge.



12604066559B030736

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W111111

The UPS Store #6559
 6353 EL CAJON BLVD STE 124
 SAN DIEGO, CA 92115-2655
 619-487-9511

Terminal.....: POS6559B Date.: 4/2/2026
 Employee.....: 336305 Time.: 10:24 AM

Lst. Name.: Best Academy

ITEM NAME	QTY	PRICE	TOTAL
Ground Residential	1	\$40.83	\$40.83

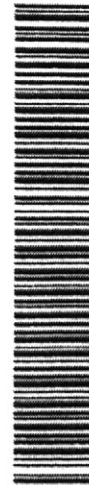
Tax \$0.00
 HHSCX8M6SRVK
 Tracking Number - 1Z06235062420319

Subtotal \$40.83
 Shipping/Other Charges \$0.00
 Total tax \$0.00
 Total \$40.83

Card \$40.83

Items Designated NR are NOT eligible for Returns, Refunds or Exchanges.

US Postal Rates Are Subject to Surcharge.



12604026559B030682

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W111111

Tell us what you think

2

3

The UPS Store #6559
6353 EL CAJON BLVD STE 124
SAN DIEGO, CA 92115-2655
619-487-9511

Terminal....: POS6559B Date.: 4/9/2026
Employee....: 352390 Time.: 02:14 PM
Customer No.: CU00576562

Cust. Name.: Best Academy

The UPS Store #6559
6353 EL CAJON BLVD STE 124
SAN DIEGO, CA 92115-2655
619-407-9511

Terminal....: POS6559A Date.: 4/10/2026
Employee....: 338305 Time.: 10:19 AM
Customer No.: CU00576562

Cust. Name.: Best Academy

ITEM NAME	QTY	PRICE	TOTAL
Ground Residential			\$28.28
	1 0	\$28.28	
Tax MNOSCX8DFDJAX			\$0.00
Tracking Number - 1ZX06235A824488426			
Ground Residential			\$28.28
	1 0	\$28.28	
Tax MNOSCX814E56S			\$0.00
Tracking Number - 1ZX06235A891156471			
Subtotal			\$56.56
Shipping/Other Charges			\$0.00
Total tax			\$0.00
Total			\$56.56
Card Token			\$56.56

ITEM NAME	QTY	PRICE	TOTAL
Priority Mail			\$26.04
	1 0	\$26.04	
Tax MNOSCX8S4XUAM			\$0.00
Tracking Number - 9405550899562035302363			
Subtotal			\$26.04
Shipping/Other Charges			\$0.00
Total tax			\$0.00
Total			\$26.04
Cards			\$26.04

Items Designated NR are NOT eligible for Returns, Refunds or Exchanges.

US Postal Rates Are Subject to Surcharge.

Items Designated NR are NOT eligible for Returns, Refunds or Exchanges.

US Postal Rates Are Subject to Surcharge.



1 2 6 0 4 1 0 6 5 5 9 A 0 2 8 4 4 2

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1 2 6 0 4 0 9 6 5 5 9 B 0 3 0 8 1 4

View The UPS Store, Inc.'s privacy notice at <https://www.theupsstore.com/privacy-policy>

1

The UPS Store #6559
6353 EL CAJON BLVD STE 124
SAN DIEGO, CA 92115-2655
619-487-9511

Terminal....: POS6559A Date.: 4/17/2026
Employee....: 338305 Time.: 09:31 AM

ITEM NAME	QTY	PRICE	TOTAL
Ground Residential	1 0	\$28.78	\$28.78
Tax MNOSCX8BNEPZ			\$0.00

Tracking Number - 1ZX06235A823794810

Subtotal	\$28.78
Shipping/Other Charges	\$0.00
Total tax	\$0.00
Total	\$28.78
Cards	\$28.78

Items Designated NR are NOT eligible for Returns, Refunds or Exchanges.

US Postal Rates are Subject to Surcharge.



1 2 6 0 4 1 7 6 5 5 9 A 0 2 8 4 9 1

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MAN
Tel: 1-800-414-6300

Order Summary

Order placed April 16, 2026 Order # 114-4139902-2891419

Ship to Barker Blue Dog 6360 EL CAJON BLVD # 101 SAN DIEGO, CA 92115-2643 United States	Payment method Mastercard ending in 0274 View related transactions	Order Summary Item(s) Subtotal: \$58.60 Shipping & Handling: \$2.99 Free Shipping: -\$2.99 Total before tax: \$58.60 Estimated tax to be collected: \$4.56 Grand Total: \$63.16
--	---	---

Arriving overnight 7 AM – 11 AM



Amazon Basics Colorful, Sturdy, Lightweight Plastic Clipboards, Letter Size, Assorted Colors, Pack of 6
Sold by: Amazon.com
Supplied by: Other
4 \$14.65


[Back to top](#)

Order Summary


Order placed April 16, 2026 Order # 114-0164318-9942651

Ship to Barker Blue Dog 6360 EL CAJON BLVD # 101 SAN DIEGO, CA 92115-2643 United States	Payment method Mastercard ending in 0274 View related transactions	Order Summary Item(s) Subtotal: \$123.84 Shipping & Handling: \$0.00 Total before tax: \$123.84 Estimated tax to be collected: \$9.60 Grand Total: \$133.44
--	---	--

Arriving tomorrow



10X Large Magnifying Glass for Reading, Upgraded Handheld Magnifier with 5.12inch Anti-Glare Lens, Non-Slip Handle for Close Work, Seniors Reading, Kids Nature Exploration, Hobby Observation
Sold by: SKGXMAGN OPTICS
Supplied by: Other
\$15.99



Fitense Microscope for Adults Kids,40X-2000X Monocular Microscope Kit for Home School Lab, 2 LED Lights & 5 Colors Kids Microscope with Phone Holder,10 Specimen Slides,20 Slides,100 Coverslips, Bag
Sold by: GrandLinkMart
Supplied by: Other
\$59.88



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Order Summary

Order placed April 14, 2026 Order # 111-7111375-6983431

Ship to	Payment method	Order Summary
John Goodwin 2201 E 4TH ST NATIONAL CITY, CA 91950-2052 United States	Prime Store Card ending in 9264 Earns 5% back on all items View related transactions	Item(s) Subtotal: \$38.43 Shipping & Handling: \$0.00 Total before tax: \$38.43 Estimated tax to be collected: \$3.36 Grand Total: \$41.79

Delivered April 15
Your package was left near the front door or porch.

	Logitech M720 Triathlon Bluetooth Wireless Optical Mouse with Unifying Receiver (Renewed) Sold by: ViannaTech1 Return or replace items: Eligible through July 14, 2026 \$28.44
	ACASIS USB C Hub 10Gbps, 6-in-1 Multiport Adapter with 4K 60Hz HDMI, 100W Power Delivery, USB A3.2 Data Port, USB C to HDMI Adapter for MacBook, Dell, Lenovo, Surface, iPad PRO, XPS(Black) Sold by: ACASIS Direct US Return or replace items: Eligible through May 15, 2026 \$9.99

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B.E.S.T. Academy

Check Detail

April 2026

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
9120 Checking Account						
04/01/2026	Expense	Divvy_Mar26	Divvy		C	-12,059.52
				ORIG CO NAME:BILL Divvy Finan ORIG ID:XXXXXX1296 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX5854177 EED:260401 IND ID:SBKRH0OSL3F9H45 IND NAME:B EST Academy BILL Divvy Finan iUw7HYARWxU1AWC TRN: XXXXXX4177 TC		-12,059.52
04/02/2026	Bill Payment (Check)	3949	Guardian		C	-545.53
						-545.53
04/02/2026	Bill Payment (Check)	3948	Debra Webb		C	-600.00
						-600.00
04/02/2026	Bill Payment (Check)	3947	Tresa Farrell		C	-162.30
						-162.30
04/02/2026	Bill Payment (Check)		Alejandro Soriano		C	-1,057.05
						-1,057.05
04/02/2026	Bill Payment (Check)		Jim W. Mays III		C	-6,191.63
						-6,191.63
04/02/2026	Expense	4/3/26 Payrolls			C	-
				Payroll 4/3/26 Monthly		516,619.64
				Payroll 4/3/26 Monthly Tax		-
						349,713.22
				Payroll 4/3/26 Monthly Fees		-
						141,316.17
				Payroll 4/3/26 Monthly Fees		364.60
				Payroll 4/3/26 Semi Monthly		-19,200.17
				Payroll 4/3/26 Semi Monthly Tax		-6,025.48
04/02/2026	Bill Payment (Check)		Creative Back Office		C	-9,750.00
						-9,750.00
04/02/2026	Bill Payment (Check)		Sara Ceja		C	-261.52
						-261.52
04/02/2026	Bill Payment (Check)		Marcella Nino		C	-600.00
						-600.00
04/02/2026	Bill Payment (Check)		Hannah Duroscher		C	-700.00
						-700.00

B.E.S.T. Academy

Check Detail

April 2026

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
04/02/2026	Bill Payment (Check)		Cassandra Bolden		C	-600.00
						-600.00
04/02/2026	Bill Payment (Check)		Gary McCloskey		C	-1,098.20
						-1,098.20
04/02/2026	Bill Payment (Check)		Vianetia Lopez		C	-249.00
						-249.00
04/02/2026	Bill Payment (Check)		Kathryn Allen		C	-466.00
						-466.00
04/02/2026	Bill Payment (Check)		Leiann Lauas		C	-955.00
						-955.00
04/02/2026	Bill Payment (Check)		Lauren Lawless		C	-160.00
						-160.00
04/02/2026	Bill Payment (Check)		Cynthia Mumme		C	-435.00
						-435.00
04/02/2026	Bill Payment (Check)		Yukiko Petrus		C	-1,461.00
						-1,461.00
04/02/2026	Bill Payment (Check)		Grady McGuire		C	-600.00
						-600.00
04/02/2026	Bill Payment (Check)		Ivette Cortez		C	-500.00
						-500.00
04/02/2026	Bill Payment (Check)		Matthew King		C	-295.00
						-295.00
04/02/2026	Bill Payment (Check)		Shyann Suarez		C	-395.00
						-395.00
04/02/2026	Bill Payment (Check)		Cynthia Careli Lambarena		C	-409.00
						-409.00

B.E.S.T. Academy

Check Detail

April 2026

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
04/02/2026	Bill Payment (Check)		Claissa Sandoval		C	-500.00
						-500.00
04/02/2026	Bill Payment (Check)		Cynthia L. Schneider		C	-300.00
						-300.00
04/02/2026	Bill Payment (Check)		Jocelyn Walker		C	-525.00
						-525.00
04/02/2026	Bill Payment (Check)		Matt Nestlerode		C	-2,225.00
						-2,225.00
04/02/2026	Bill Payment (Check)		Grace Alipour		C	-1,225.00
						-1,225.00
04/02/2026	Bill Payment (Check)		Miranda O'Dell		C	-250.00
						-250.00
04/02/2026	Bill Payment (Check)		Jasmine K Flores		C	-120.00
						-120.00
04/03/2026	Expense			SERVICE CHARGES FOR THE MONTH OF MARCH	C	-12.50
						12.50
04/06/2026	Bill Payment (Check)	3969	Lighthouse Education Center		C	-4,265.00
						-4,265.00
04/06/2026	Bill Payment (Check)	3968	Nataly Jewel		C	-297.50
						-297.50
04/06/2026	Bill Payment (Check)	3967	Validate Me Inc		C	-600.00
						-600.00
04/06/2026	Bill Payment (Check)	3966	Gathered Oak		C	-17,195.72
						-17,195.72
04/06/2026	Bill Payment (Check)	3965	Illuminway Educational Services		C	-177.50
						-177.50

B.E.S.T. Academy

Check Detail

April 2026

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
04/06/2026	Bill Payment (Check)	3964	BoardOnTrack		C	-10,395.00
						-10,395.00
04/06/2026	Bill Payment (Check)	3963	Fundamental Foundations			-800.00
						-800.00
04/06/2026	Bill Payment (Check)	3962	Harmony Arts, LLC		C	-970.00
						-970.00
04/06/2026	Bill Payment (Check)	3961	Rockstars of Tomorrow - Riverside		C	-71.25
						-71.25
04/06/2026	Bill Payment (Check)	3960	Calmingbee Inc.		C	-857.00
						-857.00
04/06/2026	Bill Payment (Check)	3959	Nancy Loeschig		C	-420.00
						-420.00
04/06/2026	Bill Payment (Check)	3958	Red Apple Academy		C	-9,173.83
						-9,173.83
04/06/2026	Bill Payment (Check)	3957	Hola Amigo, LLC		C	-66.94
						-66.94
04/06/2026	Bill Payment (Check)	3956	IXL Learning, Inc.		C	-4,642.50
						-4,642.50
04/06/2026	Bill Payment (Check)	3955	Jenna Niemes		C	-1,080.00
						-1,080.00
04/06/2026	Bill Payment (Check)	3954	Mathnasium of Fountain Valley		C	-160.00
						-160.00
04/06/2026	Bill Payment (Check)	3953	Creative Solutions Tutoring		C	-340.00
						-340.00
04/06/2026	Bill Payment	3952	Endeavor		C	-256.00

B.E.S.T. Academy

Check Detail

April 2026

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
	(Check)		Gymnastics			-256.00
04/06/2026	Bill Payment (Check)	3951	Tresa Farrell		C	-278.99
						-278.99
04/06/2026	Check	3950	Daniel A. Crook	Final Check		-3,092.86
				Final Check		-3,092.86
04/06/2026	Expense		MBI I Bank	ORIG CO NAME:MBI ORIG ID:XXXXXX1866 DESC DATE:260404 CO ENTRY DESCR:SETL SEC:CCD TRACE#:XXXXXXXXX0572001 EED:260406 IND ID: IND NAME:BEST ACADEMY CHARTER S TRN: XXXXXX2001TC	C	-20.00
						20.00
04/06/2026	Bill Payment (Check)		Hannah Duroscher		C	-700.00
						-700.00
04/06/2026	Bill Payment (Check)		School Pathways, LLC		C	-4,205.12
						-4,205.12
04/06/2026	Bill Payment (Check)		Bright Spark Learning Inc.		C	-1,750.00
						-1,750.00
04/06/2026	Bill Payment (Check)		Amazon Capital Services		C	-25,546.59
						-25,546.59
04/06/2026	Bill Payment (Check)		BIGO Solutions		C	-35,790.00
						-35,790.00
04/06/2026	Bill Payment (Check)		Discovery of Learning		C	-29,459.84
						-29,459.84
04/06/2026	Bill Payment (Check)		Seashore Academy LLC		C	-26,112.03
						-26,112.03
04/06/2026	Bill Payment (Check)		South OC Hybrid Homeschool		C	-1,398.00
						-1,398.00
04/06/2026	Bill Payment		Endeavor		C	-906.00

B.E.S.T. Academy

Check Detail

April 2026

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
	(Check)		Gymnastics			-906.00
04/06/2026	Bill Payment (Check)		Ting-Ya Yang		C	-1,200.00
						-1,200.00
04/06/2026	Bill Payment (Check)		Conor Matthews		C	-960.00
						-960.00
04/06/2026	Bill Payment (Check)		Clava LLC		C	-26,140.82
						-26,140.82
04/06/2026	Bill Payment (Check)		Education Station LLC		C	-380.00
						-380.00
04/07/2026	Expense		National Benefit Services, LLC		C	-76,509.67
				ORIG CO NAME:NATIONAL BENEFIT ORIG ID:XXXXXX1003 DESC DATE: CO ENTRY DESCR:CASHCD SEC:CCD TRACE#:XXXXXXXX4177811 EED:260407 IND ID: IND NAME:BEST ACADEMY TRN: 0 XXXXX7811TC		-76,509.67
04/08/2026	Bill Payment (Check)	3970	Gina Maklary		C	-6,053.41
						-6,053.41
04/08/2026	Expense		MBI I Bank		C	-376.50
				ORIG CO NAME:MBI ORIG ID:XXXXXX1866 DESC DATE:260407 CO ENTRY DESCR:SETL SEC:CCD TRACE#:XXXXXXXX6050013 EED:260408 IND ID: IND NAME:BEST ACADEMY CHARTER S TRN: XXXXXX0013TC		376.50
04/08/2026	Expense		IGOE		C	-149.98
				ORIG CO NAME:Igoe and Company ORIG ID:XXXXXX1660 DESC DATE: CO ENTRY DESCR:IDR Chk ReSEC:CCD TRACE#:XXXXXXXX6885835 EED:260408 IND ID: IND NAME:BEST Academy Cha rter 3/30/26-4/5/26 Checks\ DISC DATA TRN: XXXXXX5835 TC		149.98
04/08/2026	Expense			D. Crook Manual Check	C	-942.25
				D. Crook Manual Check		-942.25
04/10/2026	Expense			G. Maklary Manual Check	C	-2,236.77
				G. Maklary Manual Check		-2,236.77
04/13/2026	Bill Payment (Check)	3978	SmallTalk Pediatric Therapy			-1,860.00
						-1,860.00

B.E.S.T. Academy

Check Detail

April 2026

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
04/13/2026	Bill Payment (Check)	3977	Young, Minney & Corr, LLP		C	-4,799.50
						-4,799.50
04/13/2026	Bill Payment (Check)	3976	Hola Amigo, LLC		C	-85.72
						-85.72
04/13/2026	Bill Payment (Check)	3975	Suntree Educational Services		C	-400.00
						-400.00
04/13/2026	Bill Payment (Check)	3974	Little Surf Co.		C	-750.00
						-750.00
04/13/2026	Bill Payment (Check)	3973	Ecocenter Inc. dba The Ecology Center		C	-3,068.00
						-3,068.00
04/13/2026	Bill Payment (Check)	3972	Butterfly Trio, LLC		C	-648.00
						-648.00
04/13/2026	Bill Payment (Check)	3971	YMCA Orange County			-174.00
						-174.00
04/13/2026	Expense		MBI I Bank	ORIG CO NAME:MBI ORIG ID:XXXXXX1866 DESC DATE:260411 CO ENTRY DESCR:SETL SEC:CCD TRACE#:XXXXXXXX9294479 EED:260413 IND ID: IND NAME:BEST ACADEMY CHARTER S TRN: XXXXXX4479TC	C	-109.11
						109.11
04/13/2026	Bill Payment (Check)		Soaring Minds Education, LLC		C	-350.00
						-350.00
04/13/2026	Bill Payment (Check)		Head, Heart, and Hands		C	-39,132.98
						-39,132.98
04/13/2026	Bill Payment (Check)		Infinity Kids		C	-1,920.00
						-1,920.00
04/13/2026	Bill Payment (Check)		School Pathways,		C	-19,939.53

B.E.S.T. Academy

Check Detail

April 2026

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
			LLC			-19,939.53
04/13/2026	Bill Payment (Check)		ROOS Music		C	-585.00
						-585.00
04/13/2026	Bill Payment (Check)		Specialized Therapy Services, Inc.		C	-772.50
						-772.50
04/13/2026	Bill Payment (Check)		Endeavor Gymnastics		C	-150.00
						-150.00
04/13/2026	Bill Payment (Check)		Little Passports, Inc.		C	-75.43
						-75.43
04/16/2026	Bill Payment (Check)	3981	Choice Builder		C	-2,884.70
						-2,884.70
04/16/2026	Bill Payment (Check)	3980	Aflac		C	-3,583.74
						-3,583.74
04/16/2026	Bill Payment (Check)	3979	Kaiser Permanente		C	-20,095.16
						-20,095.16
04/17/2026	Bill Payment (Check)	3982	Tresa Farrell		C	-395.62
						-395.62
04/17/2026	Expense	Payroll 4.20.26 - Semi			C	-17,413.99
				Payroll 4.20.26 - Semi		-12,684.23
				Payroll 4.20.26 - Semi Tax		-4,709.76
				Payroll 4.20.26 - Semi Fee		20.00
04/17/2026	Bill Payment (Check)		Amy Sokol		C	-700.90
						-700.90
04/17/2026	Bill Payment (Check)		Christie Wright		C	-1,545.00
						-1,545.00
04/17/2026	Bill Payment		Veronica		C	-800.00

B.E.S.T. Academy

Check Detail

April 2026

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
	(Check)		Munoz Barreto			-800.00
04/17/2026	Bill Payment (Check)		Jennifer Reutgen		C	-120.00
						-120.00
04/17/2026	Bill Payment (Check)		Jamie Dalton		C	-600.00
						-600.00
04/17/2026	Bill Payment (Check)		Erica Harper		C	-669.50
						-669.50
04/17/2026	Bill Payment (Check)		Melissa Murphy		C	-800.00
						-800.00
04/17/2026	Bill Payment (Check)		Zyanya Cataldo		C	-1,995.00
						-1,995.00
04/17/2026	Bill Payment (Check)		Denise Marinovich		C	-1,734.00
						-1,734.00
04/17/2026	Bill Payment (Check)		Alyssa Flores		C	-147.00
						-147.00
04/17/2026	Bill Payment (Check)		Matt Nestlerode		C	-1,899.22
						-1,899.22
04/17/2026	Bill Payment (Check)		Ashley & Erika Figge		C	-1,000.00
						-1,000.00
04/17/2026	Bill Payment (Check)		Ihui Su		C	-45.00
						-45.00
04/17/2026	Bill Payment (Check)		Matthew King		C	-320.00
						-320.00
04/17/2026	Bill Payment (Check)		Daena Dooley		C	-5,250.00
						-5,250.00
04/17/2026	Bill Payment		Cynthia L.		C	-100.00

B.E.S.T. Academy

Check Detail

April 2026

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
	(Check)		Schneider			-100.00
04/17/2026	Bill Payment (Check)		Maria Morris		C	-500.00
						-500.00
04/18/2026	Expense		MBI I Bank	ORIG CO NAME:MBI ORIG ID:XXXXXX1866 DESC DATE:260417 CO ENTRY DESCR:SETL SEC:CCD TRACE#:XXXXXXXX4730317 EED:260420 IND ID: IND NAME:BEST ACADEMY CHARTER S TRN: XXXXXX0317TC	C	-20.00
						20.00
04/18/2026	Bill Payment (Check)		Amy Mechler		C	-233.95
						-233.95
04/20/2026	Bill Payment (Check)	3995	Rogue Parkour Gym		C	-765.00
						-765.00
04/20/2026	Bill Payment (Check)	3994	Grit Gymnastics			-678.50
						-678.50
04/20/2026	Bill Payment (Check)	3993	Illuminway Educational Services			-177.50
						-177.50
04/20/2026	Bill Payment (Check)	3992	Music Speaks Studio LLC		C	-300.00
						-300.00
04/20/2026	Bill Payment (Check)	3991	I Can Academy		C	-4,308.33
						-4,308.33
04/20/2026	Bill Payment (Check)	3990	Hope For Reading		C	-200.00
						-200.00
04/20/2026	Bill Payment (Check)	3989	Wintriss Technical Schools Inc			-448.00
						-448.00
04/20/2026	Bill Payment (Check)	3988	Robin Young		C	-140.00
						-140.00
04/20/2026	Bill Payment (Check)	3987	Institute for Excellence in			-325.84

B.E.S.T. Academy

Check Detail

April 2026

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
			Writing			-325.84
04/20/2026	Bill Payment (Check)	3986	Creative Solutions Tutoring		C	-544.00
						-544.00
04/20/2026	Bill Payment (Check)	3985	Prospect Soccer Academy LLC			-900.00
						-900.00
04/20/2026	Bill Payment (Check)	3984	Murphy Language Arts LLC		C	-97.50
						-97.50
04/20/2026	Bill Payment (Check)	3983	Temecula Music Teacher, LLC		C	-870.00
						-870.00
04/20/2026	Bill Payment (Check)		Oxford Consulting Services, Inc.		C	-22,347.50
						-22,347.50
04/20/2026	Bill Payment (Check)		Cassandra Barron		C	-5,000.00
						-5,000.00
04/20/2026	Bill Payment (Check)		Art Steps Inc.		C	-360.00
						-360.00
04/20/2026	Bill Payment (Check)		Kari Rich		C	-83.75
						-83.75
04/20/2026	Bill Payment (Check)		ASU Learning Enterprise		C	-2,000.00
						-2,000.00
04/20/2026	Bill Payment (Check)		Horizon of Hope LLC		C	-53,789.66
						-53,789.66
04/21/2026	Bill Payment (Check)	3996	Shannon Posadas			-44.08
						-44.08
04/21/2026	Expense		National		C	-1,615.02

B.E.S.T. Academy

Check Detail

April 2026

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
			Benefit Services, LLC	ORIG CO NAME:NATIONAL BENEFIT ORIG ID:XXXXXX1003 DESC DATE: CO ENTRY DESCR:CASHCD SEC:CCD TRACE#:XXXXXXXX2314937 EED:260421 IND ID: IND NAME:BEST ACADEMY TRN: 1 XXXXX4937TC		-1,615.02
04/22/2026	Expense		MBI I Bank	ORIG CO NAME:MBI ORIG ID:XXXXXX1866 DESC DATE:260421 CO ENTRY DESCR:SETL SEC:CCD TRACE#:XXXXXXXX3082008 EED:260422 IND ID: IND NAME:BEST ACADEMY CHARTER S TRN: XXXXXX2008TC	C	-302.20 302.20
04/23/2026	Bill Payment (Check)	4006	Rockstars of Tomorrow - Riverside			-71.25 -71.25
04/23/2026	Expense		MBI I Bank	ORIG CO NAME:MBI ORIG ID:XXXXXX1866 DESC DATE:260422 CO ENTRY DESCR:SETL SEC:CCD TRACE#:XXXXXXXX0824069 EED:260423 IND ID: IND NAME:BEST ACADEMY CHARTER S TRN: XXXXXX4069TC	C	-73.50 73.50
04/23/2026	Bill Payment (Check)		Guiding Our Days Inc.		C	-13,923.45 -13,923.45
04/25/2026	Expense		IGOE	ORIG CO NAME:IGOE AND COMP IN ORIG ID:XXXXXX1660 DESC DATE: CO ENTRY DESCR:Admin PymtSEC:CCD TRACE#:XXXXXXXX8152151 EED:260427 IND ID: IND NAME:Best Academy Apr 26 Flex Charges\ TRN: XXXXXX2151 TC	C	-100.00 100.00
04/25/2026	Expense		MBI I Bank	ORIG CO NAME:MBI ORIG ID:XXXXXX1866 DESC DATE:260424 CO ENTRY DESCR:SETL SEC:CCD TRACE#:XXXXXXXX3480165 EED:260427 IND ID: IND NAME:BEST ACADEMY CHARTER S TRN: XXXXXX0165TC	C	-10.00 10.00
04/27/2026	Bill Payment (Check)	4005	Lighthouse Education Center			-5,865.00 -5,865.00
04/27/2026	Bill Payment (Check)	4004	Charter School Development Center			-4,000.00 -4,000.00
04/27/2026	Bill Payment (Check)	4003	Wintriss Technical Schools Inc			-1,380.00 -1,380.00

B.E.S.T. Academy

Check Detail

April 2026

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
04/27/2026	Bill Payment (Check)	4002	Fairfield County Educational Service Center			-8,250.00
						-8,250.00
04/27/2026	Bill Payment (Check)	4001	Orange County Speech Services		C	-3,997.44
						-3,997.44
04/27/2026	Bill Payment (Check)	4000	Rockstars of Tomorrow - Riverside			-71.25
						-71.25
04/27/2026	Bill Payment (Check)	3999	CrunchLabs LLC			-319.53
						-319.53
04/27/2026	Bill Payment (Check)		Jim W. Mays III		C	-25,797.68
						-25,797.68
04/27/2026	Expense		MBI I Bank	ORIG CO NAME:MBI ORIG ID:XXXXXX1866 DESC DATE:260425 CO ENTRY DESCR:SETL SEC:CCD TRACE#:XXXXXXXX9193017 EED:260427 IND ID: IND NAME:BEST ACADEMY CHARTER S TRN: XXXXXX3017TC	C	-35.00
						35.00
04/27/2026	Bill Payment (Check)		The Stepping Stones Group		C	-2,461.76
						-2,461.76
04/27/2026	Bill Payment (Check)		Little Passports, Inc.		C	-247.83
						-247.83
04/27/2026	Bill Payment (Check)		Greystone Equestrian, LLC		C	-705.88
						-705.88
04/27/2026	Bill Payment (Check)		Village Education Centers		C	-28,007.75
						-28,007.75
04/27/2026	Bill Payment (Check)		Time4Learning		C	-119.85
						-119.85

B.E.S.T. Academy

Check Detail

April 2026

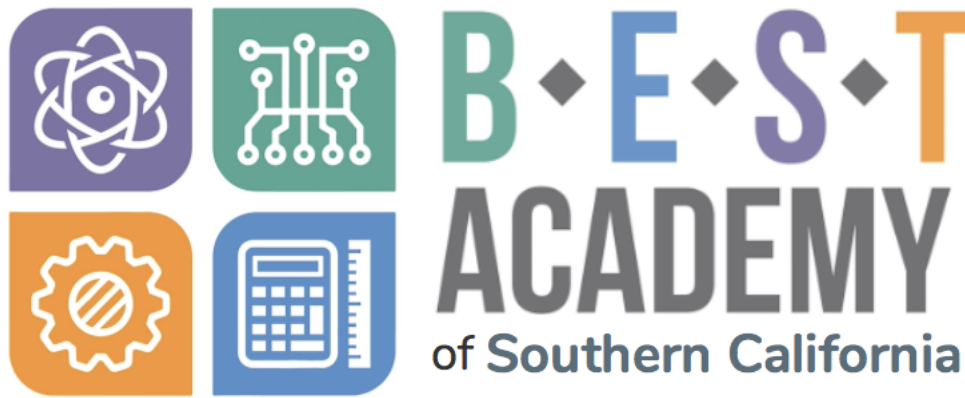
DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
04/27/2026	Bill Payment (Check)		Miranda O'Dell		C	-250.00
						-250.00
04/27/2026	Bill Payment (Check)		Erica Harper		C	-214.50
						-214.50
04/27/2026	Bill Payment (Check)		Amanda Bailey		C	-146.00
						-146.00
04/27/2026	Bill Payment (Check)		Kendra Carter		C	-641.00
						-641.00
04/28/2026	Expense			ORIG CO NAME:PL*PAYLEASE ORIG ID:XXXXXX7225 DESC DATE:042826 CO ENTRY DESCR:WEB PMTS SEC:WEB TRACE#:XXXXXXXX3356706 EED:260428 IND ID:RW0KQ8 IND NAME:James Jim Mays Barker XXX-XXX-5327 TRN: XXXXXX6706 TC	C	-2.95
						2.95
04/28/2026	Expense	May26 Rent	Aztec Retail, LLC c/o SVN Vanguard	May26 Rent	C	-4,001.42
				Previous Balance		-100.91
				SDG&E 2/20/26-3/20/26		181.16
				May 26 Rent		2,433.00
				May 26 CAM Estimate		1,488.17
04/29/2026	Expense		MBI I Bank		C	-348.00
				ORIG CO NAME:MBI ORIG ID:XXXXXX1866 DESC DATE:260428 CO ENTRY DESCR:SETL SEC:CCD TRACE#:XXXXXXXX6094793 EED:260429 IND ID: IND NAME:BEST ACADEMY CHARTER S TRN: XXXXXXXX4793TC		348.00
04/30/2026	Expense		MBI I Bank		C	-20.00
				ORIG CO NAME:MBI ORIG ID:XXXXXX1866 DESC DATE:260429 CO ENTRY DESCR:SETL SEC:CCD TRACE#:XXXXXXXX8192313 EED:260430 IND ID: IND NAME:BEST ACADEMY CHARTER S TRN: XXXXXXXX2313TC		20.00

Coversheet

2026-2027 School Safety Plan

Section: VI. ACTION ITEMS
Item: A. 2026-2027 School Safety Plan
Purpose: Vote
Submitted by:
Related Material: 26-27 BEST Academy School Safety Plan (4934-8213-2623.v1) (1).docx

Brookfield Engineering Science & Technology Academy School Safety Plan 2026-2027



Brookfield Engineering Science & Technology

Approved: April 1, 2026

Mission

Brookfield Engineering Science Technology Academy (B.E.S.T.) will harness the power of a flexible learning environment and modern educational technology to serve learners with diverse backgrounds and goals, who seek an education alternative that stimulates and supports independent learning, provides a strong social-emotional approach and supports STEM college and career readiness. With standards-based online curriculum, combined with superior individualized support, B.E.S.T. will create a learning environment that empowers students to rise to the challenge of independent self-directed learning.

Academic Ethics

As members of the B.E.S.T. Academy community, students and teachers are expected to adhere to a high level of intellectual integrity. The school community takes pride in the atmosphere of honesty and academic integrity the teachers and students maintain. Students are honor bound to refrain from cheating or plagiarizing academic work. Those who do so can expect both grade penalty and disciplinary consequences.

Any instance of cheating or plagiarism by a B.E.S.T. Academy student is unacceptable. B.E.S.T. Academy students are expected to follow ethical and responsible academic behavior. Any instance of plagiarism/cheating is documented in the student file. The following is not tolerated at B.E.S.T. Academy:

- Cheating on tests or assessment
- Plagiarism (passing off others' work as your own)
- Copying and pasting work from online sources as your own
- Fabrication (making up sources that do not exist)
- Theft or alteration of academic materials

First offense: A student committing any of the above offenses one time will lose all credit for assignment/assessment, and will not be given an opportunity for makeup. This offense will result in a meeting with the parent/legal guardian, student, teacher.

Second offense: A student committing any of the above offenses on two separate occasions in the same course will receive a failing semester grade in that course and a meeting will be held with parent/legal guardian, student, teacher, and Program Lead. A student committing any of the above offenses on two separate occasions in two separate courses will result in a meeting with the above attendees, and a decision will be made regarding next steps. This may result in a failing grade in both courses

Third offense: A student committing any of the above offenses on a third occasion will result in an immediate failing semester grade in ALL courses that have been affected by cheating/plagiarism. A meeting with parent/legal guardian, student, teacher, Program Lead, and B.E.S.T. Academy Counselor will follow, and the student's continued enrollment will be discussed. This may result in disenrollment from the program.

Complaint Procedures

B.E.S.T. Academy students and their parents tend to maintain very close communication with their teachers. Such communication is vital to each student's academic success. In some cases, the student or parent may have a concern that they wish to bring to the attention of the Director. Discussing such issues with the Director will routinely result in a satisfactory resolution. Concerns not resolved at this level may be submitted in writing to the B.E.S.T. School Board.

Conduct and Communication

Freedom of Speech: B.E.S.T. Academy respects students' rights to express ideas and opinions, take stands, and support causes – whether controversial or not – through their speech, writings, printed materials and/or the wearing of buttons, badges and other insignia. B.E.S.T. Academy will limit students' freedom of expression as allowed by law, in order to maintain an orderly school environment and to protect the rights, health and safety of all members of the school community. For the purposes of this policy, "school premises" includes online (internet) as well as the School's physical premises. In addition, any venue where a school event is held, including but not limited to such places as state testing sites, field trip locations, school social event venues, school dance venues or graduation venues, will also be considered "school premises" while that school activity is taking place and while school personnel and students are there.

Limitations on student expression include the following:

- Students are prohibited from expressing ideas, or distributing or posting any materials which are obscene, libelous, or slanderous.
- Students are prohibited from expressing ideas, or distributing or posting any materials, which demonstrably incite students to commit unlawful acts.
- Students are prohibited from expressing ideas, or distributing or posting any materials, which violate school rules or substantially disrupts the orderly operation of the School.
- Students are prohibited from engaging in conduct in any school setting or activity, which for any reason materially disrupts school work or involves substantial disorder or invasion of the rights of others.
- The use of "fighting words" or epithets is not constitutionally protected if the speech, considered objectively, is abusive and insulting rather than a communication of ideas, and the speech is used in an abusive manner in a situation that presents a danger that it

Written Publications Code: Students are free to post or distribute handbills, leaflets and other printed or electronic material, as long as they comply with the above guidelines, and bear the name and the address or contact location of the sponsoring organization or individual. Students may collect signatures on petitions concerning either school or out-of-school issues.

Printed materials or petitions may be distributed only:

1. Before or after any school sponsored activity;

2. In locations that do not obstruct the normal flow of traffic to or from any school sponsored activity; and
3. Without undue noise.

Students must not use any form of coercion to convince students or any other person to accept printed matter or to sign petitions. No funds or donations shall be collected for any material distributed.

Students have a right to express their opinions in school publications such as newsletters, written assignments, and other school publications that are distributed, but must follow the limitations listed above regarding the legally allowable limits on student expression in a school setting. If there are pupil editors of official school publications who may be responsible for assigning and editing the news, journalism advisers (school employees) still remain ultimately responsible for supervising and maintaining professional standards of English and journalism.

There shall be no undue delay in publishing student materials unless there are valid concerns that the material violates these guidelines.

Clothing/Buttons and Badges: Buttons, badges, armbands, or clothing bearing slogans or sayings may be worn unless their message falls within the categories prohibited above. No teacher or administrator shall interfere with this practice on the grounds that the message may be unpopular with students or faculty.

Discipline and Appeals: Students may be disciplined for speech or communication which violates the above policies. However, students will not be disciplined solely for activities which are considered to be constitutionally protected speech or communication.

Bullying and Prohibited Behaviors

B.E.S.T. Academy is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students, and encourages the promotion of positive interpersonal relations among members of the school community.

Harassment, intimidation, bullying, cyber-bullying, and/or hazing toward any member of the school community, whether by or toward any student, staff, or other third parties, is strictly prohibited and will not be tolerated. Examples of such prohibited behavior include, but are not limited to, stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. This prohibition includes aggressive behavior; physical, verbal, and psychological abuse; and violence within a dating relationship. These types of behavior are forms of intimidation and harassment and are strictly prohibited, regardless of whether or not the target of the prohibited behavior are members of a legally protected group, such as, but not limited to, sex, sexual orientation, gender identity, race, color, national origin, parenting or marital status, immigration status, disability or any other category protected by state or federal law.

The following definitions are intended to provide guidance in assessing whether a particular behavior is a prohibited behavior. They are not exhaustive in their scope and are not intended to replace the intuition of the individual. When in doubt as to whether or not a particular suspected behavior is a prohibited behavior, you are urged to rule on the side of caution and report your concerns to the appropriate authority, as provided for in this policy.

Harassment - any intentional behavior or course of conduct (whether written, verbal, graphic, or physical) directed at a specific person or group of persons that causes substantial physical and/or emotional distress or harm and is sufficiently severe, persistent, and/or pervasive that it creates an intimidating, threatening, and/or abusive educational environment for the other person(s) and serves no legitimate purpose.

Bullying – a course of abusive treatment (whether written, verbal, graphic, or physical) that typically involves the use of force or coercion to affect others, particularly when habitual and involving an imbalance of power. It may involve verbal, written or cyber harassment, physical assault or coercion and may be directed persistently towards particular victims.

Cyber-bullying – the use of information and communication technologies, such as, but not limited to, cell phone, email, instant messaging, social media websites, Twitter, etc. to support deliberate and hostile behavior by an individual or group, that (i) is intended to harm others or (ii) that an objectively reasonable person would expect to cause harm to others. Cyber-bullying includes the posting or other transmission of text, video, or images that are embarrassing, demeaning, or threatening in nature, regardless of whether the subject of such text, video, or images directed, consented to or otherwise acquiesced in the at issue posting or other transmission.

Hazing – the use of ritual and other activities involving harassment, bullying, cyber-bullying, intimidation, abuse or humiliation for the purpose of initiating a person or persons into a group, regardless of whether such person(s) consented to or otherwise acquiesced in the at issue behavior(s) and action(s).

Intimidation – a course of behavior that instills fear or a sense of inadequacy.

Violence within a dating relationship - any behavior by a student exhibited towards that student's dating partner that is an attempt to gain and/or maintain power and/or control over a dating partner through violence, threats of violence, and/or physical, verbal, psychological, and/or mental abuse.

Sexting - knowingly using a computer, or any other device capable of electronic data transmission or distribution, to transmit or distribute to another person any photograph or video which depicts nudity and/or text message that is sexually explicit and/or is harmful to minors. Knowingly possessing a photograph or video that was transmitted or distributed by another person as described above.

Prohibited behaviors include all of the above.

The School Administration and School Board will not tolerate any gestures, comments, threats, or actions which (i) cause, threaten to cause, or an objective and reasoned third-party would find was intended to cause, bodily harm or personal degradation, or (ii) creates, or an objective and reasoned third-party would determine was intended to create, an intimidating, threatening, or abusive environment for any student, staff member, member of the administration, caretaker, or other third-party.

This Policy applies to all school-related activities and/or engagements, including, but not limited to, online school-related activities such as LiveLesson sessions, participation in clubs and activities, WebMail messages, text messages, discussions, telephonic communications, and message boards; and in-person activities, such as state testing, field trips, open houses, and any other in-person school-related activities on school property.

This Policy also applies to those activities or engagements which occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or events where students are under the school's control, in a school vehicle, where an employee is engaged in school business, or where the prohibited behavior is facilitated through the use of any school property or resources.

Any student or student's Caretaker who believes that a student, any other student, or other third-party, has been or is the recipient of any of the above-described prohibited behaviors should immediately report the situation by using the Uniform Complaint Procedure found here: <https://www.bestacademy.com/uniformcomplaintcompliance>

When the target of the prohibited behavior is a student, B.E.S.T. Academy shall provide that student with a written copy of the rights, protections, and support services available to him/her. If there is any evidence that the student has experienced physical harm as a result of the prohibited behavior, the School shall promptly communicate that information to the appropriate personnel, including, but not limited to, emergency personnel and /or law enforcement.

If the investigation finds an instance of harassment, intimidation, bullying/cyberbullying, dating violence, or any other prohibited behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action in accordance with the B.E.S.T. Academy's disciplinary process. This may include up to expulsion for students; up to discharge for employees; exclusion for caretakers, guests, volunteers, and contractors; and removal from any official position and/or a request for a Board member(s) to resign. Individuals may also be referred to law enforcement officials. Remedial and/or disciplinary action for employees will follow the procedures outlined in the Employee Handbook. Remedial and/or disciplinary action for students will follow the procedures outlined in this handbook.

When appropriate, the target(s) of the prohibited behavior (and/or such target(s)' caretaker(s)) shall be notified of the findings of the investigation, and, when appropriate, that action has been taken. In providing such notification, care shall be taken to respect the statutory privacy rights of the accused perpetrator of such harassment, intimidation, bullying/cyberbullying, and/or dating violence.

If, after investigation, the act(s) of prohibited behavior by a specific student is/are verified, the school staff or appropriate administrator shall notify in writing the caretaker of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment, intimidation, bullying/cyberbullying, dating violence, or any other prohibited behavior will not be tolerated, independent of whether a complaint is substantiated. Such retaliation shall be considered a serious violation of school policy, and suspected retaliation should be reported in the same manner as prohibited behavior. Making intentionally false reports about prohibited behavior will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

This Policy shall not be interpreted as infringing upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by state or federal law).

Complaints: Students and/or their caretakers may file formal written reports regarding any suspected prohibited behavior by following the Uniform Complaint Procedures available on the school website. Such reports should be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of the suspected prohibited behavior(s), and the names of any potential student or staff witnesses. Such reports shall be promptly forwarded to the designated person for review, investigation, and action.

Students and/or their caretakers may make informal complaints of conduct that they consider to be prohibited behavior(s) by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected prohibited behavior, and the names of any potential student or staff witnesses. A school staff member or administrator who received an informal complaint shall promptly document the complaint

Complaints regarding suspected discrimination in any school program based on the protected categories may be directed to the B.E.S.T. Academy's Title IX Coordinator. Contact information may be found on the school website. Complaints are filed using the Uniform Complaint Procedures available on the school website.

B.E.S.T. Academy will respect the privacy of the complainant, the individual(s) against whom

the complaint is filed, and the witnesses as much as possible, consistent with the B.E.S.T. Academy’s legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Child Abuse and Neglect Reporting Procedures

IMPORTANT NOTE: With the passage of AB 1432 in September, 2014, all school districts, county offices of education, and charter schools are required to:

1. Annually train, using the online training module provided by the State Department of Social Services, or other training, employees and persons working on their behalf who are mandated reporters, as defined in Penal Code 11165.7, on the mandated reporting requirements.
2. Develop a process for all persons required to receive training under the bill to provide proof of completing this training within the first 6 weeks of each school year or within 6 weeks of that person’s employment.

B.E.S.T. Academy utilizes the JPA Learning Library to assure compliance with AB 1432 for all mandatory reporters in addition to training at the beginning of each school year for Mandated Reporting Requirements.

Specifically, B.E.S.T. Academy will train its mandatory reporters to understand and comply with California Penal Code section 11166, which 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.

Procedures for Supervision and Protection of Children from Abuse, Neglect, and Sexual Offenses

In addition to strict compliance with the reporting policy above, the school shall implement the following procedures to minimize opportunities for abuse, neglect, or sexual offenses.

Procedure	Details
Private Electronic Communication Prohibited	Staff may not communicate privately with students via personal phone, text, social media, or apps. All school-related electronic communication must use school-approved platforms with at least one other adult copied or able to monitor.
Physical Contact Boundaries	Physical contact shall be limited to what is appropriate and necessary (e.g., high-fives, side hugs, brief comforting). Staff shall avoid lap-sitting, tickling, piggy-back rides, or any contact with private body areas.
Transportation & Off-Campus Activities	At least two adults must be present in any vehicle transporting students. One-to-one transportation of a single student by one adult is prohibited except in documented emergencies.

Procedure	Details
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The school strictly follows all applicable Live Scan background check requirements for employees, contractors, and volunteers.

Additional policies and procedures to prevent abuse, neglect, and sexual offenses are included in the school's Professional Boundaries policy.

Disaster and Emergency Response Procedures

BEST Academy does not have a traditional school site where students and staff regularly gather for instruction. Many of the emergency procedures that would be addressed in a site-based charter school's disaster and emergency response plan cannot be meaningfully implemented in a nonclassroom based school. Nevertheless, BEST Academy will refer to the following procedures for guidance in case of disasters and emergencies occurring at any school operated sites, events, or activities or in case of any disaster or emergencies affecting a substantial portion of the school's service area.

1. Regional Disaster Response

In case of a major earthquake, wildfire, flood, pandemic, dangerous drop in air quality, or similar disaster or emergency, BEST Academy will advise families to follow the safety protocols and guidance of relevant local agencies. This may entail relaying to families the operative local guidance for earthquake response, wildfire evacuation orders, or shelter-in-place orders of local authorities. If necessary, BEST Academy will pause synchronous online instruction and conduct welfare checks via phone or other messaging as appropriate.

2. Loss of Power, Internet Outage, or Cyber Incident

In case of a persistent regional loss of power or internet access, or an outage or impairment of services due to a cyber incident, the school will switch to offline assignments and use backup channels for notifications regarding status of instruction. All cyber threats will be reported to appropriate authorities.

3. Reported Medical Emergencies

If BEST Academy personnel observe, receive reports of, or otherwise become aware of medical emergencies affecting staff or students, or if such events occur at school-sponsored events or activities, BEST Academy personnel will follow the medical and emergency response procedures of the host organization, if any, and will call 9-1-1, when warranted.

4. Responses to Criminal Incidents

Threats of violence: BEST Academy personnel will report any online threats to administration and follow the "Procedures for Responding to Dangerous, Unlawful, or Unlawful Activities" detailed in this school safety plan.

If any criminal threat occurs or is made with regard to a school-sponsored event or activity, BEST Academy personnel shall relate said threat to administration, which will alert law enforcement and the event or activity's venue management, as appropriate, and will conduct a threat assessment to determine whether the event or activity should be delayed or additional countermeasures taken to ensure security.

Instructional Continuity Plan

1. Introduction

This Instructional Continuity Plan (ICP) outlines BEST Academy's strategy to ensure the continuation of educational services and support for all students during emergencies or natural disasters. Developed in accordance with California Education Code Section 32282 and integrated into the school's School Safety Plan (SSP), this document addresses the unique operational model of BEST Academy as a non-classroom-based charter school in California. The primary objective of this ICP is to minimize disruption to student learning and well-being by establishing clear protocols for communication, instructional delivery, and student support services during unforeseen events.

BEST Academy operates on a non-classroom-based model, emphasizing independent study and flexible learning environments. This unique structure necessitates a tailored approach to instructional continuity, focusing on maintaining access to resources and support remotely. This plan acknowledges that, in an emergency, students will not be temporarily reassigned to other schools or programs, and instructional continuity will be maintained within BEST Academy's existing framework. [1]

2. Communication Protocol

Effective and timely communication is paramount during an emergency. BEST Academy will leverage Parent Square as its primary communication platform to ensure all parents, guardians, and students receive critical information and updates. This protocol is designed to establish two-way communication channels, providing information regarding instructional provision, material distribution, and technology availability, as well as gathering feedback and assessing needs from families. [2] BEST Academy will also utilize email, texting, and automated phone calls to establish communication to ensure all parents, guardians, and students receive critical information and updates.

2.1 Initial Notification of Emergency

Upon the declaration of an emergency or the determination of a need for instructional continuity, BEST Academy will issue an immediate notification to all registered Parent

Square users and through email and texting to all other families.. This initial message will include:

- Confirmation of the emergency and its immediate impact on school operations.
- Instructions for students and families regarding safety and initial actions.
- An estimated timeline for the resumption of normal operations or the activation of the instructional continuity plan.
- Contact information for urgent inquiries.

2.2 Ongoing Communication with Students and Families

Regular updates will be disseminated via Parent Square, texting, and email throughout the emergency. These communications will provide:

- Updates on the status of the emergency and its impact on school activities.
- Details regarding the ongoing provision of instruction, including schedules, assignments, and expectations.
- Information on the availability of instructional materials and resources.
- Guidance on accessing technology and internet connectivity support.
- Announcements regarding the availability of mental health, social-emotional, and other support services.
- Instructions for reporting student attendance and engagement.

2.3 Two-Way Communication Channels

Parent Square, texting, and email will facilitate two-way communication, allowing families to:

- Report their safety and well-being.
- Communicate any challenges or needs related to instructional access, technology, or other support services.
- Ask questions and receive timely responses from school staff.

2.4 Communication with Staff

All BEST Academy staff will receive emergency notifications and ongoing updates via designated internal communication channels. This ensures that staff are informed of their roles and responsibilities, instructional expectations, and available resources to support students during the emergency.

2.5 Communication with Emergency Responders

BEST Academy will establish clear protocols for communicating with local emergency responders and relevant authorities as needed. This will ensure coordinated efforts and access to necessary support services during a crisis.

References

- [1] California Department of Education. (n.d.). Instructional Continuity Plans (ICPs) - Frequently Asked Questions. Retrieved from <https://www.cde.ca.gov/re/di/or/icpfaqs.asp>
- [2] California Department of Education. (n.d.). Instructional Continuity Plan Guidance. Retrieved from <https://www.cde.ca.gov/re/di/or/icpguidance.asp>

3. Instructional Delivery During Emergency

BEST Academy is committed to providing continuous access to instruction for all students during an emergency, leveraging its existing non-classroom-based model. The following procedures will ensure that learning continues with minimal disruption, even without temporary reassignment of students.

3.1 Access to Instructional Materials and Resources

All instructional materials and resources will be accessible remotely through BEST Academy's online learning platforms. Teachers will ensure that digital copies of all essential learning materials are available and regularly updated. Families not participating in digital learning have received their physical copies at the beginning of the school year.

Clear instructions are provided for accessing and utilizing online resources. Alternative methods for material distribution (e.g., mail, designated pick-up points, or digital downloads) are established for students with limited internet access or technology.

3.2 Continued Access to Technology and Internet Connectivity

Recognizing the critical role of technology in a non-classroom-based environment, BEST Academy will:

- Maintain an inventory of available devices (e.g., laptops, tablets) for loan to students who lack access.
- Provide information and support for families seeking affordable internet access options.
- Offer technical support remotely to troubleshoot device or connectivity issues.

3.3 Support for Students with Special Needs

Instructional continuity for students with exceptional needs will be maintained through:

Continued provision of individualized education program (IEP) or 504 plan accommodations and modifications in the remote learning environment.

Regular communication between special education staff, students, and families to address specific needs and challenges.

Adaptation of specialized instructional materials and assistive technologies for remote delivery.

3.4 Support for English Learners

English Learners will receive continued support through access to translated instructional materials and communications where feasible.

Provision of language support services through online platforms or virtual learning support.

Regular check-ins by designated staff to monitor progress and address language acquisition needs.

3.5 Support for Students Experiencing Homelessness and Students in Foster Care

BEST Academy will ensure instructional continuity for students experiencing homelessness and those in foster care by:

Assigning a Foster Care Coordinator

Collaborating with relevant agencies and liaisons to identify and address the unique needs of these students.

Providing flexible access to learning materials and technology, considering their transient living situations.

Offering additional academic and social-emotional support as needed.

3.6 Maintaining Student Attendance and Engagement

Student attendance and engagement will be monitored and supported through:

Clear guidelines for daily check-ins or participation in online learning activities.

Regular communication from teachers to students and families regarding engagement expectations and progress.

Proactive outreach to students who are disengaged or not participating to identify and address barriers.

3.7 No Temporary Reassignment of Students

As per BEST Academy's operational model and the user's specific instruction, students will not be temporarily reassigned to other schools or programs during an emergency.

All instructional continuity efforts will focus on maintaining learning within the existing BEST Academy framework, leveraging its established independent study and remote learning capabilities.

4. Social-Emotional and Mental Health Support

BEST Academy recognizes that emergencies and natural disasters can significantly impact the social-emotional well-being and mental health of students and staff. Providing adequate support in these areas is crucial for maintaining a conducive learning environment and overall student success. The school counselor plays a vital role in this aspect of instructional continuity.

4.1 Role of the School Counselor

The school counselor will be a primary point of contact for students and families requiring social-emotional and mental health support during an emergency. Their responsibilities will include:

Proactive Outreach: Initiating contact with students identified as potentially vulnerable or impacted by the emergency to offer support.

Individual and Group Counseling: Providing virtual counseling sessions to students as needed, either individually or in small groups, to address anxiety, stress, trauma, or other emotional challenges.

Resource Navigation: Connecting students and families with external mental health services, community resources, and crisis hotlines as appropriate.

Consultation: Offering guidance and support to teachers and staff on how to identify and respond to students exhibiting signs of distress.

Parent Support: Providing resources and guidance to parents on how to support their children's social-emotional well-being during and after an emergency.

4.2 Access to Mental Health and Social-Emotional Resources

BEST Academy will ensure that students and families have access to a range of mental health and social-emotional resources, including:

Online Resources: Curated lists of reputable websites, articles, and videos on coping strategies, stress management, and mental health awareness.

Virtual Workshops/Webinars: Offering online sessions for students and parents on topics such as resilience, mindfulness, and managing anxiety during uncertain times.

Partnerships: Collaborating with local mental health organizations and agencies to expand the network of available support services.

Referral System: Establishing a clear and accessible referral system for students and families to access professional mental health care when needed.

5. Staff Roles and Responsibilities

During an emergency, all BEST Academy staff members play a crucial role in ensuring

instructional continuity and student well-being. Clear roles and responsibilities, coupled with appropriate training, are essential for an effective response.

5.1 Emergency Procedures Training

All staff will receive regular training on emergency procedures, including:
Emergency Communication Protocols: Understanding how to receive and disseminate critical information via Parent Square and other designated channels.

Activation of ICP: Familiarity with the triggers for activating the Instructional Continuity Plan and their specific responsibilities during activation.

Safety and Security Procedures: Knowledge of general safety protocols applicable to remote work environments and guidance for students and families.

5.2 Professional Development for Instructional Continuity

Teachers and instructional staff will receive ongoing professional development focused on:

Remote Instructional Strategies: Best practices for delivering effective instruction in a non-classroom-based, remote environment, including engagement techniques, assessment methods, and differentiation for diverse learners.

Technology Proficiency: Training on utilizing and troubleshooting online learning platforms, communication tools, and other educational technologies.

Social-Emotional Support Integration: Understanding how to identify and respond to students' social-emotional needs and how to integrate social-emotional learning into remote instruction.

Resource Utilization: Knowledge of available instructional materials, technology resources, and student support services to guide students and families effectively.

5.3 Specific Roles and Responsibilities

While all staff contribute to instructional continuity, specific roles will have defined responsibilities:

Administration: Overall oversight and decision-making for ICP activation, communication, resource allocation, and coordination with external agencies.

Teachers: Delivering instruction, providing feedback, monitoring student engagement, communicating with students and families, and adapting curriculum for remote delivery.

Counselors: Providing social-emotional and mental health support, resource navigation, and consultation to students, families, and staff.

Support Staff (e.g., IT, Administrative): Ensuring technological infrastructure is

functional, providing technical assistance, managing communication platforms, and assisting with resource distribution.

6. Plan Review and Evaluation

To ensure the ongoing effectiveness and relevance of the Instructional Continuity Plan, BEST Academy will implement a systematic process for regular review, evaluation, and updates. This process will involve key stakeholders and align with the school's School Safety Plan (SSP) review cycle.

6.1 Regular Review and Updates

The ICP will be reviewed and updated annually, or more frequently as needed, particularly after any emergency event or significant changes in school operations, technology, or California Department of Education (CDE) guidelines. The review process will consider:

Effectiveness of Communication: Assessment of communication channels, timeliness of messages, and clarity of information provided to students, families, and staff.

Instructional Delivery Efficacy: Evaluation of the accessibility of instructional materials, effectiveness of remote learning strategies, and student engagement and academic progress during continuity events.

Support Services Provision: Review of the adequacy and accessibility of social-emotional, mental health, and other support services provided to students.

Technology Infrastructure: Assessment of the reliability and capacity of technology systems and internet connectivity to support remote learning.

Staff Preparedness: Evaluation of staff training, their understanding of roles and responsibilities, and their ability to implement the ICP effectively.

6.2 Stakeholder Engagement

Stakeholder engagement is a critical component of the ICP review and update process.

BEST Academy will solicit feedback from:

Parents and Guardians: Through surveys, focus groups, and Parent Square communication, gather insights on their experiences with communication, instructional access and support services during continuity events.

Students: Obtain feedback on their learning experiences, challenges faced, and suggestions for improvement in the remote learning environment.

Teachers and Staff: Conduct debriefings and surveys to identify strengths, weaknesses, and areas for improvement in plan implementation, training needs,

and resource allocation.

School Counselor: Gather input on the effectiveness of mental health and social-emotional support services and identify emerging student needs.

6.3 Integration with SSP

The ICP is an integral part of BEST Academy's School Safety Plan (CSSP). Any updates or revisions to the ICP will be formally incorporated into the SSP during its annual review cycle. This ensures alignment with broader school safety initiatives and compliance with state regulations. The integration will also facilitate a holistic approach to emergency preparedness, ensuring that instructional continuity is a core component of the school's overall safety framework.

7. Appendices

7.1 Emergency Contact Information

Rachel Loustaunau, Counselor. rloustaunau@bestacademycs.com

Emergency Services Contact List

7.3 Resource Links

California Department of Education ICP FAQs:

<https://www.cde.ca.gov/re/di/or/icpfaqs.asp>

California Department of Education ICP Guidance:

<https://www.cde.ca.gov/re/di/or/icpguidance.asp>

Mental Health Resources: (Links to local and national mental health support organizations)

Discipline and Due Process for Students

All students enrolled in B.E.S.T. Academy are expected to conduct themselves in accordance with the rules for the B.E.S.T. Academy, and caretakers are expected to cooperate with the school staff in helping students to maintain this conduct. Student codes of conduct are set forth in this Supplement. Students are also guaranteed due process of law as required by the 14th Amendment to the Constitution.

Suspension: When a student is suspended, he/she is temporarily removed from class (Odysseyware and other digital curriculum) and/or other school sponsored programs or activities. The length of a suspension is determined by the Director (up to 10 days at a time). A suspension will be documented in writing in a timely manner, and will become part of a student's

school record. Please see the below Suspension (no more than ten (10) days) section for more information.

During a period of suspension as defined by the Director, a student's permission to log on to and/or use parts of the digital curriculum is restricted. Student access to WebMail, the message boards, online clubs/activities, and/or all of the digital curriculum may be revoked. In such cases where the student's access is completely revoked, the caregiver is responsible for logging on to the digital curriculum and obtaining the student's assignments, responding to WebMail, and recording assessment responses for the student. The student should continue with his/her schoolwork during a suspension.

The following list of offenses may result in suspension or expulsion from the B.E.S.T. Academy. All cases recommended for expulsion will be investigated and determined on specific facts.

Mandatory Recommendation for Expulsion [California Education Code 48915(c)]

The Executive Director must recommend expulsion for the following:

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Selling a controlled substance.
4. Committing or attempting to commit sexual assault.
5. Possession of explosives (US Code, Section 921, Title 18)

Expulsion: When a student is expelled, he/she is separated from the School for an extended period of time, or permanently, for disciplinary reasons. An expulsion will be documented timely and in writing, and will become part of a student's permanent record.

Violations that may lead to expulsion include, but are not limited to, any behavior that indicates that a student is a serious threat to the safety of others, possession of firearms, dangerous weapons, bombs, or explosives, criminal behavior, arson, under the influence of or possession of, or sale of controlled substances or paraphernalia.

Suspensions or expulsions for children designated as exceptional follow all appropriate state and federal policies, regulations, and laws.

The School will not discipline students protected under Section 504 of the *Rehabilitation Act of 1973*, the *Individuals with Disabilities in Education Act (IDEA)*, or the *American with Disabilities Act (ADA)* unless the school complies with the requirements of those acts and state law.

Quasi-Mandatory/Permissive Recommendation for Expulsion [California Education Code 48915 (a)]

The Executive Director shall recommend expulsion for the following and The Governing Board is required to make an additional finding that either of the following conditions exists:

- (a) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or
- (b) Due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
 - 1. Causing serious physical injury
 - 2. Possession of any knife, explosive, or dangerous object of no reasonable use to a student. As used in this section, "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 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
 - 3. Possession of any controlled substance
 - 4. Robbery or extortion
 - 5. Assault or battery on a school employee

Discretionary Recommendation [California Education Code 48900]

The Executive Director may recommend expulsion for the following if:

- (a) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or (b) Due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
 - Physical injury to another person
 - Willfully caused physical injury by force or violence upon another person
 - a. Possession of weapons, explosives or dangerous objects
 - b. Possession or use of controlled substance, alcohol or intoxicant
 - c. Offered, arranged, or negotiated to sell a substance represented to be a controlled substance
 - d. Committed robbery or extortion
 - e. Vandalism to school property or private property
 - f. Theft
 - g. Possession of tobacco
 - h. Excessive use of profanity or repeated vulgarity
 - i. Possession of drug paraphernalia
 - j. Defiance or disruption of school activities
 - k. Possession of stolen property
 - l. Possession of an imitation firearm
 - m. Commit or attempt to commit sexual assault or sexual battery
 - n. Harass, threaten or intimidate a student witness
 - o. Selling Soma
 - p. Hazing
 - q. Sexual harassment
 - r. Hate violence
 - s. Intentional harassment, threats, or intimidation
 - t. Intentional terrorist harassment, threats or intimidation against school staff or

property

Jurisdiction [California Education Code 48900, 48915]

All school rules will be enforced:

- While on school grounds
- While coming to or going from school
- During or while coming to or going from a school-sponsored activity.

Expulsion Committee: If the Executive Director finds that a student committed an offense that may justify expulsion, the Executive Director shall refer the matter to the President of the Board of Directors. The Board President has the discretion to determine if the matter will be heard by the Board of Directors or by an Expulsion Committee. Expulsion Committee members will be appointed by the Board President.

The Expulsion Committee shall be comprised of a minimum of three members; at least one committee member will also be a member of the Board of Directors. Impartial and neutral committee members will be selected for each instance requiring review of a student's potential expulsion. If a matter is referred to the Expulsion Committee, the committee adjudicates in the place of the Board of Directors. The student shall have the right to present his/her version of the incident(s), call witnesses, cross-examine witnesses and be represented by counsel. All committee decisions regarding a student's expulsion are final.

Due Process for Students: The following actions will be conducted by the School, per each of the disciplinary measures as outlined below:

Suspension (no more than ten (10) days): An informal hearing will be convened with the student, caretaker, Director, and other staff members as appropriate. The Director will inform the student and caretaker of the allegations and an explanation of the evidence that supports the allegations. The student will be provided with an opportunity to present his/her version of the occurrence. If the Director determines that the incident(s) justifies suspension, written notice will be provided to the student and his/her caretaker. The student will be provided all due process as required by law. The Director has the authority to make a decision to suspend a student for up to 10 days.

Suspension of more than 10 days (Expulsion): If the Director believes that a student has committed an offense that might require expulsion, the Director may suspend the student for ten (10) days pending further proceedings and/or a Board or Expulsion Committee hearing. During this time, the Director may then request a hearing by the Board of Directors, or the appropriate Expulsion Committee, to discuss the possible expulsion of the student. If the student's right to a hearing. Such notice shall include (1) date, time and location of hearing; (2) description of the incident(s) that is the subject of the hearing; (3) notice that the student and/or caretaker have a right to review the student's school records prior to the hearing; (4) description of the hearing process and explanation of the consequences of an expulsion. At this

hearing, the allegations and supporting evidence will be reviewed. The student shall have the right to present his/her version of the incident(s), call witnesses, cross-examine witnesses and be represented by counsel. The Board, through the Director, will provide notification to the student and caretaker of the Board or Expulsion Committee's decision and discipline determination. The decision of the Board or Expulsion Committee is final.

Discipline for Students with Disabilities: If a student with a disability violates a code of conduct, he/she will be disciplined according to the discipline measures described above for up to ten (10) days. Upon subsequent violations that result in suspensions that exceed ten (10) days, or exceed ten (10) days cumulatively within a school year, the School will determine if the behavior manifested from the student's disability. If B.E.S.T. Academy determines that the violation is not a manifestation of the student's disability, B.E.S.T. Academy will apply the discipline procedures to the student in the same manner and for the same duration as the procedures would be applied to students without disabilities. However, if it is determined that the violation manifested from the student's disability, B.E.S.T. Academy will conduct a functional behavior assessment and develop a behavior plan to address the behavior violation so that it does not recur.

Procedures for Notifying Teachers of Dangerous Pupils

B.E.S.T. Academy notifies teachers of the reason(s) a student has been suspended consistent with Education Code section 49079. Teachers of each pupil who has engaged in, or is reasonably suspected of engaging in, any of the acts described in any of the subdivisions, except (h), of Section 48900, 48900.2, 48900.3, 48900.4, or 48900.7 of the Education Code shall be informed that the pupil did or is suspected of having engaged in those acts.

This information shall be provided to those teachers based on records kept in the ordinary course of school business or received from a law enforcement agency. All information regarding suspension, expulsion, or any of the acts eliciting notification under this policy are confidential and any teachers receiving such notification will be instructed not to share it with any students or other teachers or parents.

Title IX Discrimination and Harassment Policy and Uniform Complaint Procedure

B.E.S.T. Academy is committed to equal opportunity for all individuals in education. It is also committed to providing a work and educational atmosphere that is free of unlawful harassment, discrimination, and retaliation. B.E.S.T. Academy's discrimination and harassment policies are found in the employee and student handbooks.

Any person who feels they are being harassed or discriminated against should immediately contact Alex Soriano at asoriano@bestacademycs.com or visit the B.E.S.T. Academy website to review and follow the uniform complaint procedures for filling a complaint of harassment and/or discrimination, at <https://www.bestacademycs.com/uniformcomplaintcompliance>.

Provisions of a Schoolwide Dress Code

In cooperation with teachers, students, and parents/guardians, the principal or designee may establish school rules governing student dress and grooming that are consistent with law, Board policy, and administrative regulations. These school dress codes shall be regularly reviewed.

(cf. 0420 - School Plans/Site Councils)

The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
2. Appropriate shoes must be worn at all times.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstances deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and co-curricular activities. B.E.S.T. Academy recognizes that the dress code would apply only in those situations where students are participating in non-virtual instruction or events, or virtually when required to be on-camera.

Gang-related apparel shall not be worn. Gang-related apparel means any item of clothing, accessory, color, or other manifestation of affiliation or association with a criminal street gang as reasonably determined in good faith by the B.E.S.T. Academies administration to be a threat to the health and safety of the school environment.

Procedures for Safe Ingress and Egress

B.E.S.T. Academy does not have a traditional school site and therefore does not have procedures for safe ingress and egress to and from a school site. Regardless, B.E.S.T. Academy encourages all students and parents to be cautious and to use safe and reliable transportation options whenever it becomes necessary to travel to participate in any offering or program sponsored by or associated with the school.

Anyone picking up a student from any testing, school event, or any other in-person offering will be required to show a picture identification, including parents/guardians of the student. All students must be accompanied by a parent/guardian or designated adult to participate in any in-person enrichment activities.

Safe and Orderly Environment

B.E.S.T. Academy maintains a safe and orderly environment through its code of conduct and the related policies included here.

Procedures to Respond to Dangerous, Unlawful, or Violent Activities

B.E.S.T. Academy takes its role in providing a safe and trusted learning environment very seriously. If any student, family member, or member of B.E.S.T. Academy's extended community learns of any dangerous, violent, or unlawful activity that they believe has occurred, is occurring, or may occur at or near any school-sponsored or school-related event or location, they are strongly encouraged to report that activity—anonously if necessary—to the School Director.

A report can be sent by a legible written note, by telephone, or by email to the following: jmanwarren@bestacademycs.com. Reports should include place, time, the general nature of the activity being reported, whether any life-threatening activity or weapons are involved, and any other important details. Any report of activity that imminently threatens or involves an imminent potential loss of life should first be made to 9-1-1, immediately.

B.E.S.T. Academy shall promptly review every report received as soon as possible, shall make a record of every report received, and shall make a reasonable inquiry into each, as necessary, to ensure to the greatest reasonable extent that no dangerous, violent, or unlawful act occurs at any school-related or school-sponsored event, or on school-provided transportation to any such event. The investigatory response taken by the school and actions taken will be logged as well.

Cardiac Arrest and Life Threatening Medical Emergency Response Procedures

BEST Academy does not maintain a traditional school site and will defer to the medical emergency plans of any location where a school sponsored event or activity takes place. In absence of such a plan, school personnel will follow the following guidelines for responding to medical emergencies. When in doubt, it is better to err on the side of caution and dial **911**.

1. Medical emergencies involving students or employees must be reported to the School Principal or designee.
2. Dial 911 or direct someone to do so, provide the following information:
 - a. Building address including nearest cross street(s)
 - b. Exact location of the injured person
 - c. Your name and phone number
 - d. Nature of the emergency
3. Do not hang up until advised to do so by dispatcher
4. Notify administration that an individual has been injured and 911 has been called.
5. Ask someone to dispatch a first aid/CPR trained employee to the victim.
6. If the victim is showing signs of cardiac arrest and is at a location equipped with an automatic external defibrillator (AED), procedures for retrieval and operation of the AED shall be followed and volunteers trained in the use of an AED shall be brought to the

victim as soon as possible.

7. Stay calm. Keep the victim warm with a coat or blanket. Do not leave a person unattended.
8. Do not move the victim unless there is danger of further injury.
9. Do not give the victim anything to eat or drink.
10. Draft a written incident report and submit it to school administration before the end of the next workday. Whenever 911 is called, an incident report must be created within 24 hrs.

Immigration Enforcement Notification Procedures (Ed. Code § 32282(a)(2)(N))

Pursuant to SB 98 (2025), BEST Academy shall promptly notify parents/guardians, teachers, administrators, and school personnel when immigration enforcement activity is confirmed to be present at any school site or school-sponsored event or activity.

Definitions

- **Immigration enforcement:** Any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal civil or criminal immigration law. Immigration enforcement can be presumed to be occurring when carried out by any officer or agent from U.S. Immigration and Customs Enforcement (ICE), U.S. Customs and Border Protection (CBP), or other federal agency engaged in civil or criminal immigration enforcement.
- **Confirmed presence:** Presentation of valid judicial warrant, visual confirmation by staff, verbal acknowledgment by law enforcement official, or other reliable evidence.

Mandatory Notification Procedure

Upon confirmation of immigration enforcement presence at any school site, activity, or event, the site administrator or designee shall consider the safety and well-being of the pupils, employees, and community members associated with the school site when determining when and how to issue the notification, and issue such notification to: parents, guardians, teachers, administrators, and other potentially affected school personnel. Notifications shall be sent using one or more of the following methods: automated phone call, email communication, text message, app push notification, or posting on the school website. Notifications shall not include any personally identifiable information.

Notification Content

Notifications shall be provided in English and in all languages required under Education Code § 48985 and should include:

- Confirmation that immigration enforcement activity occurred, where it occurred, and when it occurred, and other information relevant to the safety and well-being of the school community
- Assurance that the school is monitoring the situation and prioritizing student safety

- Reminder that every child has the right to attend school regardless of immigration status
- Link or reference to school resources for immigrant families (if available)

Opioid Overdose Response Protocol

Despite not operating out of a traditional campus, B.E.S.T. Academy will train its employees to notice and respond to apparent opioid overdoses that may occur at any school-related or school-sponsored events or activities using the steps that follow.

STEP 1: Evaluate for Signs of Overdose.

- a. All employees will be trained to recognize the following signs of an opioid overdose:
 - Unconsciousness or inability to awaken;
 - Slow or shallow breathing or breathing difficulty, such as choking sounds or a gurgling/snoring noise from a person who cannot be awakened; and
 - Fingernails or lips turning blue/purple.
- b. If any person is suspected of suffering an overdose, any employee shall first attempt to stimulate the person by:
 - Calling the person's name;
 - Then, vigorously grinding knuckles into the sternum (breastbone) or rub knuckles on the person's upper lip.
- c. If the person responds, assess whether he or she can maintain responsiveness and breathing.
- d. Continue to monitor the person, including breathing and alertness, and try to keep the person awake and alert.
- e. If unresponsive, call 911, provide rescue breathing if the person is not breathing on their own, and otherwise follow 911 operator instructions until emergency responders arrive.

STEP 2: Call 911. Calling 911 at the appropriate time is an essential step to getting someone with medical expertise to care for the person suspected of experiencing an opioid overdose. If no emergency medical services (EMS) or other trained personnel are on campus, activate the 911 emergency system immediately. All that needs to be reported is "Someone is unresponsive and not breathing" and then report the specific address and/or description of the location on the campus where the person is located. After relaying this information, follow the dispatcher's instructions. If appropriate, the 911 operator will instruct you to begin CPR and implement rescue breathing. Follow these and all instructions given by 911 operators until emergency responders arrive.

STEP 3: Support the Person's Breathing. Supporting breathing is an important

intervention and may be lifesaving on its own. Rescue breathing can be very effective in supporting respiration, and chest compressions can provide ventilatory support. If trained to perform rescue breathing, it is recommended that you administer it to someone experiencing opioid overdose symptoms if they are having difficulty breathing. If you are not trained in rescue breathing or are not comfortable administering rescue breathing, call for help from school medical personnel, if any, or other individuals who may be trained in rescue breathing or other emergency medical response techniques

- a. Rescue breathing for adults involves the following steps:
 - Be sure the person’s airway is clear (check that nothing inside the person’s mouth or throat is blocking the airway).
 - Place one hand on the person’s chin, tilt the head back, and pinch the nose closed.
 - Place your mouth over the person’s mouth to make a seal and give two slow breaths.
 - Watch for the person’s chest (but not the stomach) to rise.
 - Follow up with one breath every 5 seconds.
- b. Chest compressions for adults involve the following steps:
 - Place the person on his or her back.
 - Press hard and fast on the center of the chest.
 - Keep your arms extended.

STEP 4: Assist Emergency Responders. After emergency responders arrive on site, assist them with any requests they may have while tending to the individual experiencing the overdose. Keep other students and unnecessary persons out of the way and make sure the path is clear to the individual needing emergency assistance and back to an ambulance, if necessary. Continue to comply with 911 operator instructions until told to hang up.

DO’s and DON’T’s:

DO attend to the person’s breathing and cardiovascular support needs by administering oxygen or performing rescue breathing and/or chest compressions.

DO put the person in the “recovery position” on the side, if you must leave the person unattended for any reason.

DO stay with the person and keep them warm.

DON’T slap or forcefully try to stimulate the person; it will only cause further injury. If you cannot wake the person by shouting, rubbing your knuckles on the sternum, or light pinching, the person may be unconscious.

DON’T put the person into a cold bath or shower. This increases the risk of falling, drowning, or going into shock.

DON’T inject the person with any substance. The only safe and appropriate treatment is naloxone.

DON’T try to make the person vomit drugs that may have been swallowed. Choking or inhaling vomit into lungs can cause a fatal injury.

Youth Suicide Prevention Policy

The School Board of B.E.S.T. Academy recognize that suicide is one of the leading causes of death among youth and that an even greater amount of youth consider and attempt suicide. In addition, the educational environment provided in our virtual school setting may attract students who have been bullied or otherwise previously victimized and who may therefore be more vulnerable.

California *Education Code (EC)* Section 215 mandates that the School Board adopt a policy on pupil suicide prevention, intervention, and postvention. The policy must specifically address the needs of high-risk groups, including suicide awareness and prevention training for teachers, and ensure that a school employee acts within the authorization and scope of the employee's credential or license.

The possibility of suicide and suicidal ideation requires vigilant attention from our school staff. As a result, we are ethically and legally responsible for providing an appropriate and timely response when responding to suicidal ideation, attempts, and deaths. We also must work to create a safe and nurturing educational environment in order to attempt to minimize suicidal ideation in students.

Recognizing that it is the duty of our school to protect the health, safety, and welfare of its students, this policy aims to safeguard students and staff against suicide attempts, deaths and other trauma associated with suicide, including ensuring adequate supports for students, staff, and families affected by suicide attempts and loss. This policy is part of a comprehensive support system provided by our schools to enhance the emotional and behavioral wellness of our students.

This policy is based on research and best practices in suicide prevention, and has been adopted with the understanding that suicide prevention activities decrease suicide risk, increase help-seeking behavior, identify those at risk of suicide, and decrease suicidal behaviors. Empirical evidence refutes a common belief that talking about suicide can increase risk or "place the idea in someone's mind."

Designation of Responsibility: In an attempt to reduce suicidal behavior and its impact on students and families, the Executive Director will oversee Counseling Services for B.E.S.T. Academy to ensure the development of strategies for suicide prevention, intervention, and postvention, and the identification of the mental health challenges frequently associated with suicidal thinking and behavior. These strategies shall include professional development for all school personnel in all job categories who regularly interact with students or are in a position to recognize the risk factors and warning signs of suicide.

The Director shall involve school-employed credentialed counselors, (administrators, other

school staff members, teaching staff, as well as other stakeholders and experts when possible, such as other mental health professionals, health care professionals and community organizations in the planning, implementing, and evaluating of the strategies for suicide prevention and intervention.

To ensure the policies regarding suicide prevention are properly adopted, implemented, and updated, the Director or Designee will ensure that the policies and procedures are reviewed periodically and revised as needed. The Director will be responsible for development and implementation of training for all appropriate school staff.

Additional comprehensive resources for staff, students, and family members can be found on the Youth Suicide Prevention webpage of the California Department of Education:

<http://www.cde.ca.gov/ls/cg/mh/suicideprevres.asp>

Strategic Plan: The Director over Counseling Services shall develop and implement preventive strategies and intervention procedures as follows:

1. Which specifically address the needs of high risk groups of students, including, but not limited to:

- Youth bereaved or otherwise affected by suicide.
- Youth with a history of suicide ideation or attempts.
- Youth with disabilities, mental illness, or substance use disorders.
- Youth experiencing homelessness or in out-of-home settings, such as foster care.
- Lesbian, gay, bisexual, transgender, or questioning youth.
- Youth who have suffered traumatic experiences.
- Youth who have been bullied or harassed.

2. Which cover:

- Suicide Prevention
- Suicide Intervention, Assessment and Referral
- Suicide Response Action Plans for suicide or suicide attempts by students or staff members
- Responding After a Suicide Death (Postvention)

3. Which include training for all appropriate employees.

4. Which include information, resources and roles for students, parents and family members/friends and which includes students and families to the greatest extent possible in the development and implementation of the policies and procedures. Information about the suicide prevention program and policies will be included in the Student Handbook .

5. Which will demonstrate support for the creation and implementation of programs and/or activities within the school environment that raise awareness about mental wellness and suicide prevention.

6. Which will examine ways to incorporate developmentally appropriate and student- focused suicide prevention education into classroom curricula (e.g., health classes, freshman orientation classes, science, and physical education).

Suicide Prevention and Intervention Training Education: B.E.S.T. Academy along with its partners carefully reviews available staff training to ensure it promotes the mental health model of suicide prevention and does not encourage the use of the stress model to explain suicide.

Messaging about suicide has an effect on suicidal thinking and behaviors. Consequently, B.E.S.T. Academy along with its partners has critically reviewed and will continue to review all materials and resources used in awareness and training efforts to ensure they align with best practices for safe messaging about suicide.

Training shall be provided for all school staff members unless the Director over Counseling determines that a staff member does not have any significant interaction with students.

Training will take place at least annually, and all staff will receive training on the risk factors and warning signs of suicide, suicide prevention, intervention and referral procedures, and postvention.

All suicide prevention trainings shall be offered under the direction of school-employed credentialed counselors who have received advanced training (as determined by the school) specific to suicide and may benefit from collaboration with one or more county and/or community mental health agencies. Staff training can be adjusted year-to-year based on previous professional development activities and emerging best practices.

Additional professional development in suicide risk assessment and crisis intervention will be provided to mental health professionals (e.g. school counselors or psychologists) employed by B.E.S.T. Academy.

Materials provided for training shall include how to identify appropriate mental health resources, both within the school and within the larger community, and when and how to refer youth and their families to those services.

The training will include access to a list of resources for staff and families, including where additional programs that allow further self-training can be accessed.

The training also will include additional information regarding groups of students regarded to

be at elevated risk for suicide, such as the groups listed above.

Employee Qualifications and Scope of Services: Employees of B.E.S.T. Academy and their partners must act only within the authorization and scope of their credential or license. While it is expected that school professionals are able to identify suicide risk factors and warning signs, and to prevent the immediate risk of a suicidal behavior, ongoing treatment of suicidal ideation is typically beyond the scope of services offered in the school setting. In addition, treatment of the mental health challenges often associated with suicidal thinking typically requires mental health resources beyond what schools are able to provide.

Intervention, Assessment, Referral: The Director over Counseling Services or Designee will be the primary suicide prevention liaison for B.E.S.T. Academy.

All staff members will be informed about the notification process in case of a suicide crisis. A referral process should be disseminated to all staff members, so they know how to respond to a crisis and are knowledgeable about the school and community- based resources.

Determination of notification to parents/guardians/caregivers should follow an assessment to ensure that the student is not endangered by parental notification.

If the student is in imminent danger (has access to a gun, is on a rooftop, or in other unsafe conditions), a call shall be made to 911.

All attempts will be made to make sure that students experiencing suicidal ideation are not left unsupervised.

The Director over Counseling Services, in coordination with the Executive Leadership Team, have established crisis intervention procedures to ensure student safety and appropriate communications if a suicide occurs or an attempt is made by a student or adult at a school office or at a school-sponsored activity.

Students shall be encouraged to notify a staff member when they are experiencing emotional distress or suicidal ideation, or when they suspect or have knowledge of another student's emotional distress, suicidal ideation, or attempt.

If parents/guardians/caregivers, after notification by the school, refuse or neglect to access treatment for a student who has been identified to be at-risk for suicide or in emotional distress, the Director over Counseling (or other appropriate designated school staff member) will meet with the parents/guardians/caregivers to identify barriers to treatment (e.g., cultural stigma, financial issues) and work to rectify the situation and build understanding of the importance of care. If follow-up care for the student is still not provided, school staff should consider contacting Child Protective Services (CPS) to report neglect of the youth.

A student who threatened or attempted suicide is at a higher risk for suicide in the months

following the crisis. Having a streamlined and well planned re-entry process ensures the safety and wellbeing of students who have previously attempted suicide and reduces the risk of another attempt. An appropriate re-entry process is an important component of suicide prevention. Involving students in planning for their return to school provides them with a sense of control, personal responsibility, and empowerment.

Homelessness Policy

The School Board recognizes the right of all students, including those who are homeless, to receive a free appropriate public education and to be given meaningful opportunities to succeed in schools. B.E.S.T. Academy will ensure that homeless children and youth are free from discrimination, segregation, and harassment.

Information regarding this policy, including the educational rights of homeless children and youth, will be available to all students through the handbook and at any school office location.

Definitions

The McKinney-Vento Act defines “homeless children and youth” as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes children and youth who are: sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as *doubled-up*);

- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters;
- abandoned in hospitals;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

If a child or youth’s living situation does not clearly fall into the situations described above, the school should refer to the McKinney-Vento definition of “fixed, regular and adequate nighttime residence” and consider the relative permanence of the living arrangements. Determinations of homelessness should be made on a case-by-case basis. Note that incarcerated children and youth and children and youth in foster care are *not* considered homeless.

Unaccompanied Youth means a youth not in the physical custody of a parent or guardian, who lack a fixed, regular, and adequate nighttime residence as defined above. The more general term youth also includes unaccompanied youth.

Enroll and enrollment means attending school and participating fully in all school activities.

Immediate means without delay.

School of Origin means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

Local Liaison is the staff person(s) designated by our School organization as the person(s) responsible for carrying out the duties assigned to the local homeless education liaison by the McKinney-Vento Homeless Assistance Act.

Identification: Homeless children and youth will be identified. Data will be collected on the number of enrolled students identified as homeless children; where they are living; their academic achievement (including state and local assessments); and the reasons for any enrollment delays, interruptions in their education, or school transfers.

School Selection: Each homeless child and youth has the right to remain at his or her school of origin or to attend any school that houses students who live in the attendance area or area of eligibility in which the child or youth is actually living. As a charter school, B.E.S.T. Academy is a school of choice and eligibility of students to attend depends on student age and the county in which the student resides or has permanent residency. Therefore, in selecting a school, homeless children and youth will remain at their school of choice to the extent feasible, unless that is against the parent's or youth's wishes. Eligibility for homeless students enrolling for the first time in the school will be based on the location of the student at the time of enrollment. At the time of first enrollment, the student must be residing in a county served by one of the B.E.S.T. Academy. Once enrolled, students may remain at their school of choice the entire time they are in transition and until the end of any academic year in which they become permanently housed. This also applies if a child or youth loses his or her housing during the summer, in which case eligibility and continued enrollment is based on the location that was last documented for the student when they were deemed eligible to enroll. Homeless students who become permanently housed during the school year or during the summer before the school year starts will only be able to attend B.E.S.T Academy at the start of that following school year if the location of the permanent housing is in a county served by B.E.S.T Academy. Services that are required to be provided, including services under federal and other programs, will not be considered in determining feasibility. Because continued eligibility for homeless students is determined in accordance with federal law, the school will claim state pupil funding for any homeless student who decides to remain enrolled even if they are not residing in a county served by B.E.S.T. Academy, but as long as they are still residing in the state of California.

Enrollment: The school shall immediately enroll the eligible homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, or other documentation. The Master Agreement is required by California law and will be collected as part of the application process. School staff

will expedite collection of the Master Agreement so that it does not delay enrollment.

Transportation: Homeless children and youth will be provided with transportation services as the need arises and on a case-by-case basis if extraordinary barriers or circumstances exist that would otherwise impair the student's successful participation in academically required or meaningful opportunities.

Services: Students experiencing homelessness must be provided with services that are comparable to the services offered to other students not experiencing homelessness. These services include educational programs or services such as programs for children with disabilities, programs for students with limited English proficiency, vocational education, and programs for gifted and talented students, for which a student experiencing homelessness meets the eligibility criteria. Homeless children and youth are automatically eligible for Title I, Part A services.

Training: The local liaison(s) will participate in, and share information with staff, regarding McKinney-Vento Title X requirements and sensitivity/awareness regarding homeless issues.

Coordination: A local liaison(s) will be appointed as the school's primary contact between homeless families, school personnel, and other service providers. The liaison is responsible for coordinating services to ensure that homeless students enroll in school and have an opportunity to succeed academically. The liaison(s) shall also collaborate and coordinate as needed with the State Coordinator for the Education of Homeless Children and Youth, and community personnel who work with these students and their families.

Disputes: If there is a dispute regarding any issue covered in this policy, the student will have the rights of a homeless child or youth to all appropriate educational services, transportation, and Title I, Part A services while the dispute is pending. The school will provide the parent or unaccompanied youth with a written explanation of its decision regarding any dispute, and the right to appeal, and will refer the parent or unaccompanied youth to the appropriate local liaison immediately.

Such notice will be in language the parent or unaccompanied youth can understand, and include a summary of the dispute resolution process. Detailed dispute resolution procedures are included in the school's Homeless Education Procedures. Complaints about how the school is generally complying with or adhering to the legal requirements for homeless students are handled through the Uniform Complaint Procedures, found on the school website.

Intervention Process

A student's continued enrollment at B.E.S.T. Academy is based on maintaining adequate progress in courses. Students are expected to complete **a minimum of 25-30 hours of work each week**. If a student does not complete his/her assignments or meet regularly with the teacher as expected, the following steps will be taken after week two of a student's

enrollments:

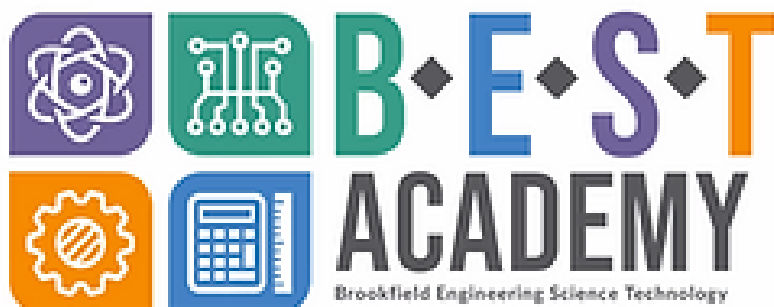
1. **Week Two: Initiate the Academic Success Plan (ASP)** – Teacher and student outline problems and solutions and work to resolve issues. The ASP form is used and kept in the student folder.
2. **Week Three: Schedule Parent Meeting** – If a student has not improved, a parent must meet with the teacher and student to review the Academic Success Plan (ASP) to discuss new intervention strategies to support student achievement.
3. **Week Four: “Notice of Lack of Progress”** -- If the student has not been able to comply with the expectations of the ASP a notice of lack of progress will be mailed to the home. A “student contract” meeting will be scheduled and the Program Lead, Teacher, and family will meet to discuss the expectations of the student contract.
4. **Week Five: Failure to meet the expectations of the student contract--**
Counselor/Principal and teacher will determine if a student can be successful in the program and determine if a student can continue in our school. If the student continues enrollment, the Counselor/Principal will prepare and sign a probationary contract with the student and provide copies to the teacher, parent and student. The details of the contract and the effective time period (from two weeks to one semester) are left to the discretion of the Program Lead.
5. **Failure to Meet with Program Lead** – If the parent/guardian or student fails to attend the meeting with the Program Lead, or if they fail to contact the Program Lead to reschedule the meeting, a final attempt will be made by the Program Lead to contact the student and parent(s) to determine the reason for missing the meeting. If the parent/guardian does not contact the Program Lead within two-three days of the phone call, the student will be dropped.
6. **Drop Letter** – If a student is not meeting the probationary contract requirements, the teacher will notify the Program Lead, who will have a disenrollment letter mailed to the student’s home.

4863-9103-8886, v. 3

Coversheet

2026-2027 Employee Handbook

Section: VI. ACTION ITEMS
Item: B. 2026-2027 Employee Handbook
Purpose: Vote
Submitted by:
Related Material: DRAFT 26-27 BEST Academy Employee Handbook.docx
2026-2027 Handbook Revisions.xlsx



Employee Handbook

2026-2027

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Welcome

Welcome! We are excited to have you join BEST Academy. As a member of our team, you play an important role in our shared mission and in the success of our school community. We hope that your employment here will be rewarding, challenging, and meaningful.

We take pride in our employees and in the educational experience and services we provide to our students and families. Because our success depends upon the dedication and professionalism of our staff, we are thoughtful and selective in choosing new team members. We look to you, along with your colleagues, to contribute to the continued growth and success of the Charter School.

The School complies with all applicable federal and state employment laws, and this handbook generally reflects those laws. The School also complies with applicable local laws, even if not specifically referenced in this handbook.

The employment policies and benefit summaries in this handbook apply to all employees unless otherwise stated. Please take the time to read this handbook carefully. You will be asked to sign an acknowledgment confirming that you have read and understand the contents of this handbook, which outlines the basic guidelines and expectations concerning your employment.

If you have questions about your employment or any provision in this handbook, please contact Human Resources.

We wish you success in your employment at BEST Academy. Welcome aboard.

Some Things to Note

The policies in this Employee Handbook are to be considered guidelines only.

BEST Academy, also known as the "Charter School" or the "School," reserves the right to interpret, modify, supplement, change, suspend, or discontinue any part or parts of the policies in this Employee Handbook at any time, with or without prior notice, as business needs, employment legislation, or economic conditions dictate. Any such action applies to both current and future employees.

No one other than the Board of Directors of BEST Academy or its designee has the authority to alter or modify any of the policies in this Employee Handbook. Any such alteration or modification must be in writing.

Neither this Employee Handbook nor any other communication by a management representative, whether oral or written, is intended to create a contract of employment. No statement or promise by management, past or present, may be interpreted as a change in policy or as creating an agreement with an employee.

Nothing in this Employee Handbook is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms and conditions of employment. BEST Academy employees have the right to engage in or refrain from such activities.

If any provision of this Employee Handbook is found to be unenforceable or invalid, that finding does not invalidate the entire handbook, but only the specific provision in question.

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This Employee Handbook supersedes and replaces any and all prior Charter School employee handbooks, policies, practices, or statements, whether written or oral, concerning the subjects addressed herein.

Mission Statement

BEST Academy is committed to providing a high-quality, standards-based educational program that supports the academic and personal development of all students. Through a flexible instructional model, individualized support, and strong collaboration among educators, students, and families, the School seeks to foster critical thinking, responsibility, and lifelong learning.

BEST Academy prepares students to meet California academic standards and to develop the knowledge and skills necessary for success in higher education, career pathways, and active participation in their communities.

Educational Philosophy

BEST Academy is committed to providing a flexible, standards-based educational program designed to support diverse learners. Through a structured online instructional model combined with individualized educator support, the School seeks to promote academic growth, social-emotional development, and college and career readiness.

The School's instructional approach emphasizes:

- Standards-aligned curriculum
- Flexible pacing based on student needs
- Ongoing student engagement and progress monitoring
- Individualized academic support
- Development of independent learning skills

BEST Academy believes that meaningful student learning occurs in an environment that encourages curiosity, accountability, and consistent interaction between students and educators. Staff members play a critical role in fostering a positive learning climate that promotes academic achievement, responsible decision-making, and lifelong learning.

All instructional practices are designed to support students in meeting California academic standards while developing the skills necessary to adapt, problem-solve, and succeed in post-secondary education and the workforce.

Governance and Program Alignment

BEST Academy operates pursuant to its approved Charter Petition and in compliance with all applicable state and federal laws. The Charter Petition defines the School's educational program, governance structure, and operational commitments to its authorizer.

The School also develops and annually updates a Local Control and Accountability Plan (LCAP) to support student achievement and continuous improvement.

Employees are expected to perform their duties in a manner consistent with the School's mission, Charter

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commitments, and strategic goals. Neither the Charter Petition nor the LCAP creates a contract of employment or alters the at-will employment relationship.

Copies of the Charter Petition and current LCAP are available on the School's website.

Revision to Handbook

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including BEST Academy policies and procedures. The handbook is not a contract. The School reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines in this handbook, we will communicate them promptly, either in a written supplement to the handbook or by posting (on company bulletin boards or websites).

Employment

At-Will Employment

Your employment with BEST Academy is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the School at any time, with or without notice and with or without cause.

Nothing in this handbook or any other School document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Executive Directors have the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Executive Directors.

If a written contract between you and the School is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

Equal Employment Opportunity

BEST Academy is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of unlawful harassment, discrimination, or retaliation based on the following protected classes: age (40 and over), race (including traits associated with race, which include, but are not limited to, hair texture and protective hairstyles such as braids, locs, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, reproductive health decision-making, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), status as a victim of violence or family member's status as a victim of violence, political affiliation, off-duty and off-premises use of cannabis, or any other status protected by federal, state, or local laws. The

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School is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The School will conduct a confidential, prompt, and thorough investigation of all allegations of discrimination, harassment, retaliation, or any violation of the Equal Employment Opportunity Policy. The School will take appropriate corrective and remedial action, if and where warranted. The School prohibits retaliation against any staff members who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Supervisor or any other designated member of management.

Child Abuse and Neglect Reporting

The Charter School recognizes that child abuse has severe consequences and that BEST Academy has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect.

BEST Academy employees are mandated reporters and are obligated to report all known or suspected incidents of child abuse and neglect. Each employee must participate in training for reporting child abuse, neglect, or exploitation on an annual basis within six weeks of starting work and the start of a new academic year. The reporting duties of mandated reporters are individual and cannot be delegated to another person. As a mandated reporter, it is not your responsibility to investigate such incidents. Your duty is to cooperate with agencies that are responsible for investigating cases of child abuse and neglect.

Immediately, or as soon as practicably possible, after knowing or observing suspected child abuse or neglect, a mandated reporter shall make a report to the Child Abuse Hotline. Contact information is as follows:

San Diego County Department of Children and Family Services
 Child Abuse Hotline
 (866) 901-3212

A written report of the incident must be sent to the Department of Children and Family Services within thirty-six (36) hours, with a copy sent to the Director of HR and Risk Management of BEST Academy. Failure to make a report of an instance of child abuse is a misdemeanor.

By acknowledging receipt of this Handbook, employees acknowledge they are child care custodians and are certifying that they have knowledge of California Penal Code section 11166 and will comply with its provisions.

Criminal Background Checks

As required by law, all individuals working (or in some instances) volunteering at the Charter School will be required to submit to a criminal background check. No condition or activity will be permitted that may compromise the Charter School's commitment to the safety and the well-being of students taking precedence over all other considerations. Conditions that preclude working at the Charter School include conviction of a controlled substance or sex offense, or a serious or violent felony. Similarly, convictions involving crimes of moral turpitude (e.g., fraud), child abuse or neglect, violence, or any offense which may

make the employee unsuitable/undesirable to work around students may also serve as a bar to employment at the School. Additionally, should an employee be arrested for, charged with or convicted of any offense during his/her employment with the School, the employee must immediately report as much to the Executive Director.

Policy Against Workplace Harassment

BEST Academy has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment, based upon an individual's membership in a protected class.

This policy protects all applicants and staff members (including managers and supervisors) from unlawful harassment and discrimination. This includes harassment by employees, managers, supervisors, contractors, interns, volunteers, vendors, suppliers, and customers. In addition, this policy extends to conduct connected with an individual's work, even when the conduct takes place away from the workplace, such as a business trip or business-related social function.

Harassment

Harassment means disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on an individual's membership in a protected class.

While it is not possible to list all the circumstances that may constitute other forms of workplace harassment, some examples of conduct that may constitute workplace harassment include:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above-protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above-protected categories and that is placed on walls, bulletin boards, or elsewhere on our premises, in emails or voicemails, or otherwise circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Sexual Harassment

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

Sexual harassment is generally categorized into the following two types:

- Quid pro quo sexual harassment ("this for that"), which includes:
 - Submission to sexual conduct when made explicitly or implicitly a term or condition of an individual's employment.
 - Submission to or rejection of the conduct by an employee when used as the basis for employment decisions affecting the employee.

- Hostile work environment sexual harassment is conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile, or otherwise offensive working environment. Examples include:
 - Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails, or gifts.
 - Sex, gender, or sexual orientation-related comments, slurs, jokes, remarks, or epithets.
 - Leering, obscene or vulgar gestures, or sexual gestures.
 - Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters or any such items.
 - Impeding or blocking movement, unwelcome touching, or assaulting others.
 - Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.
 - Conduct or comments consistently targeted at one gender, even if the content is not sexual.

Retaliation

Retaliation means any adverse employment action taken against an employee because the employee engaged in activity protected under this policy. Protected activities may include, but are not limited to, reporting or assisting in reporting suspected violations of this policy and/or cooperating in investigations or proceedings arising out of a violation of this policy.

Adverse employment action is conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.

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

Reporting Discrimination, Harassment, and/or Retaliation

If you feel that you have witnessed or have been subjected to any form of discrimination, harassment, or retaliation, immediately notify Andrew Corder, Director of HR, (619) 320-5168, acorder@bestacademycs.com or any member of management.

The School prohibits retaliation against staff members who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate corrective and/or remedial action where we find a claim has merit. If the School begins an investigation, we will endeavor to conduct the investigation in a timely manner and will keep the investigation confidential to the extent possible. In the same way, anyone involved in an investigation of harassment has an obligation to keep all information about the investigation confidential. That is why the School will only share information about a complaint of

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harassment with those who need to know about it. Failure to keep information about an investigation confidential may result in disciplinary action. Investigations will be documented and tracked for timely resolution.

When the investigation has been completed, the School will normally communicate the results of the investigation to the complaining individual, to the alleged harasser, and, if appropriate, to others who are directly involved. If our policy against harassment is found to have been violated, appropriate corrective action, up to and including termination, will be taken against the harasser so that further harassment will be prevented. Both the rights of the alleged harasser and the complainant will be considered in any investigation and subsequent action.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the School determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the School may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the School will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

In addition to our internal complaint procedure, staff members may also contact either the Equal Employment Opportunity Commission (EEOC) or the California Civil Rights Department (CRD) to report unlawful harassment. You must file a complaint with the CRD within three years of the alleged unlawful action. The EEOC and the CRD serve as neutral factfinders and will attempt to assist the parties to voluntarily resolve their disputes. For more information, contact the Office of Human Resources or the nearest EEOC or CRD office.

Any complaint regarding the Executive Directors shall be initially filed in writing with the Board. The Board shall consult with legal counsel or appoint an appropriate agent to conduct the investigation.

Any child abuse or neglect complaint against a BEST Academy employee shall be reported to the appropriate local agencies in accordance with the law, Child Abuse Prevention, and Reporting. Any complaint alleging that an employee engaged in unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in BEST Academy programs and activities shall be filed in accordance with the Uniform Complaint Procedures [Uniform Complaint Compliance | BEST Academy Charter School](#). Any complaint by an employee, job applicant, volunteer, intern, or independent contractor alleging unlawful discrimination or harassment by an employee shall be filed in Nondiscrimination in Employment. These regulations shall protect the rights of the involved parties to the extent allowed under the law.

Training

BEST Academy provides required training to employees in accordance with applicable federal and state law.

Supervisors will receive at least two hours of legally required harassment prevention training within six months of assuming a supervisory role and every two years thereafter. All other employees will receive at least one hour of legally required harassment prevention training within six months of hire and every two years thereafter.

Training may include, as required by law:

- Prevention of unlawful harassment, discrimination, and retaliation
- Prevention of abusive conduct and workplace bullying
- Reporting obligations and complaint procedures
- Responsibilities of supervisors when concerns are raised

Additional training may be required based on an employee’s role, job duties, or changes in legal requirements. Employees are expected to complete all assigned training in a timely manner.

Filing of Complaints Outside School

You may file formal complaints of discrimination, harassment, or retaliation with the agencies listed below. Contact these agencies directly for more information about filing processes.

California Civil Rights Department
 651 Bannon Street, Suite 200
 Sacramento, CA 95811
 Voice: 800-884-1684
 TTY: 800-700-2320
 California Relay Service: 711
 Email: contact.center@calcivilrights.ca.gov
 Main website: <https://www.cacivilrights.ca.gov>
 Online sexual harassment training courses: <https://www.cacivilrights.ca.gov/shpt/>

U.S. Equal Employment Opportunity Commission
 450 Golden Gate Avenue, 5 West
 P.O. Box 36025
 San Francisco, CA 94102-3661
 Phone: 800-669-4000
 Fax: 415-522-3415
 TTY: 800-669-6820
 ASL Video Phone: 844-234-5122
 Website: <https://www.eeoc.gov/field-office/sanfrancisco/location>

Title IX Notice of Nondiscrimination

BEST Academy does not discriminate on the basis of sex and prohibits any acts of sex discrimination including sex-based harassment in any education program or activity that it operates, as required by California law, Title IX (20 U.S.C. § 1681 et seq.) and the Title IX regulations (34 C.F.R. Part 106), including in admission and employment.

Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be referred to the Charter School Title IX Coordinator, the Office for Civil Rights of the U.S. Department of Education, or both.

All complaints and reports of conduct that may constitute sex discrimination including sex-based harassment should be submitted to our Title IX Coordinator, who can be reached at:

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Alejandro Soriano, Co-Executive Director
1704 Cape Horn Julian, CA 92036
(833) 619-2378
asoriano@bestacademycs.com

A copy of the Charter School's Title IX Policy, which includes the specific rules and procedures for reporting sex discrimination and sex-based harassment occurring within BEST Academy's education program or activities and for pursuing available remedies, is available on the [BEST Academy website](#).

Immigration Law Compliance

BEST Academy will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States. However, [FILL IN] will not check the employment authorization status of current employees or applicants who were not offered positions with the School unless required to do so by law.

The School shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (e.g., threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law. Further, the School shall not discriminate against any individual because he or she holds or presents a driver's license issued per Vehicle Code § 12801.9 to persons who have not established their federally-authorized presence in the United States. Finally, in compliance with the Immigrant Worker Protection Act, the School shall not allow a federal immigration enforcement agent to enter any nonpublic areas of the School without a judicial warrant, or voluntarily give consent to an agent to access, review or obtain employee records without a subpoena or judicial warrant. If a search of employee records is authorized by a valid subpoena or judicial warrant, the School will give employees notice of the inspection both before and after it has occurred as required by law.

Whistleblower Protections

When staff members notify a supervisor, manager, or an appropriate government or law enforcement agency that they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a state or federal rule or regulation, those staff members are protected from retaliation. As such, BEST Academy has a strict policy that prohibits retaliation against staff members who make such reports while employed in any form of employment. The School also does not permit retaliation against staff members who refuse to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by the School, we encourage you to report it immediately to your Supervisor or to the Executive Directors. Alternatively, you may contact the California State Attorney General's Whistleblower Hotline at (800) 952-5225. The Attorney General will refer your call to the appropriate government authority for review and possible investigation.

Employment Classifications

The School designates all employees as either exempt or nonexempt in compliance with applicable federal, state, and local law:

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- **Exempt employees.** Exempt employees are generally paid a fixed salary and are not entitled to overtime pay.
- **Nonexempt employees.** Nonexempt employees are entitled to minimum wage and overtime pay.

The School also assigns each employee to one of the following categories:

- **Regular full-time employees.** Regular full-time employees are normally scheduled to work at least 30 hours per workweek, except for approved time off. Full-time employees are eligible for most School benefits.
- **Regular part-time employees.** Regular part-time employees are normally scheduled to work 29 hours or less per workweek. Part-time employees are not eligible for most School benefits.
- **Temporary or seasonal employees.** Temporary employees are generally hired on a temporary or project-specific basis, with either full- or part-time hours. Seasonal employees are hired on a temporary basis during a time of year when extra work is available. Temporary or seasonal employees are not eligible for most School benefits.

You will be informed of your classification, status, and responsibilities at the time of hire and at any time your classification, status, or responsibilities change. If you have a question regarding this information, contact Human Resources. These classifications do not alter your employment at-will status.

Performance Evaluations

An employee's first performance evaluation will occur after completing one year of service. Subsequent performance evaluations will be conducted annually. The frequency of performance evaluations may vary depending on the length of service, job position, past performance, substantial changes in job duties, or recurring performance issues.

Performance evaluations may review factors such as the quality and quantity of the work performed, knowledge of the job, initiative, work attitude, and attitude toward others. The performance evaluations are intended to make employees aware of their progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions.

Salary increases and promotions are solely within the discretion of the Charter School and depend upon many factors in addition to performance. After the evaluation, the employee will be asked to sign the performance evaluation to acknowledge that it has been presented to them, they have discussed it with their supervisor, and they are aware of its contents. BEST Academy's evaluation system will in no way alter the at-will employment relationship.

Access to Personnel and Medical Records Files

BEST Academy maintains separate medical records files and personnel files for all staff members. Files containing medical records are stored separate and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to your personnel file for possible employment-

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related decisions. All staff members have the right to inspect and receive a copy of their personnel records. The School will make such records available for inspection and/or to receive a copy within 30 calendar days of a written request. Payroll records will be made available to inspect or receive a copy within 21 calendar days of a verbal or written request.

All requests by an outside party for information contained in your personnel file will be directed to the Human Resources department, which is the only department authorized to give out such information.

Personal Data Changes

It is your obligation to provide BEST Academy with your current contact information, including current mailing address and telephone number. You should also inform the School of any changes to your tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact Human Resources.

Privacy of Student Information

Under the Family Educational Rights and Privacy Act ("FERPA"), employees are legally and ethically obligated to safeguard the confidentiality of any educational records that they have access to. Educational records include, but are not limited to student data, student information, testing data, discipline data, health data, confidential program data, and any other student-related data. Employees must have an understanding of keeping this information confidential. Access to student information may be necessary for work-related tasks but is not to be shared with colleagues or others who should not have this access.

Separation of Employment

Employment at BEST Academy is based upon the fact that employment is completely voluntary, or at-will. Thus, the employee or the Charter School may terminate the employment relationship at any time, with or without reason or cause, and without notice. Only the Director of HR has the authority to agree to a contract of employment for a specific duration or to change the voluntary nature of the employment relationship, and that contract must be in writing.

The Charter School recognizes the following types of employment separations: voluntary or involuntary. The employee initiates a voluntary separation. In this situation, the Charter School will request that the employee put their voluntary resignation in writing. Involuntary separation is initiated by the Charter School. BEST Academy will consider an employee to have voluntarily resigned and to have terminated their employment if any of the following apply:

1. Resignation from the Charter School
2. Failure to return from an approved leave of absence on the date specified, or
3. Job Abandonment - Failure to report to work or call in for three (3) or more consecutive workdays.

The Charter School may report any certificated employees who resign prior to the end of the school year to the CTC.

Under some circumstances, BEST Academy may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, BEST Academy will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to reduction in force will be informed of the nature of the reduction and the foreseeable duration of the reduction, whether short-term or indefinite.

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In determining which employees will be subject to the reduction in force, BEST Academy has sole discretion over which factors are considered or utilized as a basis for selection. The Charter School may take into account, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and the employee's length of service.

Employees may be terminated with or without cause or reason, including and especially for poor performance, misconduct, excessive absences, tardiness, discrimination, harassment, or other violations of Charter School policies.

Return of Charter School Property

Any Charter School property issued to an employee must be returned to the Charter School at the time of separation. Employees will be responsible for any lost or damaged items. All confidential items must be returned and remain the property of the Charter School, including but not limited to, all intellectual property such as student files in employee computers, current and future product information, trade secrets, technical or financial information, student names, addresses, and related data, contracts, practices, services and other business information such as strategies, plans, or copyright disclosures that may be disclosed whether in written, oral, electronic or website-based or other forms.

Former Employees

Depending on the circumstances, BEST Academy may consider a former employee for re-employment. Such applicants are subject to the Charter School's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous separation of employment with the Charter School.

Post-Employment Inquiries/References

In the event employment with BEST Academy is terminated, either voluntarily or involuntarily, the Charter School may provide only general information regarding employment, such as position held and dates of employment.

As an employee of the Charter School, employees must not under any circumstances respond to any requests for information regarding another employee. Human Resources will handle all reference requests.

Confidential Information

Employees are not to disclose or use any Charter School and student confidential information outside of their work for the Charter School, either during or after their employment. We sincerely hope the relationships with our employees will be long-term and mutually rewarding. However, employment with the Charter School assumes an obligation to maintain confidentiality, even after an employee leaves our employ. Additionally, our students and vendors entrust the Charter School with important information relating to their businesses. The nature of this relationship requires the maintenance of confidentiality. In safeguarding the information received, the Charter School earns the respect and further trust of our students and vendors. This duty of confidentiality applies whether the employee is on or off the Charter School premises, and during and even after the end of the employee's employment with the Charter School. This duty of confidentiality also applies to communications transmitted by the Charter School's electronic communications system. Any breach of this policy will not be tolerated, and legal action may be taken by the Charter School.

Confidential information means any non-public information that relates to the actual or anticipated business

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including Charter School students, products, or services, of whom the Charter School called on or became acquainted with, future product information, trade secrets, technical or financial information, contracts, practices, services and other business information such as software developments, etc.

If ever questioned by someone outside the Charter School and there is concern about the appropriateness of providing certain information, please do not answer. Instead, as politely as possible, refer the request to the Director of HR.

No one is permitted to remove or make copies of any BEST Academy records, reports, or documents without the Director of HR's approval. Disclosure of confidential information could lead to termination, as well as other possible legal action.

Student Relations

BEST Academy is committed to providing a safe, respectful, and supportive learning environment for all students. Employees are expected to treat students with professionalism, fairness, and respect at all times.

Staff members must maintain appropriate professional relationships with students and conduct themselves in a manner consistent with the School's educational mission and policies regarding professional boundaries and student safety.

Employees must comply with all applicable laws and school policies related to student welfare, including mandated reporting requirements and policies governing appropriate staff-student interactions.

Failure to adhere to these expectations may result in disciplinary action, up to and including termination of employment.

Professional Boundaries: Staff/Student Interactions

BEST Academy is committed to maintaining a safe and respectful learning environment for all students. Employees are expected to maintain appropriate professional boundaries in all interactions with students and to conduct themselves in a manner that supports student safety, well-being, and trust.

Employees must maintain relationships with students that are professional and appropriate to their role as educators and school staff. Interactions with students should be conducted in a manner that is respectful, transparent, and consistent with the School's educational mission and professional standards.

Employees are strictly prohibited from engaging in conduct that is abusive, exploitative, or otherwise inappropriate toward students. Any behavior that could reasonably be interpreted as grooming, favoritism, harassment, or an inappropriate personal relationship with a student is not permitted.

All employees are mandated reporters under California law and are required to report suspected child abuse or neglect in accordance with applicable reporting requirements. Employees must immediately report any suspected misconduct involving a student to school administration and follow mandated reporting procedures when required by law.

Violations of this policy may result in disciplinary action, up to and including termination of employment, and may also be reported to appropriate authorities when required.

The Work Place

Job Duties

Your supervisor will explain your job responsibilities and the performance standards expected of you. Your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects or to assist with other work necessary or important to the operation of your department or BEST Academy. Your cooperation and assistance in performing such additional work are expected.

BEST Academy reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign, or transfer job positions, or assign additional job responsibilities. Job Descriptions are available upon request.

Professional Development

In most cases, and for most departments, employees will complete required training on Professional Development days. Even if employees have had previous experience in the specified functions of their job duties, employees are required to learn the Charter School's specific procedures, as well as the responsibilities of the specific position. If employees ever feel that additional training is needed, consult the Director of HR.

BEST Academy believes that in order to maximize student learning and achievement, staff members must be continuously learning and improving their skills. A program of ongoing professional development is offered by the charter and includes opportunities for teachers to enhance their instructional and classroom management skills and increase their knowledge of academic content in the core curriculum.

Attendance at workshops and conferences offered by vendors outside the charter and/or state is contingent upon the availability of budgeted funds and the advanced approval to attend by the immediate supervisor. Out-of-state conferences require the advanced approval of the Director of HR.

Conference and Professional Development Reimbursement

Employees may be eligible for reimbursement of approved conference, travel, and professional development expenses when such activities are authorized in advance by school administration.

Reimbursement is subject to the School's budgetary guidelines and must comply with established financial procedures. Employees must obtain prior approval before incurring reimbursable expenses and must submit required documentation within the timelines established by the School.

Detailed reimbursement procedures, including allowable expenses and submission requirements, are outlined in the School's Finance or Business Office procedures.

Leaves of Absence

BEST Academy understands that due to compelling reasons, employees may be required to be absent from work for a period of time. In such circumstances, the Charter School may grant the employee a Leave of Absence. The types of leave and procedures are described below.

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Paid Family Leave Insurance (CA employees only)

California's Paid Family Leave (PFL) insurance program provides eligible staff members with up to eight weeks of partial wage replacement in any 12-month period to take time off from work to:

- Bond with a new child (either by birth, adoption, or foster care placement);
- Care for a seriously ill family member (child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner); or
- Participate in a qualifying exigency related to the covered active duty, or call to covered active duty, of your spouse, domestic partner, child, or parent in the U.S. Armed Forces.

The 12-month period begins on the day a claim is submitted.

PFL insurance is funded entirely by workers through state disability insurance (SDI) payroll deductions. If you are currently receiving benefits from SDI or workers' compensation insurance, you may not be eligible to receive PFL benefits. The California PFL insurance program does not create a right to a leave of absence, job protection, or job reinstatement.

The PFL insurance program makes benefits available to eligible employees through the California Employment Development Department (EDD). Apply for PFL insurance directly with the EDD. Contact the EDD for information on eligibility or to obtain a claim form. Medical and other documentation may be required.

Disability Insurance (CA employees only)

If you are unable to work for at least eight days due to a non-work-related illness or injury, or a pregnancy-related disability, you may be eligible for disability insurance benefits. Disability insurance is a component of California's State Disability Insurance (SDI) program, which is administered by the California Employment Development Department (EDD) and is funded by workers through SDI payroll deductions. Disability insurance provides eligible staff members with up to 52 weeks of partial wage replacement benefits. Benefit amounts are based on a percentage of your wages paid during a specific 12-month base period, determined by the date your claim begins.

To apply for this benefit, you must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and your expected date of return to work.

The SDI program does not create a right to a leave of absence, job protection, or job reinstatement.

You are responsible for filing your claim and other forms promptly and accurately with the EDD. To learn more about the SDI program, including eligibility requirements and benefits, or to make a claim for DI benefits, contact the EDD (www.edd.ca.gov).

BEST Academy will be notified that you have submitted a disability insurance claim.

California Family Rights Act (CFRA) Leave

BEST Academy provides unpaid family and medical leave to eligible staff members in accordance with the California Family Rights Act (CFRA).

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Eligibility

To be eligible for CFRA leave, you must:

- Have been employed for at least 12 months (52 weeks) with the School prior to beginning CFRA leave; and
- Have worked for the School for at least 1,250 hours during the 12-month period immediately before the leave is to start.

Reasons for Leave

You may take CFRA leave for the following reasons:

- The birth, adoption, or foster care placement of a child.
- To care for your own or your family member's serious health condition (not including disability due to pregnancy, childbirth, or related medical conditions).
- A qualifying exigency related to your spouse, domestic partner, child, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

As used in this policy:

- **Family member** means your child, parent, grandparent, grandchild, sibling, spouse, domestic partner, or designated person.
- **Child** means a biological, adopted, or foster child; a stepchild; a legal ward; a child of a domestic partner; or a person to whom you stand in loco parentis.
- **Designated person** means any person related to you by blood or whose association to you is the equivalent of a family relationship.
- **Parent** means a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or a person who stood in loco parentis to you when you were a child.
- **Sibling** means a person related to another person by blood, adoption, or affinity through a common legal or biological parent.

You may identify your designated person at the time you request CFRA leave.

Leave Usage

Eligible staff members may take up to 12 workweeks of leave per leave year. For purposes of this policy, the leave year is the calendar year starting on July 1 and ending on the following June 30.

CFRA leave is generally unpaid; however, you may elect to use applicable accrued PTO to cover some or all of the leave taken. You may also be eligible for partial wage replacement benefits under California's Paid Family Leave (PFL) or State Disability Insurance (SDI) programs depending on your reason for leave. For additional information, contact Human Resources.

CFRA leave will run concurrently with other federal/state laws when permitted by law.

Intermittent Leave

When medically necessary, leave may be taken on an intermittent or a reduced work schedule.

Notice

If the need for leave is foreseeable (such as the birth of a child or planned medical treatment), you must provide reasonable advance notice and make a reasonable effort to schedule leave so that it will not unduly disrupt School operations. If unforeseeable, provide notice as soon as practical. Notice should include the

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anticipated timing and duration of the leave.

Failure to comply with these notice rules is grounds for, and may result in, deferral of the request for leave until you comply with the notice requirement.

Certification

Where leave is requested for your own or a covered family member's serious health condition, the School may require you to provide certification from your own or the School's healthcare provider.

If leave is for your own serious health condition, certification must include:

- The date when the serious health condition began.
- The probable duration of the condition.
- A statement that, due to the serious health condition, you are unable to perform the function of your position.

If leave is for a covered family member's serious health condition, certification must include:

- The date when the serious health condition began.
- The probable duration of the condition.
- An estimate of the amount of time that the healthcare provider believes you are needed to care for the family member.
- A statement that the family member's serious health condition requires you to provide care during the period of treatment or supervision.

The School may require subsequent recertification of your own serious health condition if additional leave is required.

If the School has reason to doubt the validity of the certification provided, the School may require, at its own expense, that you obtain a second opinion from a healthcare provider designated or approved by the School. If the second opinion differs from the original certification, the School may again require, at its own expense, that you obtain a third opinion from a different healthcare provider designated or approved jointly by you and the School. The third opinion will be considered final and binding.

Return to Work

If you take leave for your own serious health condition, you must obtain certification from your healthcare provider that you are able to resume work.

Reinstatement

Upon return to work at the end of leave, you will be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken. You may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during the period of leave.

Benefits

If the School provides you with health benefits under a group health plan, the School will maintain and pay for your health coverage for up to 12 weeks at the same level and under the same conditions as coverage would have been provided if you had not taken CFRA leave.

Failure to Return to Work

If you fail to return to work or fail to request an extension of leave prior to the expiration of the leave, you will be considered to have voluntarily terminated your employment. If you fail to return from leave, the School may require reimbursement of the health insurance premiums paid during the leave under certain circumstances.

Retaliation

The School will not retaliate against staff members who request or take leave in accordance with this policy.

Pregnancy Disability Leave (PDL)

If you are disabled by pregnancy, childbirth, or a related medical condition, BEST Academy will provide you with up to four months of unpaid pregnancy disability leave (PDL).

Eligibility

To be eligible for PDL, you must suffer from a pregnancy-related disability. A **pregnancy-related disability** is a physical or mental condition related to pregnancy or childbirth that prevents you from performing the essential duties of your job, or would cause undue risk to you or your pregnancy's successful completion.

Conditions for which PDL is available include, but are not limited to:

- Severe morning sickness.
- Prenatal or postnatal care.
- Doctor ordered bed rest.
- Gestational diabetes.
- Pregnancy-induced hypertension.
- Preeclampsia.
- Post-partum depression.
- Lactation conditions such as mastitis.
- Loss or end of pregnancy.
- Recovery from loss or end of pregnancy.

Use of Leave

PDL may be taken before or after birth during any period of time (not to exceed four months) where you are physically unable to work due to your pregnancy-related disability. You may take PDL all at once or intermittently.

Where applicable under state and federal law, staff members who qualify and are entitled to take PDL may also be eligible for leave under the California Family Rights Act (CFRA) and the federal Family and Medical Leave Act (FMLA). PDL and FMLA run concurrently. CFRA leave will be counted separately from PDL. CFRA leave will also be counted separately from FMLA leave taken for pregnancy disability, childbirth, or related medical conditions. An additional 12 weeks of bonding leave may also be available to qualified individuals. Speak with Human Resources about your eligibility for these leaves.

Notice and Leave Request Process

Foreseeable Need for Leave

If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not practicable, give notice as soon as possible.

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You are expected to complete and return a leave request form prior to the beginning of leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork will result in the delay or denial of leave.

Unforeseeable Need for Leave

If the need for leave is unforeseeable, provide notice as soon as practicable and possible under the facts of the particular case. Normal call-in procedures apply to all absences from work including those for which leave under this policy may be requested. Complete and return the necessary leave request form as soon as possible to obtain the leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork on a timely basis will result in the delay or denial of leave.

Leave Request Process

To request leave under this policy, obtain a leave request form from Human Resources and return the completed form to Human Resources. If the need for leave is unforeseeable and you will be absent more than three days, contact Human Resources and request that a leave form be mailed to your home. If leave will be fewer than three days, complete and return the leave request form upon returning to work.

Call-In Procedures

In all instances of absence, follow the call-in procedures and standards established for giving notice of absence from work.

Paid Leave Utilization During Pregnancy Leave

You may opt to use any available PTO during your PDL in order to receive compensation.

If you are on PDL for eight or more consecutive calendar days, you may be eligible for partial wage replacement benefits under the California State Disability Insurance (SDI) program. You are responsible for applying for these benefits and can obtain forms from your health care provider.

Certification and Fitness for Duty Requirements

When requesting PDL, you must provide certification from a health care provider to qualify for leave. Such certification must be provided within 15 days of the request for leave unless it is not practicable under the circumstances despite your diligent efforts. Failure to provide certification may result in leave being delayed, denied, or revoked. At the discretion of the School, you may also be required to obtain a second and third certification from another health care provider at School expense (except for military care leave). Recertification of the continuance of a serious health condition or an injury/illness of a military service member will also be required at appropriate intervals.

Temporary Transfer and Other Accommodations

If you are suffering from a pregnancy related disability, you are entitled to a temporary transfer to another position or other reasonable accommodation based on the pregnancy-related disability if you request the transfer or reasonable accommodation and the request is based on the medical certification of a health care provider that a transfer or reasonable accommodation is medically advisable, and the request can be reasonably accommodated by the School. All staff members who are transferred to accommodate a pregnancy-related disability have the same reinstatement and other rights described below with respect to pregnancy-related disability leaves.

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The School may also require you to transfer temporarily to an available alternative position with the same pay and benefits in order to accommodate your need for intermittent leave or a reduced work schedule.

Benefits

If the School provides you with health benefits under a group health plan, the School will maintain and pay for your health coverage at the same level and under the same conditions as coverage would have been provided if you had not taken pregnancy disability leave. If you do not return to work at the end of your pregnancy disability leave, the School may recover the payment for your premiums under certain circumstances.

Return to Work

Upon returning to work at the end of leave, you will be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken. You may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during leave.

At the completion of PDL, you will be required to obtain a release to return to work from your health care provider stating that you are able to resume your original job or duties.

Failure to Return

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment.

Alternative Employment

While on leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by the School. If you are on a leave of absence and are found to be working elsewhere without permission, you will be automatically terminated.

False Reason for Leave

You will be terminated if you provide a false reason for a leave.

Retaliation

The School will not retaliate against staff members who request or take leave in accordance with this policy.

Medical Leave

Separate from other state or federally-required leaves, BEST Academy may provide an unpaid medical leave of absence as a reasonable accommodation as long as doing so will not result in an undue hardship to the Charter School. Employees needing a medical leave of absence as a reasonable accommodation should contact the Director of HR to discuss their available options. While this leave is unpaid, employees may request to use any available and accrued PTO. Employees may also be eligible for SDI benefits through the EDD. The EDD is solely responsible for determining eligibility for SDI benefits.

Employee must provide a certification from the employee's health care provider to support the leave request. Failure to provide the required certifications in a timely manner will result in delay or denial of leave.

The Charter School does not contribute to the employee's insurance coverages while they are on an unpaid

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medical leave of absence, unless otherwise required by law. The employee would be able to continue this coverage through COBRA.

Personal Leave

BEST Academy recognizes that you may need time off from work in special circumstances that other leave policies may not address. In such cases, you may request a personal leave of absence.

Eligibility

All regular staff members employed for at least 90 days are eligible to apply for an unpaid personal leave of absence.

Requesting Leave

Requests for unpaid personal leave must be submitted to your Supervisor and Human Resources in writing at least two (2) weeks in advance where practical. In emergency situations, written notice must be provided as soon as possible. The request should include the reason for the leave as well as the dates you expect to begin and end the leave.

Job performance, absenteeism, and departmental requirements will be taken into consideration before a request is approved. Requests for unpaid personal leave may be denied or granted for any reason and are within the sole discretion of the School.

You will be required to use all available paid leave balances prior to taking an unpaid personal leave of absence.

PTO will not accrue during an unpaid personal leave of absence. Holidays that occur during an unpaid personal leave of absence will not be paid.

If you are granted a personal leave of absence, reinstatement to your position or any position is not guaranteed.

Benefits While on Leave

Your School-provided health benefits will be continued at the same level and under the same conditions as prior to the leave, for up to one (1) month. You are responsible for payment of your portion of the insurance premium while on personal leave.

If you are on a personal leave of absence that exceeds one (1) month, or you fail to pay your premium payment in a timely manner, the School will provide you with information about your rights under COBRA and/or applicable state continuation coverage policies.

Extension of Leave

You are required to return from unpaid personal leave on the originally scheduled return date. If you are unable to return, you must request an extension of the leave in writing at least one (1) week in advance of the return date. Leave extensions will be considered on a case-by-case basis. If the School denies the extension request, you must return to work on the originally scheduled return date or be considered to have voluntarily resigned from your employment.

Return to Work

In advance of your scheduled return date, your Supervisor and Human Resources will arrange for you to

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resume your previous position, if available. However, the School's need to fill a position may override the ability to hold a position open until your return. Therefore, we cannot assure our ability to reinstate you to any position after your leave. The School retains the discretion to determine the similarity of any available positions and your qualifications. If we are unable to reinstate you or you refuse the offer of reinstatement to a different position, your leave status will be changed to a voluntary termination.

Failure to Return from Leave

If you fail to return to work after an unpaid leave of absence, you will be considered to have resigned your employment.

Alternative Employment

While on an unpaid leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by the School. If you are on a leave of absence and are found to be working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all staff members for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at BEST Academy, no matter how slightly, you are to report the incident immediately to your Supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your Supervisor immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

Military Leave

BEST Academy complies with applicable federal and state law regarding military leave and re-employment rights. A military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, with amendments) and all applicable state law. You must submit documentation of the need for leave to Human Resources. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your Supervisor of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact Human Resources.

Military Spouse Leave (CA employees)

BEST Academy provides up to 10 days of job-protected, unpaid leave to staff members who are the spouse or registered domestic partner of a military member who is home on leave during a period of military deployment.

To be eligible for military spouse leave you must:

- Work an average of 20 or more hours per week; and

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- Be the spouse or registered domestic partner of a member of the Armed Forces, National Guard, or Reserves who is on leave from deployment during a period of military conflict.

Notify your Supervisor of your need for leave within two business days from the day you receive official notice that your spouse or registered domestic partner will be on leave from deployment. You must also provide written documentation certifying that your spouse or registered domestic partner will be on leave from deployment during the time you are requesting leave.

You may elect to use any available paid time off for which you are eligible under School policy for the purpose of taking military spouse leave, and such paid time off will run concurrently with the leave afforded under this policy.

The School will not discriminate or retaliate against staff members who request or take leave in accordance with this policy.

Voting Leave

If your work schedule prevents you from voting on Election Day, BEST Academy will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your Supervisor, consistent with applicable legal requirements.

Jury Duty and Witness Leave (CA employees)

BEST Academy encourages employees to serve on jury duty or as a witness when called. Should an employee be requested for jury duty or as a witness in a court case, please notify your supervisor of the need for time off as soon as a notice or summons from the court is received.

Employees on jury duty or witness leave will be paid for their service as follows. Nonexempt employees who have completed their introductory periods will receive full pay for their standard working hours while serving up to and until jury duty is complete. Exempt employees will receive full salary while serving up to and until jury duty is complete. An employee should notify their supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. An employee must report to work until such time they are required for jury service each given day. An employee will be required to provide written verification from the court clerk of the performance of jury service. If work time remains after any day of jury selection or jury duty witness service, employees will be expected to return to work for the remainder of their work schedule.

Leave and Accommodations for Victims of Violence (CA employees)

If you are a victim of violence, or the family member of a victim of violence, BEST Academy will provide you leave and/or accommodations in accordance with California law. A *Survivors of Violence and Family Members of Victims Right to Leave and Accommodations* notice, which outlines your rights and protections under the law, has been attached as an addendum to this handbook.

The School will not discriminate or retaliate against staff members who request and/or obtain leave or an accommodation in accordance with this policy.

Bereavement Leave

BEST Academy will provide eligible staff members up to five days of paid bereavement leave in accordance with the California Fair Employment and Housing Act.

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Eligibility

To be eligible for bereavement leave, you must be employed by the School for at least 30 days prior to the start of leave.

Reasons for Leave

Eligible staff members may take bereavement leave for the death of a family member.

Use of Leave

Eligible staff members will be provided up to five days of unpaid bereavement leave in the event of the death of a family member.

The five days of bereavement leave do not have to be taken consecutively. Bereavement leave must be completed within three months of the date of the family member's death.

You may substitute any portion of your unpaid bereavement leave with available appropriate paid leave.

Bereavement leave will run concurrently with other federal/state laws when permitted by law.

Notice

If your need for leave is foreseeable, provide as much advance notice as possible. If unforeseeable, provide notice as soon as practical.

You may be required to provide reasonable documentation of your need for leave. This may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. This documentation must be provided within 30 days of your first day of leave.

All information received by the School regarding your request for bereavement leave will be treated as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

Retaliation

The School will not retaliate against staff members who request or take leave in accordance with this policy.

Reproductive Loss Leave (CA employees only)

BEST Academy will provide eligible staff members up to five days of unpaid reproductive loss leave in accordance with the California Fair Employment and Housing Act.

Eligibility

To be eligible for reproductive loss leave, you must:

- Be employed by the School for at least 30 days prior to the start of leave.
- Experience a qualifying reproductive loss event.

Reproductive loss event means the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction.

Reasons for Leave

Reproductive loss events include:

- A **failed adoption**, which means the dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party. To be a qualifying event, you must be a person who would have been a parent of the adoptee if the adoption had been completed.
- A **failed surrogacy**, which means the dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate. To be a qualifying event, you must be a person who would have been a parent of a child born as a result of the surrogacy.
- A **miscarriage**. To be a qualifying event, the miscarriage must have been experienced by you, your current spouse or domestic partner, or another individual that would have made you a parent to the child.
- A **stillbirth**. To be a qualifying event, the stillbirth must result from your pregnancy, the pregnancy of your current spouse or domestic partner, or another individual that would have made you a parent to the child.
- An **unsuccessful assisted reproduction**, which means an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure. To be a qualifying event, the unsuccessful assisted reproduction event must have been experienced by you, your current spouse or domestic partner, or another individual that would have made you a parent to the child.

Use of Leave

Eligible staff members will be provided up to five days of unpaid leave for a reproductive loss event. The five days of leave do not have to be taken consecutively.

Leave must be completed within three months of the event entitling you to leave. If you experience more than one reproductive loss event within a 12-month period, the maximum amount of reproductive loss leave you can take is 20 days.

You may substitute any portion of your unpaid reproductive loss leave with available appropriate paid leave.

Reproductive loss leave will run concurrently with any other leave entitlement when permissible under applicable law.

Notice

Provide notice of your need for reproductive loss leave as soon as practical.

All information received by the School regarding your request for reproductive loss leave will be treated as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

Retaliation

The School will not retaliate against staff members who request or take leave in accordance with this policy.

Domestic Violence, Sexual Assault, or Stalking Victim Leave

BEST Academy provides reasonable accommodation to and allows victims of domestic violence, sexual assault, or stalking to take time off work to help ensure their health, safety, or welfare of that of their child by obtaining a restraining order or other court assistance.

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The Charter School will not discharge, discriminate, or retaliate against an employee who is a victim of domestic violence, sexual assault, or stalking and who takes time to obtain any relief. Relief includes, but is not limited to:

- A temporary restraining order;
- A restraining order;
- Other court-ordered relief to help ensure the health, safety, or welfare of the victim or their child;
- To seek medical attention for injuries caused by domestic violence;
- Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence;
- To obtain psychological counseling related to an experience of domestic violence; or
- To participate in safety planning and take other actions to increase safety from future domestic violence, including temporary or permanent relocation.

This includes various crimes or abuse that caused physical injury or mental injury due to a threat of physical injury. A crime is broadly defined as a misdemeanor or felony committed by a competent adult regardless of whether any person is arrested, prosecuted, or convicted of committing the crime.

A victim of domestic violence must give the Director of HR reasonable advance notice of the intention to take time off for any of the above purposes. When an unscheduled absence occurs, the Charter School will not take action against the employee if they within a reasonable time after the absence provides one of the following to the Charter School:

- A police report indicating that the employee was a victim of domestic violence;
- A court order protecting the or separating the employee from the perpetrator of an act of domestic violence or other evidence from the court or prosecuting attorney that the employee appeared in court; or
- Documentation from a medical, professional, domestic violence advocate, that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.
- Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized under this section.

With the possible exception of law enforcement, the Charter School will maintain the confidentiality of the situation of an employee who requests time off as a result of domestic violence.

Domestic violence, sexual assault, and stalking victims' leave for medical treatment do not exceed or add to the unpaid leave time that CFRA allows.

Volunteer Civil Service Leave

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. If an employee is an official volunteer firefighter, please alert the Director of HR that you may have to take time off for emergency duty before doing so when possible.

California Civil Air Patrol Leave

BEST Academy will provide eligible staff members with at least 10 days of unpaid Civil Air Patrol leave per calendar year to respond to an emergency operational mission of the California Wing of the Civil Air Patrol.

Eligibility

To be eligible for Civil Air Patrol leave, you must:

- Be employed by the School for at least 90 days before beginning leave; and
- Be a volunteer member of the California Wing of the Civil Air Patrol.

Use of Leave

Civil Air Patrol leave for a single emergency operation may not exceed three days, unless an extension of time is granted by the governmental entity that authorized the emergency operational mission, and the extension of the leave is approved by the School.

You will not be required to exhaust any paid leave in order to take Civil Air Patrol leave.

Notice

If eligible, you must provide as much notice as possible of the intended dates leave will begin and end.

The School is not required to grant Civil Air Patrol leave to you if you are required to respond to either the same or other simultaneous emergency operational mission as a first responder or disaster service worker for a local, state, or federal agency.

Certification

The School may require certification from the proper Civil Air Patrol authority verifying your eligibility for the leave requested or taken. The School may deny the leave if you fail to provide the required certification.

Restoration

Upon return from leave, you will be restored to your previous position or a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment.

Retaliation

The School will not retaliate or discriminate against staff members who request or take leave in accordance with this policy.

School and Childcare Activities Leave (CA employees only)

BEST Academy will provide staff members, who have one or more children who are of the age to attend a licensed childcare provider, kindergarten, or grades 1 through 12, with up to 40 hours of unpaid leave per year to participate in the following:

- Finding, enrolling, or re-enrolling the child in a school or with a licensed childcare provider;
- Participating in school- or childcare-related activities; or
- Addressing a childcare provider or school emergency.

Leave is limited to eight hours in any calendar month.

To be eligible for leave, you must be a parent, guardian, stepparent, foster parent, grandparent, or a person who stands in the place of a parent (in loco parentis) to a child.

If you wish to take leave to enroll a child in school or with a childcare provider or to participate in a school- or childcare-related activity, you must provide reasonable advance notice to your Supervisor. If you need to take leave to address a childcare provider or school emergency, you must provide notice to your Supervisor as soon as practical. You may be required to provide documentation from the school or childcare provider verifying that you participated in the school or childcare activity.

If both parents of a child work for the School, only one parent—the first to provide notice—may take the time off, unless the School approves both parents taking time off simultaneously.

You are required to use existing PTO for this leave.

The School will not retaliate against staff members who request or take leave in accordance with this policy.

School Disciplinary Leave (CA employees only)

BEST Academy will provide eligible staff members with unpaid leave, where permitted by law, to appear at their child's school if the child has been suspended and, for reasons specified in the California Education Code, they have been requested to attend a portion of a school day in the classroom of their child or ward.

Eligibility

All staff members who are the parent or guardian of a student are eligible for school disciplinary leave.

Notice

You must provide documentation from the school of your need to take school disciplinary leave.

Retaliation

The School will not retaliate against staff members who request or take leave in accordance with this policy.

Bone Marrow and Organ Donation Leave (CA employees only)

BEST Academy will provide staff members, who have been employed with the School for at least 90 days, with a paid leave of absence for the purpose of donating organs or bone marrow. When donating an organ, you may take up to 30 paid business days in any one-year period. When donating bone marrow, you may take up to five paid business days in any one-year period. The one-year period for both leaves is measured from the date leave begins.

The School will also provide staff members with an additional unpaid leave of absence of up to 30 business days in a one-year period when donating an organ. The one-year period is measured from the date leave begins.

You are required to provide as much advance notice as possible if you wish to take leave to donate an organ or bone marrow. Provide Human Resources with verification from a physician that the donation will take place and that there is a medical necessity for the donation.

Before taking paid leave under this policy, you must first use two weeks of accrued PTO when donating an organ, or five days accrued PTO when donating bone marrow.

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Leave taken under this policy does not constitute a break in service for health insurance coverage, accrual of vacation or sick pay, or seniority; however, the leave may not run concurrently with federal Family and Medical Leave Act or California Family Rights Act leave.

The School will not retaliate against staff members who request or take leave in accordance with this policy.

Literacy Education Assistance

BEST Academy will reasonably accommodate and assist any employee who reveals a problem with literacy and requests assistance in enrolling in an adult literacy education program, provided that it does not impose an undue hardship on the Charter School.

The Charter School will make reasonable efforts to safeguard the privacy of the employee as to the reason for their request under this policy. Approved time off of work to enroll and participate in an adult literacy education program will be unpaid; exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) and state law.

Crime Victim Leave (AZ employees)

BEST Academy is committed to providing victim's leave to eligible staff members in accordance with Arizona's victim leave law (Ariz. Rev. Stat. § 13-4439; § 8-420). This law authorizes staff members who are victims of crimes to leave work to exercise the right to be present at legal proceedings related to the crime.

A victim is:

- A person against whom the criminal offense has been committed; or
- If the person is killed or incapacitated, the person's immediate family (victim's spouse, parent, child, sibling, grandparent, or lawful guardian) or other lawful representative (person who is designated by the victim or appointed by the court and who acts in the best interests of the victim), except if the person is in custody for an offense or is the accused.

Legal proceedings include:

- Initial appearances and detention hearings.
- Post-conviction release proceedings.
- Plea negotiations and sentencing.
- Disposition and pre-disposition proceedings.
- Probation modification, revocation, disposition, or termination proceedings.
- Re-examination proceedings.
- Order of protection (an injunction against harassment or any other injunctive relief to help ensure the health, safety, or welfare of the victim or the victim's child).

Prior to taking leave, you must provide your Supervisor with a copy of the notice of each scheduled proceeding that is provided by the agency responsible for providing notice, a court order to which you are subject, or any other proper documentation, unless advance notice is not feasible. If advance notice is not feasible, you must provide appropriate documentation within a reasonable time after the absence.

The School will keep all records related to your leave confidential.

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The leave provided to attend proceedings is unpaid; however, you may choose to use accrued benefits, such as existing vacation time, sick time, personal leave time, or other accrued paid time off.

The School will not retaliate against staff members who request or take leave in accordance with this policy.

Political Convention Leave (TX employees)

BEST Academy will provide staff members with unpaid leave to attend:

- A precinct convention for which they are eligible to participate; or
- A county, district, or state convention for which they are a delegate.

Provide as much notice as possible of your need for leave.

The School will not discriminate or retaliate against staff members who request or take leave in accordance with this policy.

Isolation and Quarantine Leave (NM employees)

BEST Academy provides unpaid leave to staff members who need to isolate or quarantine in accordance with a court order.

Provide notice of your need for leave as soon as practical.

The School will not retaliate against staff members who request or take leave in accordance with this policy.

Domestic Abuse Victim Leave (NM employees)

If you, or one of your family members, are a victim of domestic abuse, BEST Academy will provide you with up to 14 days of leave per calendar year, with a maximum of eight hours per day, for the purposes of:

- Obtaining a protection order or similar judicial relief.
- Meeting with law enforcement officials.
- Consulting with attorneys or district attorneys' victim advocates.
- Attending court proceedings.

As used in this policy, **family member** includes your minor child or a person for whom you are the legal guardian.

Time off under this policy is without pay; however, exempt staff members will be paid in accordance with applicable law. You may choose to use any accrued sick leave or other available paid time off for leave under this policy. Health coverage and eligibility for other benefits will continue during the leave of absence.

If the need for domestic abuse leave is foreseeable, provide reasonable advance notice to your Supervisor. Where domestic abuse leave is taken in an emergency, you or your representative must provide notice within 24 hours of taking leave. You may be required to provide one of the following verifying the need for domestic abuse leave:

- A police report indicating that you or a family member was a victim of domestic abuse.

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- A copy of an order of protection or other court evidence produced in connection with an incident of domestic abuse; however, the document does not constitute a waiver of confidentiality or privilege between you and your advocate or attorney.
- A written statement from you indicating that the domestic abuse leave was taken for the purpose of obtaining an order of protection or other judicial relief from domestic abuse, to meet with law enforcement officials, to consult with attorneys or victim advocates, or to attend court proceedings related to the domestic abuse.
- The written statement of an attorney representing you, a district attorney's victim advocate, a law enforcement official, or a prosecuting attorney that you or your family member appeared or are scheduled to appear in court in connection with an incident of domestic abuse.
- Information regarding domestic abuse leave will be kept strictly confidential and will only be disclosed with your consent or as required by law.

The School will not retaliate against staff members who request or take leave in accordance with this policy.

Compensation and Timekeeping

The goal of BEST Academy's compensation program is to attract potential employees, meet the needs of all current employees, and encourage well-performing employees to stay with our organization. If an employee would like information on the salary range for their current position, please contact the Director of HR.

The School Director and/or the Director of HR will monitor logged time through the Learning Management System. Employees are expected to monitor their student caseload through the Learning Management System. The Nonexempt employees are responsible for properly tracking and reporting all hours worked each pay period so that they can be properly compensated for their time by the Charter School.

Attendance

BEST Academy requires regular and punctual attendance by staff members. You are expected to arrive at the workplace on time and ready to perform your job. Failure to comply with this policy may result in disciplinary action, up to and including termination.

If you are not going to arrive at work or return from a break on time, you must notify your Supervisor as soon as possible but at least 2.5 hours before your scheduled start time. If your Supervisor is not available, contact another member of management.

If you must miss work due to an emergency or other unexpected circumstance, notify your Supervisor or Human Resources as soon as possible. Notice should include the expected duration of your absence and your expected time or date of return. You may be required to provide documentation of the need for the absence, as permitted by applicable law.

If you become ill during your scheduled workday and need to leave before the end of your shift, notify your Supervisor immediately. If you are unable to perform your job at an acceptable level due to illness, you may be sent home until you are well enough to work.

Absences will be considered excused if you requested the time off in accordance with School policies and received the required approval for the absence. Absences will be considered unexcused if you are absent from work during scheduled work hours without permission and do not receive retroactive approval. This

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policy applies to all absences, including full- or partial-day absences, late arrivals, and early departures.

Planned absences, such as vacations or medical appointments, should be arranged as far in advance as possible. If you need to be absent during the workday, attempt to schedule outside appointments or obligations so that your absence has the smallest impact possible on business operations.

The School reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences when permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to this policy.

If you fail to report to work for three (3) or more consecutive days and have not provided proper notification, the School will assume that you have voluntarily resigned your position and will proceed with the termination process.

Recording Time

BEST Academy is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain staff members. To ensure that the School has complete and accurate time records and that staff members are paid for all hours worked, nonexempt staff members are required to record all working time using BambooHR. Speak with your Supervisor for specific instructions.

You must accurately record all of your time to ensure you are paid for all hours worked, and must follow established School procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.
- Other compensable time required by state law (such as time taken waiting to undergo and undergoing mandatory screenings).

Time cards are to be submitted in BambooHR by end of day on the 15th and last day of the month.

If you are required to clock in, you should clock in no more than five minutes before the time you actually start working and clock out no later than five minutes after you actually stop working.

Notify your Supervisor or Human Resources of any pay discrepancies, unrecorded or misrecorded work hours, or any involuntarily missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to Human Resources any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

Meal and Rest Periods

BEST Academy strives to provide a safe and healthy work environment and comply with all federal and state regulations regarding meal and rest periods. Check with your Supervisor regarding procedures and schedules for meal and rest periods.

The School requests that staff members observe and accurately record meal periods in time and attendance records. If you know in advance that you may not be able to take an uninterrupted scheduled meal or rest period, let your Supervisor know; in addition, notify your Supervisor as soon as possible if you were unable to take or were prohibited from taking an uninterrupted scheduled meal or rest period.

Meal and rest periods are intended to provide staff members with an opportunity to be away from work, and staff members are not permitted to perform any work during meal and rest periods.

Meal Periods

If you are nonexempt and work more than five hours in a workday, you will be provided an unpaid, uninterrupted 30-minute meal period no later than the end of your fifth hour of work and will be required to "clock out" from the timekeeping system. If you work six hours or less in a workday, you may mutually agree with your Supervisor to waive the meal period.

If you are nonexempt and work more than 10 hours in a workday, you will be provided a second unpaid, uninterrupted 30-minute meal period no later than the end of your tenth hour of work. Depending on your occupation, if you work no more than 12 hours in a workday and have taken the first meal period, you may mutually agree with your Supervisor to waive the second meal period.

See your Supervisor for procedures related to requesting to waive a meal period in the above circumstances.

Rest Periods

If you are nonexempt, you will also be provided paid, 10-minute rest periods based on total hours worked daily and you are not required to "clock out" from the timekeeping system. You will receive 10 minutes of uninterrupted rest time for every four hours of work, or major portion of each four hours worked. Accordingly, if you work:

- Less than three and a half hours, you are not entitled to a rest period.
- Three and a half to six hours, you are entitled to a 10-minute rest period.
- Six to 10 hours, you are entitled to two 10-minute rest periods.
- Ten to 14 hours, you are entitled to three 10-minute rest periods.

Rest periods are to be taken in the middle of the four-hour work period when possible. Rest periods should not be combined or added to meal periods or used to start work later or end work early.

Lactation Accommodations

BEST Academy is required by law to provide lactating staff members with certain accommodations, upon request, to express milk. Accordingly, the School will provide such staff members with:

- Reasonable break time to express milk when needed; and
- A private room or other location, other than a restroom, in close proximity to their work area that is shielded from view and free from intrusion.

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Requesting Accommodation

If you need an accommodation, contact your Supervisor. If the School cannot provide break time or a location that complies with the above, the School will provide you with a written response.

Break Times

Regarding break times, staff members may use regular paid rest breaks or may take other reasonable break time when needed. If possible, the break time should run concurrently with scheduled meal and rest breaks already provided to you. If the break time cannot run concurrently with meal and rest breaks already provided or additional time is needed, break times will be unpaid except where federal or state law dictates otherwise.

Lactation Room or Location

The provided lactation room or location will:

- Be safe, clean, and free of hazardous materials.
- Contain a surface to place a breast pump and personal items.
- Contain a place to sit.
- Have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump.

Multipurpose rooms may be used as lactation spaces if they satisfy the above requirements; however, use of the room for lactation purposes must take priority over other uses.

You will also be provided with access to a sink with running water in close proximity to your workspace.

Milk Storage

Expressed milk can be stored in company refrigerators. Sufficiently mark or label your milk to avoid confusion for other staff members who may share the refrigerator. If a refrigerator cannot be provided, the School will provide another cooling device suitable for storing milk. You may also bring a personal cooler for storage.

Retaliation

The School will not retaliate against staff members who request or obtain an accommodation in accordance with this policy.

Right to File Complaint

If you feel the School is not providing you with adequate break time and/or a place to express milk as provided for in Labor Code § 1030, you may file a report/claim with the Labor Commissioner's Bureau of Field Enforcement (BOFE) at the BOFE office nearest your place of employment.

In addition, if you believe you have been a victim of retaliation for either asserting a right to lactation accommodation or for complaining to the Labor Commissioner about the failure of the School to provide this accommodation, you may file a retaliation claim with the Labor Commissioner's Office pursuant to Labor Code § 98.7.

Work Schedules

BEST Academy's workweek runs from Sunday to Saturday. The workday begins at 8am and ends at 4pm. Employees may be required to come in early, work late, or work overtime from time to time, depending on

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various factors, such as workloads, staffing needs, and special projects.

Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your Supervisor.

At certain times BEST Academy may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in disciplinary action, up to and including termination.

If you are nonexempt and work more than eight hours in any workday or more than six days in any workweek, you will be paid overtime at a rate of:

- One and one-half times your regular rate of pay for all hours worked in excess of eight hours up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek.
- Two times your regular rate for all hours worked in excess of 12 hours in a workday or in excess of eight hours on the seventh consecutive day of work in a workweek.

If you are nonexempt and work more than 40 hours in a workweek you may be entitled to overtime after any daily overtime hours are subtracted. The same hours are never counted against different overtime limits.

Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Make-up Time

BEST Academy allows the use of make-up time when nonexempt employees need time off to tend to personal obligations. Employees may take time off and then make up the time later in the same workweek or may work extra hours earlier in the workweek to make up for the time that will be taken off later in the workweek.

Make-up time requests must be submitted in writing to your supervisor on the Charter School-provided form and given to the Director of HR. All make-up time must be worked in the same work week as the time taken off. Employees may not work more than 11 hours a day, and no more than 40 hours in a workweek, to make up for the time off.

If you take time off and are unable to work the scheduled make-up time for any reason, you may use PTO for the hours missed. If you work make-up in advance of the time you plan to take off, you must take that time off, even if you no longer need the time off for any reason.

An employee's use of makeup time is voluntary. BEST Academy does not encourage, discourage, or solicit the use of make-up time.

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Payment of Wages

All employees are paid twice per month on the 5th for the pay period ending on the previous month's last day and 20th for the pay period that ends on the previous 15th. If a payday falls on a weekend or holiday, you normally will be paid on the last business day before the weekend or holiday.

If you are paid by commission, refer to your commission agreement.

Review your paycheck for accuracy and report any concerns to Human Resources immediately. If you have been overpaid or underpaid, the error will be corrected as soon as possible.

Salary Basis Information for Exempt Employees

Exempt employees normally must receive their full salary, less applicable Federal and State taxes and deductions, for any week in which they perform any work, without regard to the number of days or hours worked.

Deductions from pay cannot be made as a result of absences for circumstances such as jury duty, attendance as a witness, temporary military leave, absences caused by the employer, and partial day absences. However, exempt employees need not be paid for any workweek in which they perform no work at all for the Charter School.

There are a few exceptions when deductions can be made to an exempt employee's pay. They are:

- Deductions for the first and last week of employment when only part of the week is worked by the employee.
- Deductions for an absence of one or more full days for personal reasons when the employee has used up all of their accrued PTO.
- Deductions for unpaid leave for full days taken in accordance with a legitimate absence under workers' compensation, Pregnancy Disability Leave, or the California Family Rights Act.

If an exempt employee believes their pay was improperly reduced, they should contact the Director of HR to request an investigation. The employee should specify in writing the circumstances of the pay deduction and whether it has occurred on other occasions. The Charter School will review the situation including the employee's pay records to determine whether the allegation is correct. If the deduction was found to be improper, the Charter School will reimburse the employee as promptly as possible.

Paycheck Deductions

BEST Academy is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, state income taxes, state unemployment taxes, state disability insurance taxes, etc., and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. Permissible deductions for exempt staff members may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your paycheck where permissible under state law. Your deductions will be reflected in your wage statement. If you have any questions about deductions from your pay, contact your Supervisor.

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The School will not make deductions to your pay that are prohibited by federal, state, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to your Supervisor.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

The School will not retaliate against employees who report erroneous deductions in accordance with this policy.

Wage Garnishments

The Charter School hopes employees will manage their financial affairs so we will not be obligated to execute any court-ordered wage garnishments. However, when court-ordered deductions are mandated to be taken from employee paychecks, the employee will be notified.

BEST Academy acts in accordance with the federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from your paycheck. Please speak to the Director of HR for more details.

Advances

BEST Academy does not permit advances against paychecks or against accrued PTO.

Benefits

Health Insurance

BEST Academy offers group health insurance benefits to all eligible staff members and their eligible dependents after the plan's defined waiting period. Health insurance benefits are described in detail in the Summary Plan Description (SPD), which may be obtained from Human Resources.

Your group health benefits are paid in part by the School. The remainder of the costs are paid by you through deductions from your paycheck.

Benefits may be canceled or changed at the discretion of the School, unless otherwise prohibited by law.

If you or a dependent become ineligible for benefits due to a change in work hours or through a life event, or you leave employment with the School, you may have the right to continue your health benefits under federal or state law. In such event, the School will provide you with information about your rights to continue your benefits coverage.

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible BEST Academy staff members and their beneficiaries to continue health insurance coverage under the School health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

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Contact Human Resources to learn more about your COBRA rights.

403(b) Plan

Eligible BEST Academy employees (as determined by the terms of the plan) may participate in the BEST Academy 403(b) plan. Please contact Human Resources for more information on the plan and how to enroll. This benefit, as well as other benefits, may be canceled or changed at the discretion of the BEST Academy unless otherwise required by law.

Paid Time Off

BEST Academy recognizes the need for employees to take time off from work and has established these benefits to promote rest and relaxation away from work by providing paid holidays and paid time off ("PTO").

Holidays

The Charter School observes the following paid holidays and will not be open for work on the following days:

- January 1 (New Year's Day)
- Martin Luther King Jr.'s Birthday
- Presidents Day
- Memorial Day
- Juneteenth
- July 4th (Independence Day)
- Labor Day
- Indigenous Peoples' Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday. However, BEST Academy may grant another day off in lieu of closing. Holiday observance will be announced in advance.

The actual day the holiday is observed may change year to year depending upon when the holidays occur. If there is a change to the date that the holiday is observed, employees will be notified in advance.

The employee will be paid at their regular pay rate. This is not considered time worked for calculating overtime or make-up time. Employees on an approved unpaid leave of absence are not eligible for holiday pay for any holidays that occur during their leave.

Paid Time Off (PTO)

BEST Academy provides eligible employees with Paid Time Off (PTO) to support personal needs, illness, and time away from work. PTO is intended to provide flexibility while ensuring compliance with applicable state and local laws, including paid sick leave requirements.

PTO Allocation

PTO is provided annually based on employee classification and role. The following reflects the standard PTO

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structure:

Role	Annual Working Days	Sick Days	PTO Days	Rollover Cap
Teachers	190	5	16 hours	32 hours
Coordinators, TOSAs & Counselors	205	5	24 hours	24 hours
Directors, Full-Time Clerical <35 hr/week	220	5	40 hours	24 hours
Executive Directors & 35+ hr/week Hourly	240	5	56 hours	32 hours

PTO amounts are prorated for employees who begin employment mid-year or who work less than a full schedule.

Use of PTO

PTO may be used for:

- Personal time off
- Illness or medical appointments
- Care for a family member
- Other qualifying reasons consistent with applicable law

Employees are expected to request PTO in advance when foreseeable and obtain supervisor approval. Unplanned absences should be reported in accordance with School attendance procedures.

Paid Sick Leave Compliance

PTO provided under this policy is intended to meet or exceed applicable paid sick leave requirements under California law. Employees may use PTO for any purpose permitted under applicable paid sick leave laws.

Rollover of PTO

Employees may carry over unused PTO from one year to the next, up to the applicable rollover cap listed above. Once the cap is reached, additional PTO will not accrue until the balance falls below the cap.

Separation of Employment

Upon separation from employment, accrued and unused PTO will be paid out in accordance with applicable law.

Workplace Policies

This section of the Employee Handbook is designed to help clarify and answer any questions about the practices and policies of the Charter School. All employees are expected to follow all Workplace Policies. If you have any questions about any of these policies, please promptly seek clarification from a supervisor.

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Communications

Employees are expected to communicate in an efficient, effective, reliable, professional, and respectful manner at all times. Successful working conditions and relationships depend on successful communication. Not only do employees need to stay aware of changes in procedures, policies, and general information, but they also need to communicate ideas, suggestions, personal goals, or problems as they affect work.

Work Performance

BEST Academy expects every employee to act in a professional manner. Satisfactory performance of job duties and responsibilities is key to this expectation. Employees should attempt to achieve their job objectives and act with diligence and consideration at all times. Poor job performance can result in disciplinary action, up to and including termination.

Standards of Conduct

BEST Academy strives to maintain a professional work environment that promotes job satisfaction, respect, responsibility, integrity, and accountability among all employees. Each employee shares responsibility for maintaining a workplace that supports the School's mission and promotes a safe and respectful environment for students, colleagues, and the community.

Employees are expected to conduct themselves in a professional manner and to comply with all School policies, procedures, and applicable laws. Employees are expected to conduct themselves in a manner that supports the safety, well-being, and dignity of all students.

While it is not possible to list every type of conduct that may be considered inappropriate in the workplace, the following are examples of behavior that may result in disciplinary action, up to and including immediate termination of employment. This policy is not intended to limit the School's right to discipline or discharge employees for any lawful reason.

Examples of misconduct include, but are not limited to:

Policy and Professional Standards Violations

- Violation of School policies or procedures set forth in this handbook.
- Refusal or failure to follow lawful directions from supervisors or administrators.
- Failure to perform assigned job duties or meet reasonable performance expectations.
- Failure to comply with School policies regarding dress, conduct, or professional behavior.

Dishonesty or Misrepresentation

- Inaccurate reporting of hours worked by you or another employee.
- Providing knowingly inaccurate, incomplete, or misleading information in employment-related documents or communications, including job applications, personnel records, evaluations, expense reports, or internal communications.
- Misrepresentation when acting or speaking on behalf of the School.

Misuse of School Property or Resources

- Taking, destroying, damaging, or misusing School property.
- Lending keys, access cards, or other School property to unauthorized individuals.

- Unauthorized use of School equipment, technology, or facilities.

Safety and Workplace Conduct Violations

- Possessing, using, distributing, or being under the influence of illegal drugs or controlled substances on School property or while conducting School business.
- Being under the influence of alcohol during working hours, on School premises, or while conducting School business.
- Possession of weapons, hazardous materials, or other dangerous items on School property without authorization.
- Failure to follow established safety rules or procedures.

Harassment, Disrespectful Conduct, or Workplace Disruption

- Fighting, threatening behavior, or harassment of employees, students, vendors, or visitors, as defined in the School's Equal Employment Opportunity and Anti-Harassment policy.
- Use of obscene, abusive, or harassing language in the workplace.
- Conduct that disrupts the work environment or interferes with School operations.

Attendance and Time Violations

- Excessive tardiness or absenteeism.
- Working unauthorized overtime.
- Failure to properly record work hours.

Other Inappropriate Conduct

- Engaging in outside employment that interferes with the employee's ability to perform their job duties.
- Solicitation or distribution of materials in violation of School policy.
- Gambling on School premises.
- Smoking in non-designated areas.

Employees who violate School policies or engage in misconduct may be subject to disciplinary action, up to and including termination of employment.

Nothing in this policy is intended to limit employees' rights under the National Labor Relations Act or applicable state laws, nor is it intended to modify the at-will employment relationship.

Disciplinary Counseling

Disciplinary counseling may be initiated when BEST Academy believes an employee's performance can and will be enhanced through informing and addressing a performance issue with the employee. Disciplinary counseling is completely at the discretion of management. The Charter School believes the retention of capable employees is important to the best interest of the business. By providing employees with an opportunity to correct performance or attendance problems, the Charter School hopes to retain those who can perform satisfactorily. However, the Charter School reserves the right to terminate at-will, and even if disciplinary counseling is or is not implemented, the employee may still be terminated at any time at the discretion of management.

In general, the disciplinary counseling process may involve progressive discipline steps as described in the following section to address performance issues with employees. Again, it is important to note all or none of these steps need to or will occur prior to termination. Nothing in this policy is intended to alter the at-will

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nature of employment.

Progressive Discipline

Any violation of BEST Academy policies, procedures, or practices, or any improper behavior or conduct may warrant disciplinary action. To ensure the Charter School's business is conducted properly and efficiently, employees must conform to certain standards of attendance, conduct, work performance, and other work rules and regulations. If a problem in these areas does arise, management will coach and counsel the employee in mutually developing an effective solution. Although the employment relationship may be terminated at-will with or without any reason or cause by the employee or the Charter School, without following any formal system of discipline or warnings, the Charter School often exercises its discretion to use a progressive discipline procedure to ensure a fair method of disciplining employees.

When followed, the progressive discipline system is intended to give employees advance notice, whenever possible, of problems with their conduct or performance in order to provide them an opportunity to correct any problems. Normally, progressive discipline involves verbal counseling, followed by a written warning or Performance Improvement Plan upon a repeated occurrence, prior to termination. Any or all of the above may be utilized, depending upon individual circumstances and the nature of the infraction. Exceptions or deviations from the normal procedure may occur whenever serious offenses occur or whenever the Charter School deems circumstances warrant one or more steps in the process to be added or skipped. As noted above, nothing in this policy is intended to alter the at-will nature of employment.

Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of BEST Academy. All staff members are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The School, in accordance with applicable law, will reasonably accommodate staff members with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the School. Contact your Supervisor to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

Technology and Electronic Communications Policy

BEST Academy provides employees with access to technology resources, including computers, networks, email systems, internet access, software, and other electronic communication tools, to support the School's educational and operational activities. These resources are intended primarily for work-related purposes.

All technology systems, equipment, and electronic communications created, stored, sent, or received using School systems are the property of BEST Academy.

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Employees are expected to use School technology resources responsibly, professionally, and in accordance with School policies and applicable laws.

Appropriate Use

Employees may use School technology systems to perform job duties and communicate with colleagues, students, families, and other stakeholders for legitimate School purposes. Limited personal use may be permitted provided it does not interfere with job performance, School operations, or the security of School systems.

Employees must not use School technology resources to engage in activities that are unlawful, disruptive, offensive, or inconsistent with School policies.

Examples of prohibited uses include, but are not limited to:

Accessing, transmitting, or storing obscene, harassing, discriminatory, or otherwise inappropriate material

- Using School systems for unlawful purposes
- Unauthorized access to School systems, data, or accounts
- Downloading or installing unauthorized software
- Misuse of School technology in a manner that disrupts School operations or compromises system security

Electronic Communications

Electronic communications created or transmitted using School systems, including email, messaging platforms, and other digital tools, should be professional and related to School business.

Employees should exercise the same level of professionalism in electronic communications as they would in written or verbal workplace communications.

Communication with Students

Electronic communication with students must be conducted in a professional manner and for legitimate educational purposes.

Employees should use School-approved communication platforms when interacting with students and should avoid private or personal communication channels unless specifically authorized for educational purposes.

Employees must maintain appropriate professional boundaries in all electronic communications with students and must comply with the School's Professional Boundaries and Staff–Student Interaction policies.

Student Information and Data Privacy

Employees must protect the confidentiality of student information and comply with all applicable privacy laws, including the Family Educational Rights and Privacy Act (FERPA).

Student records, personally identifiable student information, and other confidential education records must only be accessed, used, or shared for legitimate educational purposes and in accordance with School policies.

Employees must not disclose student information through personal email accounts, social media platforms,

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or other unauthorized communication channels.

Monitoring and Privacy

Employees should have no expectation of privacy when using School technology systems or equipment. To the extent permitted by law, BEST Academy reserves the right to monitor, review, access, and disclose electronic communications and files created, stored, sent, or received using School systems or equipment.

Monitoring may occur for legitimate business purposes, including system maintenance, security, investigations of policy violations, and compliance with legal obligations.

Employee-Owned Devices

Employees who use personal devices (such as phones, tablets, or laptops) to access School systems, networks, or data must comply with all School technology policies. Employees are responsible for maintaining the security of School information accessed or stored on personal devices.

The School reserves the right to require the removal of School data from personal devices and may restrict access to School systems if security concerns arise.

Social Media

Employees are expected to use good judgment when using social media or other online platforms. Employees should not represent themselves as speaking on behalf of the School unless authorized to do so.

Employees must not disclose confidential School information, student information, or other protected information through social media or other online platforms.

Violations

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

Nothing in this policy is intended to interfere with employees' rights under applicable law, including the right to engage in protected concerted activity under the National Labor Relations Act.

Bulletin Boards

BEST Academy maintains an official bulletin board located at the BEST Academy office for providing staff members with official School notices, including wage and hour laws, changes in policies, and other employment-related notices. At times the School may also post information of general interest to staff members on the bulletin board. You are responsible for being informed about this material by periodically reviewing the bulletin board. Only authorized personnel may add and remove notices from the bulletin board.

Nonsolicitation/Nondistribution Policy

BEST Academy prioritizes a harmonious work environment that minimizes disruption to business operations and respects the focus of staff members, visitors, and others. Our nonsolicitation/nondistribution policy aims to ensure a balanced approach to interactions within the workplace.

Solicitation

For the purposes of this policy, solicitation includes various activities such as selling items or services, seeking

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contributions, or seeking support for an organization. Solicitation, whether conducted verbally, in writing, or electronically, falls under this policy's scope.

During your assigned working hours, soliciting other staff members is prohibited. Working hours refers to periods when either you or the staff members you intend to solicit are expected to be actively engaged in work-related activities. You are permitted to engage in solicitation during authorized nonworking times, such as breaks, provided that the recipients of the solicitation are also on nonworking time.

Distribution

To ensure cleanliness, organization, and safety, the distribution of nonwork-related literature or items within working areas is prohibited at all times. Working areas do not include break/rest areas, lunchrooms, and parking lots. Electronic distribution of materials during work hours is also not allowed. Any literature that violates the School's equal employment opportunity (EEO) and nonharassment policies, or knowingly spreads false information, is strictly prohibited. Non-employees are not permitted to distribute materials on company premises under any circumstances.

Statutory Rights and Communication

This policy is not meant to curtail the statutory rights of employees, including their right to discuss terms and conditions of employment. Open communication remains a vital part of our workplace culture.

Reporting Violations

If you become aware of violations of this policy, report them to your Supervisor.

We appreciate your cooperation in maintaining a respectful and focused work environment.

Conducting Personal Business

Employees are to conduct only BEST Academy business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

Conflicts of Interest

All employees must avoid situations involving an actual or potential conflict of interest such as the following:

- Personal or romantic involvement with a student, vendor, or subordinate employee of the Charter School, which impairs an employee's ability to exercise good judgment on behalf of the Charter School, creates an actual or potential conflict of interest.
- Manager-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.
- Accepting or offering substantial gifts, excessive entertainment, or favors of payment which may be deemed to constitute undue influence or otherwise be improper or embarrassing to the Charter School.

An employee involved in any of the types of relationships or situations described in this policy must immediately and fully disclose the relevant circumstances to management for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, BEST Academy may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action, up to and including termination of employment.

News Media Contacts / Third-Party Disclosures

From time to time, BEST Academy may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former staff members, newspapers, law enforcement agencies, and other outside persons may contact our staff members to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the School and should refer any call requesting the position of the School to the Executive Directors. If you have any questions about this policy or are not certain what to do when such a contact is made, contact Human Resources.

Off-Duty Conduct

While BEST Academy does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Charter School's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the Charter School's or their own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the Charter School's legitimate business interests or the employee's ability to perform their job will not be tolerated.

While employed by BEST Academy, employees are expected to devote their energies to their jobs with the Charter School. The following types of employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities
- Additional employment that creates a conflict of interest or is incompatible with the employee's position
- Additional employment that impairs or has a detrimental effect on the employee's work performance
- Additional employment that requires the employee to conduct work or related activities during the employer's working hours or using Charter School equipment
- Additional employment that directly or indirectly competes with the business or the interests of the Charter School without the approval of the Director of HR.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to BEST Academy explaining the details of the additional employment. If the additional employment is authorized, the Charter School assumes no responsibility for it. The Charter School shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Safety and Health

It is the responsibility of all BEST Academy staff members to maintain a healthy and safe work environment, report any health or safety hazards, and follow the School health and safety rules. Failure to do so may result in disciplinary action, up to and including termination of employment. The School also requires that all occupational illnesses or injuries be reported to your Supervisor as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

Drug and Alcohol Policy

BEST Academy is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the School to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others, and will not be tolerated.

Prohibited Conduct

The School expressly prohibits staff members from engaging in the following activities when they are on duty or conducting School business or on School premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The School does not discriminate against staff members solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to the School Disability Accommodation policy for additional information.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your Supervisor if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Employer-Sponsored Events

From time to time, the School may sponsor social or business-related events where alcohol may be served. This policy does not prohibit the use or consumption of alcohol at these events. However, if you choose to consume alcohol at such events, you must do so responsibly and maintain your obligation to conduct yourself properly and professionally at all times.

Treatment and/or Rehabilitation

The School may assist you in seeking treatment or rehabilitation for drug or alcohol dependency. In such cases, the School may consider your continued employment as long as concerns regarding safety, health, production, communication, or other work-related matters are adequately addressed. The School may also require you to obtain a medical clearance and agree to random testing and a "one-strike" rule as a condition of continued employment.

Violations

Violation of this policy may result in disciplinary action, up to and including termination of employment.

Drug and Alcohol Rehabilitation Accommodation

BEST Academy will reasonably accommodate staff members who wish to voluntarily participate in an alcohol

or drug rehabilitation program, provided that the accommodation will not impose an undue hardship on the School.

A reasonable accommodation may include unpaid time off. If you have a serious health condition and are otherwise eligible, time off for alcohol and/or drug rehabilitation may also be covered by the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA). If so, the School will request approval and medical certification as it would for FMLA and CFRA leave requests, and the leaves will run concurrently. You may use accrued sick days, if any, for all or part of the time spent in entering or participating in a rehabilitation program.

The School may discharge or refuse to hire an individual because of their current use of alcohol and/or drugs, because they are unable to perform their duties, or because they cannot perform their duties in a manner that would not endanger their own or another's health and safety.

Requests to participate in a rehabilitation program will be kept confidential. Direct all requests to participate in a rehabilitation program to Human Resources.

The School will not retaliate against staff members who request or obtain an accommodation in accordance with this policy.

Emergency Conditions - Retaliation Prohibited

If an employee has a reasonable belief their designated workplace is unsafe, they should notify their supervisor or the Director of HR that they will be leaving the workplace or they will not be reporting to the workplace. In order for the workplace to be deemed unsafe, a reasonable person would conclude there is a real danger of death or serious injury if the employee enters or remains on the premises during an emergency condition. This does not apply when the emergency condition has ended.

An emergency condition is defined as a condition of disaster or extreme danger for the safety of people or property at the workplace caused by natural forces or a criminal act or an order to evacuate a workplace, an employee's home, or a child's school due to these same reasons. An emergency condition does not include a health pandemic.

Employees will not be retaliated against for their good faith belief that the workplace is unsafe and for using their mobile devices for this purpose.

Tuberculosis Testing

All employees of the School must submit written proof from a physician of a risk assessment examination for tuberculosis (TB) within the last sixty (60) days. If TB risk factors are identified, a physician must conduct an examination to determine whether the employee is free of infectious TB. The examination for TB consists of an approved TB test, which, if positive, will be followed by an x-ray of the lungs, or in the absence of skin testing, an x-ray of the lungs. All employees will be required to undergo TB risk assessments and, if risk factors are found, the examination at least once every four (4) years. Volunteers may be required to undergo a TB examination as necessary. The TB risk assessment and, if indicated, the examination is a condition of initial employment with the School and the cost of the exam will be borne by the applicant.

Food handlers may be required to have annual TB exams. Documentation of employee and volunteer compliance with TB risk assessments and examinations will be kept on file in the office. This requirement

also includes contract food handlers, substitute teachers, and student teachers serving under the supervision of an educator. Any entity providing student services to the School will be contractually required to ensure that all contract workers have had TB testing that shows them to be free of active TB prior to conducting work with School students.

Hepatitis B Vaccination

Any employee working in conditions where they may be exposed to biohazards such as bodily fluids may elect to be inoculated through the BEST Academy Hep-B vaccination program. We will not reimburse the employee if they pursue this course of action on their own. BEST Academy will pay for the school's designated physician.

Authorization for Use of Personal Vehicle and Driving Record

All staff members required to operate a motor vehicle as part of their employment duties at BEST Academy must maintain a valid driver's license and acceptable driving record. The School may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license for your personnel file. Any changes in your driving record, including but not limited to driving infractions, must be reported to the School.

If you use your personal vehicle in the course and scope of employment, you may not operate such vehicle while:

- Under the influence of drugs, alcohol, or any other substance that might impair your judgment or ability to drive; or
- Texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

State law requires all motorists to carry auto liability insurance. It is against the law to drive without insurance. If you use your own vehicle as a part of your employment duties, you must provide management with a current proof of insurance statement or card. New proof of insurance is required every time your policy expires and renews.

Safe Use of Cell Phones While Driving

While operating a vehicle on work time, the School requires that the driver's personal cell phone/mobile device be turned off. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that is in compliance with applicable state laws.

Ergonomics

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

BEST Academy believes that the reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being and is essential to our business. We intend to provide appropriate resources to create a risk-free environment. If you have any questions about ergonomics, please contact the Director of HR.

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Workplace Tobacco Usage

BEST Academy is concerned about the detrimental effects of smoking and secondhand smoke inhalation. Smoking (including the use of electronic vaping products such as e-cigarettes) is prohibited in the following:

- Within 20 feet of main entrances, exits, operable windows, and/or ventilation system intakes.
- Within 250 feet of any facility or park where a Charter School event is taking place.

The School also prohibits the use of smokeless tobacco (e.g., chewing tobacco, dip, and snuff) in such areas.

The School will not discriminate against staff members based on their off-premises, off-duty tobacco usage.

Violence in the Workplace Policy

As the safety and security of our staff members, vendors, contractors, and the general public is in the best interests of BEST Academy, we are committed to working with our staff members to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

The School has a zero tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, staff members, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on School property or while performing School business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to your Supervisor or Human Resources, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to Human Resources.

Communicable Illness

BEST Academy is committed to maintaining a healthy and safe workplace for employees and students. Employees who are experiencing symptoms of a contagious illness or who have been advised by a healthcare provider or public health authority to isolate or stay home should notify their supervisor and should not report to work.

The School may implement health and safety measures as required by applicable public health guidance or regulatory requirements. Employees are expected to comply with all health and safety protocols established by the School.

Questions regarding illness-related absences or workplace health procedures should be directed to your Supervisor or Human Resources.

Resignation Policy

BEST Academy hopes that your employment with the School will be a mutually rewarding experience; however, the School acknowledges that varying circumstances can cause you to resign employment. The School intends to handle any resignation in a professional manner with minimal disruption to the workplace.

Notice

The School requests that you provide a minimum of two weeks' notice of your resignation. Provide a written resignation letter to your Supervisor. If you provide less notice than requested, the School may deem you to be ineligible for rehire, depending on the circumstances of the notice given.

The School reserves the right to provide you with pay in lieu of notice in situations where job or business needs warrant.

Final Pay

The School will pay separated staff members in accordance with applicable laws and other sections of this handbook.

Notify the School if your address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

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Return of Property

Return all School property at the time of separation, including keys, laptops, company-issued non-consumables, uniforms. Failure to return some items may result in deductions from your final paycheck where state law allows. In some circumstances, the School may pursue criminal charges for failure to return School property.

Confirmation of Receipt

By signing below, I acknowledge that I have received a copy of the BEST Academy Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the School has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the Human Resources Director of the School. I also understand that any delay or failure by the School to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the School or affect the right of the School to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized School representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized School representative) or a collective bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by BEST Academy.

If I have any questions about the content or interpretation of this handbook, I will contact Human Resources.

Employee Signature

State(s) Where Employee Performs the Work - State Addendum(s)

Employee's Printed Name

Date

Internal Complaint Review

The purpose of the "Internal Complaint Review Policy" is to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to the Principal or Board of Directors to express their work-related concerns.

Specific complaints of unlawful harassment, discrimination, and retaliation are addressed under the School's "Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation."

Internal Complaints

(Complaints by Employees Against Employees)

This section of the policy is for use when a School employee raises a complaint or concern about a coworker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the immediate supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Principal or designee:

1. The complainant will bring the matter to the attention of the Principal as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate; and
2. The complainant will reduce his or her complaint to writing, indicating all known and relevant facts. The Principal or designee will then investigate the facts and provide a solution or explanation;
3. If the complaint is about the Principal, the complainant may file his or her complaint in a signed writing to the President of the School's Board of Directors, who will then confer with the Board and may conduct a fact-finding or authorize a third party investigator on behalf of the Board. The Board President or investigator will report his or her findings to the Board for review and action, if necessary.

This policy cannot guarantee that every problem will be resolved to the employee's satisfaction. However, the School values each employee's ability to express concerns and the need for resolution without fear of adverse consequences to employment.

Policy for Complaints Against Employees

(Complaints by Third Parties Against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about a School employee.

If complaints cannot be resolved informally, complainants may file a written complaint with the office of the Principal or Board President (if the complaint concerns the Principal) as soon as possible after the events that

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give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, Principal (or designee) shall abide by the following process:

1. The Principal or designee shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
2. In the event that the Principal (or designee) finds that a complaint against an employee is valid, the Principal (or designee) may take appropriate disciplinary action against the employee. As appropriate, the Principal (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
3. The Principal's (or designee's) decision relating to the complaint shall be final unless it is appealed to the Board of Directors. The decision of the Board shall be final.

General Requirements

1. Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
2. Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
3. Resolution: The Board (if a complaint is about the Principal) or the Principal or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

INTERNAL COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur?

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant Date: _____

Print Name

To be completed by School:

Received by: _____ Date: _____

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

2026-2027 Handbook Revisions.xlsx

Coversheet

2026-2027 Employment Offer Contract

Section: VI. ACTION ITEMS
Item: C. 2026-2027 Employment Offer Contract
Purpose: Vote
Submitted by:
Related Material: 2026-2027 Offer Letter DRAFT (4938-2590-4797.v1).docx



[Insert Date]

Via Email: [Email Address] & U.S. Mail

Applicant Name

Address

Re: Future Employment with BEST Academy

Dear Ms./Mr. [Last Name],

BEST Academy is pleased to offer you employment in the position of [Position Title], reporting to [Supervisor Title]. This letter outlines the general terms and conditions of your future employment with BEST Academy.

POSITION INFORMATION

Position: [Position Title]. A copy of the [Position Title] job description is attached to this letter, which may be modified within the sole discretion of BEST Academy based upon the needs of the school.

Supervisor: [Supervisor Title]

Anticipated Start Date: [Start Date]

Work Year: [Number] workdays according to the school calendar for this position

Employment Status: [Full-Time / Part-Time]

Classification: [Exempt / Non-Exempt]

COMPENSATION

The annual compensation for this position is \$[Salary], subject to all applicable withholdings and deductions. [OR] The hourly rate for this position is \$[Hourly Rate], subject to all applicable withholdings and deductions. Your compensation may be prorated depending upon the number of required workdays you fulfill. In addition, BEST Academy offers benefits plans in which you may be eligible to participate, subject to plan terms and conditions, as detailed below.

BENEFITS

Eligible employees may participate in BEST Academy employee benefit programs subject to the terms and eligibility requirements for each plan. These benefits may include:

- Health Benefits
- Retirement Plan
- Paid Time Off (PTO)
- Paid Holidays

All benefits are governed by the terms of the applicable benefit plans and BEST Academy policies, which may be modified from time to time.

CONDITIONS OF EMPLOYMENT

This offer of employment is contingent upon your successful completion of the basic minimum requirements for employment at BEST Academy, including, but not limited to:

- Criminal background clearance
- Tuberculosis (TB) clearance and any required pre-employment health screenings
- Verification of any required credentials, certifications, or licenses applicable to the position
- Verification of employment eligibility in the United States (I-9 documentation)
- Verification of relevant experience
- Verification of any CTC reporting with prior school employers (for certificated applicants)
- Verification of references
- Completion of any onboarding documentation required by BEST Academy

Each of the above-mentioned requirements must be successfully completed prior to your first day of work with BEST Academy. Failure to successfully complete any of these requirements may result in BEST Academy withdrawing this conditional offer of employment.

AT-WILL EMPLOYMENT

Employment with BEST Academy is at-will. This means that either you or BEST Academy may terminate the employment relationship at any time, with or without cause and with or without notice, as further specified in the At-Will Employment policy in the BEST Academy Employee Handbook. The at-will employment relationship may only be modified in writing by the BEST Academy Board of Directors.

All other specific terms and conditions associated with your future employment with BEST Academy will be governed by the charter petition, Employee Handbook, other relevant school policies, and applicable law.

WORK SCHEDULE

The typical work schedule for this position is [Schedule or Hours], or as otherwise determined by the operational needs of the School. Your schedule will be provided to you prior to your first day of work.

Exempt employees may be required to work additional hours, including evenings or weekends, to fulfill job responsibilities and attend school events.

ACCEPTANCE OF OFFER

Please sign and return this letter by [Acceptance Deadline] to confirm your acceptance of this offer of employment. If you do not accept this offer by [Acceptance Deadline] or fulfill each of the minimum requirements for employment with the School, this offer will become null and void.

Please do not hesitate to contact me if you have any questions. We look forward to working with you.

Sincerely,

Alejandro Soriano
Co-Executive Director

By signing below, I accept this offer of at-will employment with BEST Academy under the terms outlined in this letter.

Signature: _____ Date: _____

Printed Name: _____

Coversheet

Continuing Employment Offer Contract

Section: VI. ACTION ITEMS
Item: D. Continuing Employment Offer Contract
Purpose: Vote
Submitted by:
Related Material:
2026-2027 Continuing Employment Offer DRAFT (4903-0885-0333.v1).docx



[Insert Date]

Via Email: [Email Address] & U.S. Mail

Employee Name

Address

Re: Continued At-Will Employment with BEST Academy

BEST Academy is pleased to confirm your continued employment with the school in the position of [Position Title], reporting to [Supervisor Title].

This letter outlines the general terms and conditions of your continued employment with BEST Academy.

AT-WILL EMPLOYMENT

Your employment with BEST Academy continues to be at-will. This means that either you or BEST Academy may terminate the employment relationship at any time, with or without cause and with or without notice, subject to applicable law, as further outlined in the BEST Academy Employee Handbook.

Nothing in this letter or in any BEST Academy policy alters the at-will nature of your employment unless expressly approved in writing by the BEST Academy Board of Directors.

Your employment remains subject to the policies and procedures outlined in the BEST Academy Employee Handbook and other school policies, which may be updated from time to time.

POSITION INFORMATION FOR THE 2026-27 SCHOOL YEAR

Position Title: [Position Title] A copy of the [Position Title] job description is attached to this letter, which may be modified within the sole discretion of BEST Academy based upon the needs of the School.

Supervisor: [Supervisor Title]

Work Year: [Number] workdays according to the school calendar for this position.

Employment Status: [Full-Time / Part-Time]

Classification: [Exempt / Non-Exempt]

COMPENSATION

The annual compensation for this position for the 2026–2027 school year is \$[Salary], subject to all applicable withholdings and deductions. [OR] The hourly rate for this position for the 2026-2027 school year is \$[Hourly Rate], subject to all applicable withholdings and deductions. Your compensation may be prorated depending upon the number of required workdays you fulfill.

WORK SCHEDULE

The typical work schedule for this position is [Schedule or Hours], or as otherwise determined by the operational needs of the school.

Exempt employees may be required to work additional hours, including evenings or weekends, to fulfill job responsibilities and attend school events.

BENEFITS

Eligible employees may participate in BEST Academy employee benefit programs subject to the terms and eligibility requirements of each plan. These may include:

- Health Benefits
- Retirement Plan (403(b))
- Paid Time Off (PTO)
- Paid Holidays

All benefits are governed by the terms of the applicable benefit plans and BEST Academy policies, which may be modified from time to time.

ACKNOWLEDGMENT

Please sign below to acknowledge receipt of this notice and accept your continued employment under the terms described above by [Date]. Failure to return this signed letter to me by [Date] may result in BEST Academy assuming that you do not intend to work for the School for the 2026-27 school year and making arrangements to fill this position.

We appreciate your continued service and dedication to BEST Academy and our students.

Sincerely,

Alejandro Soriano
Co-Executive Director

By signing below, I acknowledge receipt of this confirmation of continued at-will employment with BEST Academy and accept the terms outlined therein.

Accepted by: _____ Date: _____

Name: _____

Coversheet

School Counselor Job Description

Section: VI. ACTION ITEMS
Item: E. School Counselor Job Description
Purpose: Vote
Submitted by:
Related Material: Schoolwide CounselorJD.docx

**Brookfield Engineering Science Technology Academy
BEST Academy
Personnel Services**

TITLE: COUNSELOR, SCHOOLWIDE ASSIGNMENT

REPORTS TO: Administrators / Executive Directors

JOB GOAL: The School Counselor will provide a comprehensive schoolwide counseling program that supports the academic, college and career, social-emotional, behavioral, and school engagement needs of students across BEST Academy. This position supports students at all grade levels, including those participating in non-classroom-based independent study, homeschool-type, hybrid, and online learning programs. The School Counselor works collaboratively with students, parents/guardians, teachers, coordinators, directors, and community partners to promote student success, graduation readiness, postsecondary planning, student well-being, and family engagement. The role promotes equitable access to educational opportunities and advocates for the success of all students, including those from historically underserved populations.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

ESSENTIAL FUNCTIONS:

Schoolwide Counseling and Student Support

- Develop, organize, and implement a comprehensive school counseling program for students across grade levels.
- Provide short-term individual and small-group counseling support related to academic progress, motivation, social-emotional development, attendance, engagement, behavior, goal setting, stress management, conflict resolution, and transition needs.
- Support students in a non-classroom-based charter school model by helping them build organization, time management, communication, self-advocacy, and independent learning skills.
- Provide developmentally appropriate counseling support for elementary and middle grade students, including school readiness, social skills, study habits, peer relationships, digital citizenship, bullying prevention, and high school readiness.
- Refer students and families to outside mental health, crisis, community, or agency resources when needs exceed the scope of school-based counseling.
- Participate in the school crisis intervention plan and follow all required reporting and confidentiality procedures.

Academic Counseling, SST, 504, and Intervention

- Monitor students' academic progress and provide individualized advising and intervention strategies for students who are at risk, not making expected progress, credit-deficient, or in need of additional support.
- Meet with students and parents/guardians to discuss academic progress, learning goals, course placement, educational options, and student success plans.
- Manage the Student Study Team process, including referral review, meeting coordination, parent/guardian communication, documentation, follow-up, and monitoring of intervention plans.
- Manage the Section 504 process, including coordinating 504 meetings, supporting eligibility and accommodation discussions, maintaining documentation, monitoring implementation, and communicating with families and staff in collaboration with administration.

- Collaborate with teachers, coordinators, directors, and families to support students enrolled in independent study, homeschool-type programs, online courses, and personalized learning plans.
- Participate in special education collaboration, parent/teacher meetings, attendance meetings, and other student intervention processes as appropriate.
- Maintain documented records of student counseling contacts, interventions, formalized conferences, SST plans, 504 plans, referrals, and follow-up actions.

High School, Graduation, and College/Career Readiness

- Monitor student progress toward high school graduation, A-G completion, college and career readiness indicators, and postsecondary goals.
- Review transcripts and academic records to ensure students are placed in appropriate educational programs and are making progress toward graduation requirements.
- Guide students and families through college applications, financial aid, FAFSA/CADAA, scholarships, college essays, letters of recommendation, NCAA eligibility, college entrance testing, and postsecondary planning.
- Advise students regarding dual enrollment, concurrent enrollment, early/middle college opportunities, CTE pathways, internships, trade schools, military options, workforce readiness, and other postsecondary opportunities.
- Organize and/or support college and career readiness workshops, parent nights, college fairs, college representative visits, financial aid workshops, and career exploration activities.
- Maintain and communicate relevant college, career, testing, scholarship, financial aid, and deadline information to students and families.

Enrollment, Scheduling, Records, and Data

- Review and maintain pertinent pupil data, including cumulative records, progress reports, report cards, attendance, residency, achievement data, transcripts, graduation plans, SST and 504 documentation, and records within the Student Information System.
- Assist with student scheduling, master schedule updates, credit recovery options, course placement, dual enrollment tracking, and academic program planning.
- Support A-G course list maintenance, UC Doorways information, course catalog review, and accuracy of academic records, as assigned.
- Collaborate with administration to analyze and report student data related to graduation rates, dropout prevention, chronic absenteeism, college/career indicators, LCAP goals, WASC accreditation, CALPADS-related accuracy, charter renewal, SST/504 interventions, and program improvement.
- Use data to identify student needs, monitor intervention outcomes, improve counseling services, and support BEST Academy's goals for high performance, innovation, and student success.

Family and Community Engagement

- Conduct virtual and in-person meetings with students and parents/guardians to support academic planning, counseling needs, college/career readiness, SST and 504 processes, and student engagement.
- Provide guidance to families supporting students in homeschool-type, independent study, online, or hybrid learning environments.
- Participate in student and family events, including parent nights, open house, graduation, field trips, clubs, gatherings, college/career events, recruitment sessions, and other school activities as assigned.
- Facilitate and/or support schoolwide surveys, including the California Healthy Kids Survey, as assigned.
- Build partnerships with community colleges, universities, trade schools, employers, agencies, and community organizations to expand student support and postsecondary opportunities.

KNOWLEDGE OF:

- Comprehensive school counseling practices and ASCA-aligned school counseling standards.
- Academic, social-emotional, college/career, behavioral, and attendance supports for students across grade levels.
- Student Study Team processes, Section 504 processes, intervention planning, accommodation implementation, student records, confidentiality, mandated reporting, crisis response, and special education collaboration.
- Non-classroom-based charter school programs, independent study, homeschool-type learning, online learning, and personalized learning models.
- California graduation requirements, A-G requirements, college admissions, FAFSA/CADAA, scholarships, NCAA eligibility, dual enrollment, CTE pathways, and postsecondary options.
- Title I parent engagement, McKinney-Vento, foster youth, student intervention systems, school accountability, and charter school reporting requirements.
- Student Information Systems, online learning platforms, Microsoft Office Suite, virtual meeting platforms, data tracking, report preparation, and record keeping.
- Correct English usage, grammar, spelling, punctuation, and vocabulary; Bilingual skills (e.g., Spanish/English) are highly desirable to support diverse student and family populations.

ABILITY TO:

- Provide a comprehensive counseling and guidance program for students in all grade levels.
- Manage SST and 504 processes, coordinate meetings, maintain records, monitor implementation, and communicate effectively with families and staff.
- Communicate effectively, both orally and in writing, with students, parents/guardians, staff, and community members.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain effective, cooperative working relationships with staff, students, parents/guardians, and community partners.
- Analyze situations accurately and adopt practical courses of action.
- Maintain accurate records, reports, schedules, and files related to assigned activities.
- Use data to identify student needs, monitor progress, and recommend program improvements.
- Work confidentially and with discretion.
- Provide a student- and family-centered approach that supports engagement and success.
- Set priorities and meet deadlines with limited supervision.
- Adapt to changing priorities and manage multiple responsibilities effectively in a dynamic environment.
- Effectively relate to students at all learning levels and demonstrate cultural responsiveness and a commitment to equity and inclusion.
- Engage in ongoing professional growth, reflection, and continuous improvement.

EDUCATION/EXPERIENCE:

Required:

- Valid California Pupil Personnel Services Credential in School Counseling.
- Experience providing school counseling, academic counseling, college/career counseling, student support services, or related educational services.

- Knowledge of student intervention, academic planning, SST/504 processes, school counseling practices, and student support systems.
- Strong organizational, communication, and data analysis skills.

Preferred:

- Master's degree in counseling, school counseling, education, psychology, social work, or related field.
- Experience in a charter school, non-classroom-based school, independent study program, homeschool-type program, online learning environment, or alternative education setting.
- Experience supporting elementary, middle school, and high school students.
- Experience with college and career counseling, A-G requirements, dual enrollment, FAFSA/CADAA, CTE pathways, and UC Doorways.
- Bilingual ability, with a preference for Spanish/English.

CLEARANCES:

- California Department of Justice and Federal Bureau of Investigation fingerprint clearance; Tuberculosis clearance; pre-employment physical examination; and drug screening, as applicable.

LICENSE/CERTIFICATION REQUIREMENT:

- Valid California Driver's License and current automobile insurance.
- CPR/First Aid Certification, as required by BEST Academy.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Environment:

Work is performed online and in-person; travel may be required to attend meetings, testing, student activities, staff activities, family meetings, professional development, and other school-related events.

Physical:

Primary functions require sufficient physical ability and mobility to stand or sit for extended periods, work on a computer for prolonged periods, and drive to and from appointments and meetings. Occasionally stoop, bend, kneel, crouch, reach, and twist; lift, carry, push, and/or pull light weights; operate office equipment requiring repetitive hand movements and fine coordination, including use of a computer keyboard; and verbally communicate to exchange information.

AUDITORY AND VISUAL REQUIREMENTS:

Auditory ability is required to communicate with students, staff, parents/guardians, and community members and to respond to telephone calls, virtual meetings, and emergencies. Vision ability is necessary to see near, distant, color, depth, and peripherally.

ACCOMMODATION STATEMENT:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT:

- Salary and work year to be in accordance with the current BEST Academy agreement schedule.
- Be available during school operating hours and occasional evening hours, as needed, to support students and families.
- Ability to travel to various sites, meetings, and school-related events as required.
- Duties may be prioritized and assigned based on organizational needs and counselor caseload.

EVALUATION:

- Performance of this job will be evaluated in accordance with BEST Academy's handbook, Board Policies, and Procedures.

BEST Academy is committed to providing equal employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, religion, national origin, ancestry, ethnicity, sex, sexual orientation, gender identity or expression, age, disability, medical condition, marital status, citizenship status, or any other status protected by law. BEST Academy participates in E-Verify.

05/26

Coversheet

Board By-Laws Amendments

Section: VI. ACTION ITEMS
Item: F. Board By-Laws Amendments
Purpose: Vote
Submitted by:
Related Material: Barker Blue Dog Bylaws (4-2026) (4936-1743-4013.v1).docx

**BYLAWS
OF
BARKER BLUE DOG**
(A California Nonprofit Public Benefit Corporation)

**ARTICLE I
NAME**

Section 1. NAME. The name of this Corporation is Barker Blue Dog.

**ARTICLE II
PRINCIPAL OFFICE OF THE CORPORATION**

Section 1. PRINCIPAL OFFICE OF THE CORPORATION. The principal office for the transaction of the activities and affairs of the Corporation is located at 1541 E. Racquel Club Rd. Palm Springs, CA, State of California. The Board of Directors may change the location of the principal office. Any such change of location must be noted by the Secretary on these bylaws opposite this Section; alternatively, this Section may be amended to state the new location.

Section 2. OTHER OFFICES OF THE CORPORATION. The Board of Directors may at any time establish branch or subordinate offices at any place or places where the Corporation is qualified to conduct its activities.

**ARTICLE III
GENERAL AND SPECIFIC PURPOSES; LIMITATIONS**

Section 1. GENERAL AND SPECIFIC PURPOSES. The purpose of the Corporation is to manage, operate, guide, direct, and promote one or more California public charter schools. Also in the context of these purposes, the Corporation shall not, except to an insubstantial degree, engage in any other activities or exercise of power that do not further the purposes of the Corporation.

The Corporation shall not carry on any other activities not permitted to be carried on by: (a) a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code; or (b) a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code. No substantial part of the activities of the Corporation shall consist of the carrying on of propaganda or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

**ARTICLE IV
CONSTRUCTION AND DEFINITIONS**

Section 1. CONSTRUCTION AND DEFINITIONS. Unless the context indicates otherwise, the general provisions, rules of construction, and definitions in the California Nonprofit Corporation Law shall govern the construction of these bylaws. Without limiting the generality

of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the plural, and the plural includes the singular, and the term “person” includes both a legal entity and a natural person.

ARTICLE V DEDICATION OF ASSETS

Section 1. DEDICATION OF ASSETS. The Corporation’s assets are irrevocably dedicated to public benefit purposes as set forth in the charter governing the charter schools operated as or by the Corporation. No part of the net earnings, properties, or assets of the Corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual or to any director or officer of the Corporation. On liquidation or dissolution, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the Corporation shall be distributed to a nonprofit fund, foundation, corporation or association that is organized and operated exclusively for educational or charitable purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine which are organized and operated exclusively for such purposes.

ARTICLE VI CORPORATION WITHOUT MEMBERS

Section 1. CORPORATION WITHOUT MEMBERS. The Corporation shall have no members within the meaning of the Nonprofit Corporation Law.

ARTICLE VII BOARD OF DIRECTORS

Section 1. GENERAL POWERS. Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations of the articles of incorporation or bylaws, the Corporation’s activities and affairs shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board of Directors (“Board”).

Section 2. SPECIFIC POWERS. Without prejudice to the general powers set forth in Section 1 of this article, but subject to the same limitations, the Board of Directors shall have the power to:

- a. Appoint and remove, at the pleasure of the Board of Directors, all corporate officers, agents, and employees; prescribe powers and duties for them as are consistent with the law, the articles of incorporation, and these bylaws; fix their compensation; and require from them security for faithful service.
- b. Change the principal office or the principal business office in California from one location to another; cause the Corporation to be qualified to conduct its activities in any other state, territory, dependency, or country; conduct its activities in or outside

California.

- c. Borrow money and incur indebtedness on the Corporation’s behalf and cause to be executed and delivered for the Corporation’s purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities.
- d. Adopt and use a corporate seal.

Section 3. APPOINTED DIRECTORS. The number of directors shall be no less than five (5) and no more than nine (9) unless changed by amendments to these bylaws. The exact number of directors shall be fixed, within those limits, by a resolution adopted by the Board of Directors. All directors shall have full voting rights, including any representative appointed by the chartering authority as consistent with Education Code Section 47604(c). ~~The Board composition shall include the Chief Business Officer of the chartering authority as the representative of the chartering authority pursuant to Education Code Section 47604(e).~~ All directors except for a representative appointed by the chartering authority, except for the representative appointed by the chartering authority, shall be appointed by the existing Board of Directors.

In addition to the number of directors otherwise prescribed by these bylaws, the Board may also include a pupil member pursuant to Education Code section 47604.2, with limited voting rights set by statute.

Section 4. RESTRICTION ON INTERESTED PERSONS AS DIRECTORS. No persons serving on the Board of Directors may be interested persons. An interested person is (a) any person currently being compensated by the Corporation for services rendered to it within the previous 12 months, whether as a full-time or part-time employee, independent contractor, or otherwise; and (b) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of such person. The Board may adopt other policies circumscribing potential conflicts of interest.

Section 5. DIRECTORS’ TERMS. Each director shall hold office unless otherwise removed from office in accordance with these bylaws for four (4) year terms and until a successor director has been appointed and qualified. ~~There is no limit on the number of terms a director may serve. To establish continuity and sustainability for the Corporation. In the Corporation’s fifth year of operation (2024), new directors (“Fifth-Year Directors”) will be elected for a term of either one (1), two (2), or three (3). The staggering of the Fifth-Year Directors’ terms of service will be determined by the then-seated Board of Directors based on the candidates’ qualifications. Student directors may be selected in accordance with Education Code section 47604.2. The term of the pupil member shall be one (1) year commencing on July 1 each year.~~

Section 6. PROCESS FOR SELECTION OF DIRECTORS. Board-appointed directors shall be selected as follows:

- Nomination of candidates for directors will be accepted each Spring for current directors’ seats whose terms will be expiring. Any currently seated director may nominate a candidate.
- Candidates will submit a brief narrative statement regarding their qualifications for a director position, including a description of their experience in one or more of the

following areas:

- o education
 - o government
 - o law
 - o business
 - o finance/accounting
 - o fundraising
 - o facilities
 - o public relations
- Candidate narratives should also demonstrate their commitment to the Corporation's mission and targeted student population.
 - The then-seated Board of Directors will review candidates' narrative statements and determine the selection of representatives from the general community with an attempt to achieve the desired commitment level and the mix of skills and expertise necessary to govern the Charter School effectively.
 - The then-seated Board of Directors will vote to select new directors.

Section 7. EVENTS CAUSING VACANCIES ON BOARD. A vacancy or vacancies on the Board of Directors shall occur in the event of (a) the death, resignation, or removal of any director; (b) the declaration by resolution of the Board of Directors of a vacancy in the office of a director who has been convicted of a felony, declared of unsound mind by court order, or found by final order or judgment of any court to have breached a duty under California Nonprofit Public Benefit Corporation Law, Chapter 2, Article 3; or (c) the increase of the authorized number of directors.

Section 8. RESIGNATION OF DIRECTORS. Except as provided below, any director may resign by giving written notice to the Chairperson, if any, or to the President, or the Secretary, or to the Board. The resignation shall be effective when the notice is given unless the notice specifies a later time for the resignation to become effective. If a director's resignation is effective at a later time, the Board of Directors may elect a successor to take office as of the date when the resignation becomes effective.

Section 9. DIRECTOR MAY NOT RESIGN IF NO DIRECTOR REMAINS. Except on notice to the California Attorney General, no director may resign if the Corporation would be left without a duly elected director or directors.

Section 10. REMOVAL OF DIRECTORS. Any director, except for the representative appointed by the chartering authority, may be removed, with or without cause, by the vote of two-thirds of the members of the entire Board of Directors at a special meeting called for that purpose, or at a regular meeting, provided that notice of that meeting and such removal are given in compliance with the provisions of the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code) as said chapter may be modified by subsequent legislation ("Brown Act"). The representative designated by the chartering authority may be removed without cause by the chartering authority or with the written consent of the chartering authority. Any vacancy caused by the removal of a director shall be filled as provided in Section 11.

Section 11. **VACANCIES FILLED BY BOARD.** Vacancies on the Board of Directors may be filled by approval of the Board of Directors or, if the number of directors then in office is less than a quorum, by (a) the affirmative vote of a majority of the directors then in office at a regular or special meeting of the Board, or (b) a sole remaining director.

Section 12. **NO VACANCY ON REDUCTION OF NUMBER OF DIRECTORS.** Any reduction of the authorized number of directors shall not result in any directors being removed before his or her term of office expires, unless by a two-thirds vote.

Section 13. **PLACE OF BOARD OF DIRECTORS MEETINGS.** Meetings shall be held within San Diego County. All meetings of the Board of Directors shall be called, held, and conducted in accordance with the terms and provisions of the Brown Act.

Section 14. **MEETINGS; ANNUAL MEETINGS.** All meetings of the Board of Directors and its committees shall be called, noticed, and held in compliance with the provisions of the Brown Act. The Board of Directors shall meet annually for the purpose of organization, appointment of officers, adoption of the regular Board meeting schedule, and the transaction of such other business as may properly be brought before the meeting. This meeting shall be held at a time, date, and place as noticed by the Board of Directors in accordance with the Brown Act.

Section 15. **REGULAR MEETINGS.** The Board shall adopt a regular Board meeting schedule at the annual Board meeting. The regular Board meeting schedule may be revised as necessary by the Board of Directors. At least 72 hours before a regular meeting, the Board of Directors, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting. The Chairperson shall have the authority to reschedule a regular meeting as necessary to establish a quorum of directors.

Section 16. **SPECIAL MEETINGS.** Special meetings of the Board of Directors for any purpose may be called at any time by the Chairperson if there is such an officer or a majority of the Board of Directors. If a Chairperson has not been elected, then the Vice-Chairperson is authorized to call a special meeting in place of the Chairperson. The party calling a special meeting shall determine the place, date, and time thereof.

Section 17. **NOTICE OF SPECIAL MEETINGS.** In accordance with the Brown Act, special meetings of the Board of Directors may be held only after twenty-four (24) hours' notice is given to the public through the posting of an agenda. Directors shall also receive at least twenty-four (24) hours' notice of the special meeting, in the following manner:

- a. Any such notice shall be addressed or delivered to each director at the director's address as it is shown on the records of the Corporation, or as may have been given to the Corporation by the director for purposes of notice, or, if an address is not shown on the Corporation's records or is not readily ascertainable, at the place at which the meetings of the Board of Directors are regularly held.
- b. Notice by mail shall be deemed received at the time a properly addressed written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed received at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or is actually transmitted by the person giving the notice by electronic means to the recipient. Oral notice shall be deemed received

at the time it is communicated, in person or by telephone or wireless, to the recipient or to a person at the office of the recipient whom the person giving the notice has reason to believe will promptly communicate it to the receiver.

The notice of the special meeting shall state the time of the meeting, the place, and the general nature of the business proposed to be transacted at the meeting. No business, other than the business the general nature of which was set forth in the notice of the meeting, may be transacted at a special meeting.

Section 18. QUORUM. A majority of the directors then in office shall constitute a quorum. The pupil member, if any, shall not be counted for the purpose of establishing a quorum. Except as otherwise provided by these bylaws, all acts or decisions of the Board of Directors will be made by a majority vote of the directors in attendance, based upon the presence of a quorum. Should there be less than a majority of the directors present at the inception of any meeting, the meeting shall be adjourned. Directors may not vote by proxy. The vote or abstention of each Board member present for each action taken shall be publicly reported.

Section 19. TELECONFERENCE MEETINGS Members of the Board of Directors may participate in meetings telephonically in compliance with the Brown Act.

Section 20. ADJOURNMENT. A majority of the directors present, whether or not a quorum is present, may adjourn any Board of Directors meeting to another time or place. Notice of such adjournment to another time or place shall be given, prior to the time scheduled for the continuation of the meeting, to the directors who were not present at the time of the adjournment, and to the public in the manner prescribed by the Brown Act.

Section 21. COMPENSATION AND REIMBURSEMENT. Directors may not receive compensation for their services as directors or officers, only such reimbursement of expenses as the Board of Directors may establish by resolution to be just and reasonable as to the Corporation at the time that the resolution is adopted.

Section 22. CREATION AND POWERS OF COMMITTEES. The Board, by resolution, adopted by a majority of the directors then in office, may create one or more committees of the Board, each consisting of two or more directors, to serve at the pleasure of the Board. Only committees comprised solely of directors may exercise delegated authority of the Board, to the extent allowable by applicable statute. Appointments to committees of the Board of Directors shall be by a majority vote of the directors then in office. committees of the Board.

Section 23. MEETINGS AND ACTIONS OF COMMITTEES. Meetings and actions of committees of the Board of Directors shall be governed by, held, and taken under the provisions of these bylaws concerning meetings, other Board of Directors' actions, and the Brown Act, if applicable, except that the time for general meetings of such committees and the calling of special meetings of such committees may be set either by Board of Directors' resolution or, if none, by resolution of the committee. Minutes of each meeting shall be kept and shall be filed with the corporate records. The Board of Directors may adopt rules for the governance of any committee as long as the rules are consistent with these bylaws. If the Board of Directors has not adopted rules, the committee may do so.

Section 24. NON-LIABILITY OF DIRECTORS. No director shall be personally liable

for the debts, liabilities, or other obligations of the Corporation.

ARTICLE VIII OFFICERS OF THE CORPORATION

Section 1. OFFICES HELD. The officers of the Corporation shall be a President, a Secretary, and a Treasurer. The Corporation, at the Board's direction, may also have a Chairperson and a Vice-Chairperson. The officers, in addition to the corporate duties set forth in this Article VIII, shall also have administrative duties as set forth in any applicable contract for employment or job specification.

Section 2. DUPLICATION OF OFFICE HOLDERS. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as either the President or the Chairperson.

Section 3. ELECTION OF OFFICERS. The officers of the Corporation shall be chosen annually by the Board of Directors and shall serve at the pleasure of the Board, subject to the rights of any officer under any employment contract.

Section 4. REMOVAL OF OFFICERS. Without prejudice to the rights of any officer under an employment contract, the Board of Directors may remove any officer with or without cause.

Section 5. RESIGNATION OF OFFICERS. Any officer may resign at any time by giving written notice to the Board. The resignation shall take effect on the date the notice is received or at any later time specified in the notice. Unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation shall be without prejudice to any rights of the Corporation under any contract to which the officer is a party.

Section 6. VACANCIES IN OFFICE. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these bylaws for normal appointment to that office, provided, however, that vacancies need not be filled on an annual basis.

Section 7. CHAIRPERSON. If a Chairperson is elected, he or she shall preside at the Board of Directors' meetings and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time. If a Chairperson of Directors is elected, there shall also be a Vice-Chairperson. In the absence of the Chairperson, the Vice-Chairperson shall preside at Board of Directors meetings and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time.

Section 8. PRESIDENT. The President, also known as the Executive Director, shall be the general manager of the Corporation and shall supervise, direct, and control the Corporation's activities, affairs, and officers as fully described in any applicable employment contract, agreement, or job specification. The President shall have such other powers and duties as the Board of Directors or the bylaws may require.

Section 9. SECRETARY. The Secretary shall keep or cause to be kept, at the Corporation's principal office or such other place as the Board of Directors may direct, a book of

minutes of all meetings, proceedings, and actions of the Board and of committees of the Board. The minutes of meetings shall include the time and place that the meeting was held; whether the meeting was annual, regular, special, or emergency; if special or emergency, how authorized; the notice given; the names of the directors present at Board of Directors and committee meetings; and the vote or abstention of each Board member present for each action taken.

The Secretary shall keep or cause to be kept, at the principal California office, a copy of the articles of incorporation and bylaws, as amended to date.

The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board of Directors that these bylaws require to be given. The Secretary shall keep the corporate seal, if any, in safe custody and shall have such other powers and perform such other duties as the Board of Directors or the bylaws may require.

Section 10. TREASURER. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the Corporation's properties and transactions. The Treasurer shall send or cause to be given to directors such financial statements and reports as are required to be given by law, by these bylaws, or by the Board. The books of account shall be open to inspection by any director at all reasonable times.

The Treasurer shall (a) deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as the Board of Directors may designate; (b) disburse the Corporation's funds as the Board of Directors may order; (c) render to the President, Chairperson, if any, and the Board when requested, an account of all transactions as Treasurer and of the financial condition of the Corporation; and (d) have such other powers and perform such other duties as the Board, contract, job specification, or the bylaws may require.

If required by the Board, the Treasurer shall give the Corporation a bond in the amount and with the surety or sureties specified by the Board of Directors for the faithful performance of the duties of the office and for restoration to the Corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the Treasurer on his or her death, resignation, retirement, or removal from office.

ARTICLE IX CONTRACTS WITH DIRECTORS

Section 1. CONTRACTS WITH DIRECTORS. The Corporation shall not enter into a contract or transaction in which a director directly or indirectly has a material financial interest (nor shall the Corporation enter into any contract or transaction with any other corporation, firm, association, or other entity in which one or more of the Corporation's directors are directors and have a material financial interest). Pursuant to Education Code section 47604.1, notwithstanding Article 4 (commencing with Section 1090) of Chapter 1 of Division 4 of Title 1 of the Government Code, an employee of the Corporation shall not be disqualified from serving as a member of the Board of Directors because of that employee's employment status. A member of the Board of Directors who is also an employee of the Corporation shall abstain from voting on, influencing, or attempting to influence another member of the Board of Directors regarding all matters uniquely affecting that member's employment.

ARTICLE X

CONTRACTS WITH NON-DIRECTOR DESIGNATED EMPLOYEES

Section 1. **CONTRACTS WITH NON-DIRECTOR DESIGNATED EMPLOYEES.** The Corporation shall not enter into a contract or transaction in which a non-director designated employee (e.g., officers and other key decision-making employees) directly or indirectly has a material financial interest unless all of the requirements in the Corporation's Conflict of Interest Code have been fulfilled.

ARTICLE XI LOANS TO DIRECTORS AND OFFICERS

Section 1. **LOANS TO DIRECTORS AND OFFICERS.** The Corporation shall not lend any money or property to or guarantee the obligation of any director or officer; provided, however, the Corporation may advance money to a director or officer of the Corporation for expenses reasonably anticipated to be incurred in the performance of his or her duties if that director or officer would be entitled to reimbursement for such expenses of the Corporation.

ARTICLE XII INDEMNIFICATION

Section 1. **INDEMNIFICATION.** To the fullest extent permitted by law, the Corporation shall indemnify its directors, officers, employees, and other persons described in Corporations Code Section 5238(a), including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that section, and including an action by or in the right of the Corporation by reason of the fact that the person is or was a person described in that section. "Expenses," as used in this bylaw, shall have the same meaning as in that section of the Corporations Code.

On written request to the Board of Directors by any person seeking indemnification under Corporations Code Section 5238 (b) or Section 5238 (c) the Board of Directors shall promptly decide under Corporations Code Section 5238 (e) whether the applicable standard of conduct set forth in Corporations Code Section 5238 (b) or Section 5238 (c) has been met and, if so, the Board of Directors shall authorize indemnification.

ARTICLE XIII INSURANCE

Section 1. **INSURANCE.** The Corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its directors, officers, employees, and other agents, to cover any liability asserted against or incurred by any director, officer, employee, or agent in such capacity or arising from the director's, officer's, employee's, or agent's status as such.

ARTICLE XIV MAINTENANCE OF CORPORATE RECORDS

Section 1. **MAINTENANCE OF CORPORATE RECORDS.** The Corporation shall keep:

- a. Adequate and correct books and records of account;
- b. Written minutes of the proceedings of the Board and committees of the Board; and
- c. Such reports and records as required by law.

ARTICLE XV INSPECTION RIGHTS

Section 1. **DIRECTORS' RIGHT TO INSPECT.** Every director shall have the right at any reasonable time to inspect the Corporation's books, records, documents of every kind, physical properties, and the records of each subsidiary, as permitted by California and federal law. This right to inspect may be circumscribed in instances where the right to inspect conflicts with California or federal law (e.g., restrictions on the release of educational records under FERPA) pertaining to access to books, records, and documents. The inspection may be made in person or by the director's agent or attorney. The right of inspection includes the right to copy and make extracts of documents as permitted by California and federal law.

Section 2. **MAINTENANCE AND INSPECTION OF ARTICLES AND BYLAWS.** The Corporation shall keep at its principal California office the original or a copy of the articles of incorporation and bylaws, as amended to the current date, which shall be open to inspection by the directors at all reasonable times during office hours.

ARTICLE XVI REQUIRED REPORTS

Section 1. **ANNUAL REPORTS.** The Board of Directors shall cause an annual report to be sent to itself (the members of the Board of Directors) within 120 days after the end of the Corporation's fiscal year. That report shall contain the following information, in appropriate detail:

- a. The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year;
- b. The principal changes in assets and liabilities, including trust funds;
- c. The Corporation's revenue or receipts, both unrestricted and restricted to particular purposes;
- d. The Corporation's expenses or disbursement for both general and restricted purposes;
- e. Any information required under these bylaws; and
- f. An independent accountant's report or, if none, the certificate of an authorized officer of the Corporation that such statements were prepared without audit from the Corporation's books and records.

Section 2. **ANNUAL STATEMENT OF CERTAIN TRANSACTIONS AND INDEMNIFICATIONS.** The Corporation will comply with Corporations Code section 6322.

ARTICLE XVII

BYLAW AMENDMENTS

Section 1. **BYLAW AMENDMENTS.** The Board of Directors may adopt, amend, or repeal any of these bylaws by a majority vote of the directors present at a meeting duly held at which a quorum is present, except that no amendment shall change any provisions of any charter governing any charter school operated as or by the Corporation or make any provisions of these bylaws inconsistent with such charter, the Corporation's articles of incorporation, or any laws.

ARTICLE XVIII FISCAL YEAR

Section 1. **FISCAL YEAR OF THE CORPORATION.** The fiscal year of the Corporation shall begin on July 1st and end on June 30th of each year.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of the Barker Blue Dog, a California nonprofit public benefit corporation; that these bylaws, consisting of 12 pages, are the bylaws of the Corporation as adopted by the Board of Directors on **April 1, 2026**; and that these bylaws have not been amended or modified since that date.

Executed on **April 1, 2026**, in San Diego, California.

Alejandro Soriano, Board Secretary

Coversheet

Board Calendar Adjustment

Section: VI. ACTION ITEMS
Item: G. Board Calendar Adjustment
Purpose: Vote
Submitted by:
Related Material: Proposed Board Calendar Adjustments.docx

Proposed Board Calendar Adjustments

Currently:

June 3, 2026

June 10, 2026

Proposal:

- Keep June 3, 2026
- Cancel the June 10, 2026, board meeting
- Schedule a Regular Board meeting immediately following the first June 3, 2026, meeting to approve the

Coversheet

Student use of Technology and Artificial Intelligence Policy

Section: VI. ACTION ITEMS
Item: H. Student use of Technology and Artificial Intelligence Policy
Purpose: Vote
Submitted by:
Related Material: BP 6163.4 Student Use of Technology and AI (2).docx

Board Policy

BP 6163.4 Student Use of Technology Policy, Artificial Intelligence Use, and Acceptable Use Agreement

BP 6163.4

Instruction

1. Introduction and Purpose

The Board of Directors of BEST Academy ("BEST" or the "Charter School") finds that new technologies, including the emergence of powerful Artificial Intelligence (AI) tools, are fundamentally modifying the way in which information may be accessed, communicated, and transferred. Those changes also alter instruction and student learning. The Charter School offers students access to technologies that may include Internet access, electronic mail, AI applications, and equipment, such as computers, tablets, or other multimedia hardware.

By its adoption of this Policy, the Board intends that technological resources provided by the Charter School be used in a safe, responsible, ethical, and proper manner in support of the instructional program and for the advancement of student learning. As a non-classroom-based charter school, BEST Academy recognizes that these tools present both unique opportunities for personalized learning and new challenges for independent study. This policy provides a comprehensive framework for all BEST Academy students to leverage technology and AI responsibly, aligning with the California Department of Education's guidance on the safe and effective use of AI in public schools, the U.S. Department of Education's principles for responsible AI adoption, and applicable state and federal law.

2. Definitions

- **“Educational purpose”** means classroom activities, research in academic subjects, career or professional development activities, Charter School-approved personal research activities, or other purposes as defined by the Charter School from time to time.
- **“Inappropriate use”** means a use that is inconsistent with an educational purpose or that is in clear violation of this Policy and the Acceptable Use Agreement.
- **“Charter School Technology”** includes, but is not limited to, computer hardware, software, or software as a service provided or paid for by the Charter School, whether accessed on or off site or through Charter School-owned or personally owned equipment or devices, including tablets and laptops; computer servers, wireless access points (routers), and wireless computer networking technology (wi-fi); the Internet; email; applications (apps), including AI apps; telephones, cellular telephones, smartphones, smart devices, and wearable technology; or any wireless communication device, including radios.
- **“Artificial Intelligence (AI)”** refers to machine-based systems that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. This includes generative AI tools capable of creating text, images, audio, video, or code (e.g., ChatGPT, Google Gemini, Microsoft Copilot).
- **“Personally Identifiable Information (PII)”** means any information that can be used to distinguish or trace an individual's identity, such as full name, address, phone number, student ID number, grades, date of birth, or biometric data.

3. Guiding Principles

The use of technology and AI by students at BEST Academy will be guided by the following principles:

Upholding Academic Integrity: We are committed to producing authentic, original work that reflects true student learning. Technology and AI are tools to assist the learning process, not replacements for critical thinking, problem-solving, and personal effort.

Promoting Digital Citizenship and AI Literacy: We encourage students to become critical consumers of technology and AI, understanding how these tools work, their limitations, and their ethical implications. This includes instruction in assessing the reliability and accuracy of information, protecting personal data, honoring copyright provisions, recognizing nondiscrimination principles, and understanding the potential for biases and errors in AI-generated content.

Ensuring Human-Centered Learning: All AI-generated content must be critically reviewed, evaluated, and edited by the student. The student is ultimately responsible for the final product and must maintain agency over their learning.

Maintaining Data Privacy and Security: The privacy and security of our school community are paramount. Students must protect their personal information and adhere to safe digital citizenship practices when interacting with online systems and AI tools.

Fostering Transparency: Students must be transparent about their use of AI with their teachers to build and maintain trust in the educational process.

The School will not permit technology or AI use that undermines student safety, academic integrity, privacy, or accessibility.

4. Approved Use of Charter School Technology and AI

Use of Charter School equipment, access to the Internet, and use of AI tools via Charter School resources is intended to serve and pursue educational goals and purposes. Student use of these resources is therefore limited to only those activities that further or enhance the delivery of an educational purpose. Students and staff have a duty to use Charter School resources only in a manner specified in this Policy.

When an AI tool is approved by the School under Section 8 and used consistently with this policy and specific teacher instructions, AI may be used to support student learning. Because BEST Academy operates as a non-classroom-based charter school, students must exercise heightened responsibility when using technology and AI independently.

AI may also be used for individualized instruction and student learning activities only when the tool is School-approved for student use, configured and contractually controlled for School use, and implemented consistently with student privacy and safety requirements and Section 9 of this policy.

Acceptable uses of AI include:

- **Brainstorming and Ideation:** Generating ideas, outlines, or prompts to overcome writer's block or begin a project.
- **Research Assistance:** Exploring complex topics, summarizing long texts, or finding varied perspectives, provided all factual claims are independently verified by the student.
- **Tutoring and Practice:** Using approved AI platforms for personalized language exercises, math problem-solving practice, or interactive dialogue simulations to reinforce concepts learned in the curriculum.

- **Feedback and Revision:** Utilizing AI to review drafts for grammar, syntax, and structural improvements before final submission.
- **Creativity and Exploration:** Using generative AI to spark creativity across diverse subjects, including writing, visual arts, and music composition, provided the student's own creative contribution is the primary element of the work.

In all cases, students must apply the verification and critical review requirements set forth in Section 7 before submitting any AI-assisted content. Furthermore, teachers have the authority to specify whether AI use is permitted, restricted, or prohibited for any given assignment.

5. Prohibited Use of Technology and AI

Students shall not use the Internet, Charter School technology, or AI tools to perform any illegal act or to help others perform illegal acts. Illegal acts include but are not limited to any activities in violation of local, state, and federal law and/or accessing information designed to further criminal or dangerous activities. Such information includes, but is not limited to, information that if acted upon could cause damage, present a danger, or cause disruption to the Charter School, other students, or the community.

The following uses of technology and AI by students are strictly prohibited:

- **Academic Dishonesty and Plagiarism:** Submitting AI-generated content as one's own original work without proper disclosure and citation. This includes using AI to write complete essays, solve math problems without showing the required work, or complete assessments designed to measure independent student knowledge.
- **Bypassing the Learning Process:** Relying on AI to complete tasks that are intended to develop foundational skills, critical thinking, or cognitive abilities, thereby undermining the educational goals of the assignment.
- **Entering Sensitive Data:** Inputting any personally identifiable information (PII), confidential school information, or private data of oneself or others into public or unapproved AI tools.
- **Malicious Intent and Cyberbullying:** Using technology or AI tools to manipulate media to impersonate others, engage in cyberbullying, harassment, intimidation, or generate inappropriate, offensive, or harmful content. This includes conduct occurring outside of school hours and off campus that creates an intimidating or hostile educational environment.
- **System Disruption:** Damaging, debilitating, or disabling computers, computer networks, or systems through the intentional or overuse of electronic distribution or the spreading of computer viruses or other harmful programs.
- **Unauthorized Access:** Any unauthorized online access to other computers by means of hacking, or downloading hacker tools such as port scanners and password crackers designed to evade restrictions.
- **Violating Teacher Instructions:** Using AI on assignments or assessments where the teacher has explicitly prohibited its use.
- **Using Unapproved Tools:** Using AI tools that have not been vetted and approved by the School administration for student use.
- **Copyright Violations:** Downloading software, music, movies, or other content in violation of licensing requirements, copyright, or other intellectual property rights.
- **Circumventing Security:** Using any software or proxy service to obscure either the student's IP address or the sites that the student visits, or disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering, or other security measures.

Student use of Charter School's computers to access social networking sites is not prohibited, but access is limited to educational purposes only. To the extent possible, the Executive Director or designee shall block access to such sites on Charter School computers with Internet access.

6. Safety and Internet Filtering

The Charter School shall ensure that all Charter School computers with Internet access have a technology protection measure that blocks or filters Internet access to websites that have no educational purpose and/or contain visual depictions that are obscene, constitute child pornography, or that are harmful to minors, in compliance with the Children's Internet Protection Act (CIPA). While the Charter School is able to exercise reasonable control over content created and purchased by the Charter School, it has limited control over content accessed via the internet, and no filtering system is 100% effective. Neither the Charter School nor its staff shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes, misuse, or negligence.

To reinforce these measures, the Executive Director or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities.

The Executive Director or designees shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, AI platforms, and other Internet services. Such instruction shall include, but not be limited to, maintaining the student's online reputation and ensuring their personal safety by keeping their personal information private, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

BEST advises students:

1. To never share passwords, personal data, or private photos online or with AI systems.
2. To think about what they are doing carefully before posting and by emphasizing that comments cannot be retracted once they are posted.
3. That personal information revealed on social media or entered into AI tools can be shared with anyone, including parents, teachers, administrators, and potential employers. Students should never reveal information that would make them uncomfortable if the world had access to it.
4. To consider how it would feel to receive such comments before making comments about others online.
5. To never input their own or others' personally identifiable information into any AI tool unless expressly approved by the School.

7. Quality Control, Accuracy Verification, and Transparency

AI-assisted content must be critically reviewed and verified by the student before it is submitted for grading or shared within the school community. AI systems can produce inaccurate, biased, or misleading information (often referred to as "hallucinations"). To ensure the quality and accuracy of all AI-assisted work, students must adhere to the following verification process:

Step 1 – Evaluate for Accuracy:

- Verify all factual claims generated by AI. Cross-reference any data, statistics, historical facts, or other objective information with at least two reliable, independent sources.
- Ask yourself, “Is this true?” and ensure the AI has not fabricated information.

Step 2 – Assess for Relevance, Clarity, and Bias:

- Ensure the AI output directly addresses the assignment prompt and is logically structured.
- Critically evaluate the output for potential bias (e.g., cultural, gender, racial) and recognize that AI models reflect the biases present in their training data.
- Edit the content to ensure it is clear, well-written, and reflects your own voice and understanding.

Step 3 – Take Ownership:

No AI output may be submitted as final work unless the student has reviewed it, edited it to reflect their own voice and understanding, and is prepared to take full academic responsibility for its contents. The final product should reflect the student’s professional judgment, learning, and personal insight—not merely the output of a machine.

Transparency and Disclosure Requirements:

Transparency is essential for maintaining academic integrity and trust. Students must disclose the use of AI in their coursework whenever it significantly contributes to the final product.

- **Required Disclosure:** If a student uses an AI system for brainstorming, drafting, research assistance, or revising an assignment, its use must be explicitly disclosed to the teacher. The disclosure should include the name of the AI tool used and a brief description of how it was used.
- **Citation Formats:** Students should follow the citation guidelines provided by their teachers to properly acknowledge the use of generative AI tools. Recognized formats include MLA, APA, and Chicago style.
- **Teacher Communication:** When in doubt about whether or how to disclose AI use, students must proactively communicate with their supervising teacher before submitting the assignment.

8. Approved AI Tools

BEST Academy will maintain a list of approved AI tools for student use. The administration is responsible for vetting and approving all AI tools based on the following criteria:

- **Data Security and Privacy:** The tool must have a clear privacy policy that aligns with the Family Educational Rights and Privacy Act (FERPA), the Children’s Online Privacy Protection Act (COPPA), and other applicable data protection laws.
- **Instructional Alignment:** The tool must support the educational goals and curriculum of BEST Academy.
- **Ethical Considerations:** The tool must be evaluated for potential bias, harmful content, and other ethical concerns.
- **Age Appropriateness:** The tool must be appropriate for the age and developmental level of the students who will use it, including compliance with California law regarding AI chatbot safety for minors (SB 243).

No student may use an AI tool for School purposes unless the tool is listed as approved in the School’s AI Tool Registry or is operating under a time-limited pilot authorized in writing by the Administration. Students may not create personal accounts on unapproved AI platforms using school email addresses.

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

9. Data Privacy and Security

Protecting personal data is a critical component of responsible digital citizenship and a legal obligation. All students must:

- Use only AI tools that have been vetted and approved by the School administration for student use.
- Never input their own or others' personally identifiable information (PII)—such as full names, addresses, phone numbers, student ID numbers, or grades—into any AI system, unless the tool is expressly approved for that purpose and is covered by a compliant written contract and School-managed configuration.
- Use only the school-managed accounts and approved platforms provided by BEST Academy when interacting with AI for schoolwork.
- Understand that sharing personal data with unauthorized AI systems can lead to privacy violations and data exploitation.
- Report any suspected data breach or unauthorized data collection by an AI tool to a teacher or administrator immediately.

The Charter School shall comply with all applicable federal and state privacy laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), and the Children's Internet Protection Act (CIPA).

10. Parent/Guardian Responsibilities

Parents/guardians are required to supervise and monitor their child's use of BEST equipment including but not limited to their child's access to the internet, AI tools, and any online services through such equipment any and all times during which any Charter School equipment is being used by their child outside school facilities or school hours to ensure compliance with this policy. This responsibility is especially critical in BEST Academy's non-classroom-based charter school environment, where students frequently use technology independently at home.

BEST encourages parents/guardians to discuss this Policy with their children to ensure their children understand and comply with this Policy, including the responsible and ethical use of AI tools.

11. Smartphone and Personal Device Use

In accordance with California law (AB 3216), student use of smartphones and personal smart devices during school-sponsored activities or while under the supervision and control of Charter School employees is restricted to educational purposes as directed by a teacher or administrator. The Charter School may prohibit smartphone use or possession during emergencies or perceived threats of danger, provided this prohibition is addressed in the Charter School's comprehensive school safety plan (AB 962).

12. AI Literacy and Student Education

BEST Academy is committed to helping students develop AI literacy as a critical skill for their future. The School will provide age-appropriate instruction and resources to help students understand:

- What AI is and how it works, including the concepts of machine learning, generative AI, and algorithmic bias.
- The limitations of AI, including the potential for inaccurate, biased, or misleading outputs.
- Ethical considerations related to AI use, including issues of fairness, privacy, intellectual property, and the environmental impact of AI systems.
- How to evaluate AI-generated content critically using the verification process described in Section 7.
- How to cite and disclose AI use properly in academic work.

All students using Charter School technology resources shall receive instruction in the proper and appropriate use of technology. Such instruction shall incorporate students' responsibilities regarding academic honesty, honoring copyright provisions, assessing the reliability and accuracy of information, protecting personal data, the potential for biases and errors in artificially generated content, and nondiscrimination principles.

13. Incident Reporting

Students must promptly report the following to their supervising teacher or a school administrator:

- Any suspected unauthorized disclosure of personal information through an AI tool or technology system.
- Exposure to harmful, inappropriate, or dangerous content generated by an AI system or accessed online.
- Knowledge of another student's misuse of AI tools or technology in violation of this policy.
- Any AI tool that requests personal information or behaves in an unexpected or concerning manner.
- Any suspected compromise of their student account or password.

The School will take appropriate containment and response steps consistent with its incident reporting procedures and applicable law.

14. Consequences for Non-Compliance

Student use of Charter School's computers, networks, Internet services, and AI tools is a privilege, not a right. Compliance with the Charter School's policies and rules concerning technology and AI use is mandatory. Failure to comply with this policy will be treated as a violation of the BEST Academy Academic Integrity Policy and the Student Code of Conduct. Consequences may include, but are not limited to:

- Requirement to resubmit the assignment without AI assistance.
- Receiving a reduced or failing grade for the specific assignment or assessment.
- Mandatory meeting with the supervising teacher and parents/guardians.
- Temporary or permanent restriction of access to AI tools and/or Charter School technology resources.
- Disciplinary action in accordance with school policies, including but not limited to suspension or expulsion, depending on the severity and frequency of the violation.

Consequences will be applied in a fair and proportionate manner, taking into account the student's age, intent, and the nature of the violation.

15. Policy Review and Updates

Given the rapid evolution of AI technology and changing California state regulations regarding AI in education, this policy will be reviewed annually by the administration in consultation with staff, students, and families to ensure it remains relevant, effective, and legally compliant.

16. Notice and Acceptable Use Agreement

The Charter School shall notify students and parents/guardians about authorized uses of Charter School computers and AI tools, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities.

Before a student is authorized to use the Charter School’s technological resources, the student and the student’s parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and the student’s parent/guardian shall agree not to hold the Charter School or any Charter School staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the Charter School and Charter School personnel for any damages or costs incurred.

All employees shall receive a copy of this policy and the accompanying Acceptable Use Agreement describing expectations for appropriate use of the system, and shall also be provided with information about the role of staff in supervising student use of technological resources. All employees shall comply with this policy and the Acceptable Use Agreement, in addition to any separate policies governing employee use of technology.

Student Name (please print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

_____ **For School Employees Only** _____

I have read, understand, and agree to abide by the Student Use of Technology Policy and the Acceptable Use Agreement. I understand that the Charter School’s policies, procedures, rules, and regulations, which apply to students, also apply to me as an adult user of the Charter School’s technology, in addition to any separate policies governing employee use of technology.

Employee Signature: _____

Employee Name (Please Print) _____

EQUIPMENT/ITEMS: *To be completed by School Administration or IT Department*

Brand/Model: _____ Serial Nbr: _____ Tag/ID Nbr: _____

ISSUED Condition: (Overall condition, scratched, dented, bent, missing keys, missing parts)

Charger included (Y/N): ____ Case/bag included (Y/N): ____ Other _____

Issue Date: _____ IT Signature: _____

RETURN Condition: (Overall condition, scratched, dented, bent, missing keys, missing parts)

Charger included (Y/N): ____ Case/bag included (Y/N): ____ Other _____

Return Date: _____ IT Signature: _____

06-19

02-23

10-24

04-26

B.E.S.T. Academy Charter School **Instruction**

Coversheet

Updating Teacher Job Descriptions - 3 Lead Positions

Section: VI. ACTION ITEMS
Item: I. Updating Teacher Job Descriptions - 3 Lead Positions
Purpose: Vote
Submitted by:
Related Material: Teacher_Literacy JOB Description 5-26.docx
Teacher_Intervention JOB Description 5-26.docx
Teacher_Assessment JOB Description 5-26.docx

**Brookfield Engineering Science Technology Academy
BEST Academy
Personnel Services**

TITLE: TEACHER, LITERACY SPECIALIST LEAD

REPORTS TO: Administrators / Executive Directors

JOB GOAL: In addition to managing a modified student roster, this role focuses on early elementary reading development and supports the "Science of Reading" initiatives. They provide targeted diagnostic support and coaching for parents teaching literacy at home.

ESSENTIAL FUNCTIONS:

- Adherence to attendance policies
- Keep accurate records as defined by the California Department of Education and independent auditors
- Assign an individualized course of study to each student
- Monitor and document students' learning, progress, and notes in LMS and SIS
- Attend events and meetings as directed (in person or virtually).
- Monitor students' credit completion
- Monitor students' progress during each PLP
- Complete grading in a timely manner, within 24-48 hours of submission, to communicate student progress to students and parents weekly via phone and message
- Evaluate student work by providing written comments on all submitted assignments
- Return/respond to all calls and emails in a timely manner (typically within 24-48 work hours).
- Complete all compliance items accurately and in a timely manner, and before the end of each LP. (Examples: Master Agreements, Attendance/Learning Logs, Work Samples/Records, AWR, and Report Cards).
- Support students in grades TK-12th and their families in designing an innovative Personalized Learning Plan with differentiated instruction, support, and resources for each student.
- Evaluate instructional materials, including textbooks, digital resources, and other instructional materials/services, for (1) Educational Value (Non-Religious), (2) Educational Quality, (3) Educational Quantity

- Consistently meet with the parent and the student virtually and in person, as appropriate, every 20 school days to review the student’s body of work and provide guidance and support
- Support students and parents with strategies for success in a virtual or homeschool environment and assist with assignments and projects as needed
- Support the instructional program with synchronous and asynchronous lessons, recordings, and instructional materials
- Proctor NWEA Assessment for students three times per academic year and for all newly enrolled students.
- Schedule and meet with students at least once every learning period
- Be available to the student and/or parent during the student’s appointment
- Close out student folders at the end of the Learning Period and when a student withdraws or graduates
- Report information in a timely manner regarding student attendance and learning, which includes submission of documentation or action items needed for compliance, SST, 504, or SPED, monthly attendance, and audit of Work Samples/Records
- Participate in and/or lead extracurricular student activities, such as clubs, sports, gatherings, and field trips.
- Complete yearly academic plans that correspond to the upcoming CAASSP and ELPAC
- Complete report cards after each semester, and when a student withdraws or graduates
- Plan and coordinate regional events such as field trips, community service, clubs, performances, school dances, and promotion/graduation in alignment with monthly and yearly expectations
- Attend homeschool and other educational conferences, in-services, and professional development opportunities
- Attend assigned professional development activities
- Other duties as assigned

Specialized Essential Functions

- **Science of Reading Leadership:** Lead the implementation of evidence-based foundational literacy instruction (phonological awareness, phonics, fluency) for the TK–3rd grade levels.
- **Diagnostic Screening:** Administer and interpret specialized literacy screenings (e.g., dyslexia risk screening as required by CA Ed Code) and design remediation plans.
- **Parent Coaching:** Host "Literacy Labs" or workshops to teach parents how to implement structured literacy strategies at home.
- **Curriculum Curation:** Assist families in researching and selecting high-quality, non-religious literacy curricula that align with the CA ELA/ELD Framework.

- **Team Support & Coaching:** Support the early-elementary teaching team by providing professional development on evidence-based literacy practices, including phonemic awareness, systematic phonics, and fluency.

KNOWLEDGE OF:

- Child development principles and practices
- Principles, theories, methods, techniques, and strategies about teaching and instruction
- General knowledge of subjects/curriculum taught at all grade levels in the academy
- High school graduation requirements
- Interpersonal skills, listening, tact, patience, courtesy, and empathy
- Presentation and facilitation techniques, both in-person and virtual
- Proficient computer/keyboarding skills, including Microsoft Office Suite, particularly Microsoft Excel
- Documentation and implementation of data in digital and monitoring programs.
- Basic filing and record-keeping methods

ABILITY TO:

- Plan, organize, develop, and implement a comprehensive teaching and instructional program for students.
- Effectively assess the educational needs of students and design, develop, and implement an individualized course of study for each student
- Independently analyze, develop, implement, and track intervention plans and strategies for students
- Provide effective learning experiences for students from a wide range of socio-economic and cultural backgrounds and with varying mental, social, and emotional levels
- Provide a customer-focused approach for students and their parents
- Set priorities and meet deadlines with little supervision
- Work in a team environment
- Establish and maintain effective working relationships with others
- Effectively relate to all students at all learning levels
- Interact with all school personnel, students, and parents in a respectful and courteous manner
- Appreciate human diversity
- Work with a significant diversity of individuals and groups
- Work with and gather a variety of data
- Communicate effectively verbally and in writing

- Follow verbal and written instructions

EDUCATION/EXPERIENCE:

- Bachelor's degree or higher in a related field
- Successful completion of the student teaching program, unless hired on an intern credential
- Experience teaching in an online learning environment is desired

CLEARANCES:

- California Department of Justice (DOJ) background (fingerprint) clearance; pre-employment physical examination, including Tuberculosis (TB) and drug screen clearances. Possess a valid CA driver's license and insurance

LICENSE/CERTIFICATION REQUIREMENT:

- California teacher credential authorizing service in the area of assignment
- Authorization to teach English Learners
- Possession of a valid California Driver's License

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Environment:

Work is performed online and in-person; travel to attend appointments/meetings.

Physical:

Primary functions require sufficient physical ability and mobility to stand or sit for prolonged periods, work on a computer for extended periods, and drive to and from appointments/meetings. Occasionally stoop, bend, kneel, crouch, reach, twist; to lift, carry, push, and/or pull light amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard; and to verbally communicate to exchange information.

AUDITORY AND VISUAL REQUIREMENTS:

Auditory ability is required to communicate with students, staff, and parents and to respond to telephone calls and emergencies. Vision ability is required to see near, distant, color, depth, and peripherally.

TERMS OF EMPLOYMENT:

- Salary and work year to be according to the current BEST Academy agreement schedule, California teacher's salary schedule
- Minimum 30 hours per week/185 days per year per adopted calendar
- Be available during school operating hours and occasional evening hours, as needed, to support some families

- Must possess a personal vehicle to drive to and from appointments/meetings

EVALUATION:

- Performance of this job will be evaluated in accordance with BEST Academy's handbook, Board Policies, and Procedures

It is the policy of BEST Academy to afford equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.

05/26

**Brookfield Engineering Science Technology Academy
BEST Academy
Personnel Services**

TITLE: TEACHER, INTERVENTION LEAD

REPORTS TO: Administrators / Executive Directors

JOB GOAL: In addition to managing a modified student roster, this role leads the schoolwide **Multi-Tiered System of Supports (MTSS)**. The manager aligns academic, behavioral, and social-emotional instruction to provide a fully integrated system of support for all students.

ESSENTIAL FUNCTIONS:

- Adherence to attendance policies
- Keep accurate records as defined by the California Department of Education and independent auditors
- Assign an individualized course of study to each student
- Monitor and document students' learning, progress, and notes in LMS and SIS
- Attend events and meetings as directed (in person or virtually).
- Monitor students' credit completion
- Monitor students' progress during each PLP
- Complete grading in a timely manner, within 24-48 hours of submission, to communicate student progress to students and parents weekly via phone and message
- Evaluate student work by providing written comments on all submitted assignments
- Return/respond to all calls and emails in a timely manner (typically within 24-48 work hours).
- Complete all compliance items accurately and in a timely manner, and before the end of each LP. (Examples: Master Agreements, Attendance/Learning Logs, Work Samples/Records, AWR, and Report Cards).
- Support students in grades TK-12th and their families in designing an innovative Personalized Learning Plan with differentiated instruction, support, and resources for each student.
- Evaluate instructional materials, including textbooks, digital resources, and other instructional materials/services, for (1) Educational Value (Non-Religious), (2) Educational Quality, (3) Educational Quantity

- Consistently meet with the parent and the student virtually and in person, as appropriate, every 20 school days to review the student’s body of work and provide guidance and support
- Support students and parents with strategies for success in a virtual or homeschool environment and assist with assignments and projects as needed
- Support the instructional program with synchronous and asynchronous lessons, recordings, and instructional materials
- Proctor NWEA Assessment for students three times per academic year and for all newly enrolled students.
- Schedule and meet with students at least once every learning period
- Be available to the student and/or parent during the student’s appointment
- Close out student folders at the end of the Learning Period and when a student withdraws or graduates
- Report information in a timely manner regarding student attendance and learning, which includes submission of documentation or action items needed for compliance, SST, 504, or SPED, monthly attendance, and audit of Work Samples/Records
- Participate in and/or lead extracurricular student activities, such as clubs, sports, gatherings, and field trips.
- Complete yearly academic plans that correspond to the upcoming CAASSP and ELPAC
- Complete report cards after each semester, and when a student withdraws or graduates
- Plan and coordinate regional events such as field trips, community service, clubs, performances, school dances, and promotion/graduation in alignment with monthly and yearly expectations
- Attend homeschool and other educational conferences, in-services, and professional development opportunities
- Attend assigned professional development activities
- Other duties as assigned

Specialized Essential Functions

- **Framework Leadership:** Design and oversee the school’s 3-tier intervention framework, ensuring alignment with California MTSS (SUMS) standards.
- **Data Leadership:** Establish and align schoolwide, data-driven systems to monitor student progress and academic/behavioral health.
- **Universal Screening:** Oversee the administration and analysis of universal screeners (academic and behavioral) to identify students needing Tier 2 or Tier 3 support.
- **Family Engagement:** Partner with the teacher and parents to remove barriers to learning and provide targeted, inclusive support.
- **Professional Development:** Train staff to implement evidence-based Tier 1 and Tier 2 strategies in virtual or homeschool settings.

KNOWLEDGE OF:

- Child development principles and practices
- Principles, theories, methods, techniques, and strategies about teaching and instruction
- General knowledge of subjects/curriculum taught at all grade levels in the academy
- High school graduation requirements
- Interpersonal skills, listening, tact, patience, courtesy, and empathy
- Presentation and facilitation techniques, both in-person and virtual
- Proficient computer/keyboarding skills, including Microsoft Office Suite, particularly Microsoft Excel
- Documentation and implementation of data in digital and monitoring programs.
- Basic filing and record-keeping methods

ABILITY TO:

- Plan, organize, develop, and implement a comprehensive teaching and instructional program for students.
- Effectively assess the educational needs of students and design, develop, and implement an individualized course of study for each student
- Independently analyze, develop, implement, and track intervention plans and strategies for students
- Provide effective learning experiences for students from a wide range of socio-economic and cultural backgrounds and with varying mental, social, and emotional levels
- Provide a customer-focused approach for students and their parents
- Set priorities and meet deadlines with little supervision
- Work in a team environment
- Establish and maintain effective working relationships with others
- Effectively relate to all students at all learning levels
- Interact with all school personnel, students, and parents in a respectful and courteous manner
- Appreciate human diversity
- Work with a significant diversity of individuals and groups
- Work with and gather a variety of data
- Communicate effectively verbally and in writing
- Follow verbal and written instructions

EDUCATION/EXPERIENCE:

- Bachelor's degree or higher in a related field
- Successful completion of the student teaching program, unless hired on an intern credential
- Experience teaching in an online learning environment is desired

CLEARANCES:

- California Department of Justice (DOJ) background (fingerprint) clearance; pre-employment physical examination, including Tuberculosis (TB) and drug screen clearances. Possess a valid CA driver's license and insurance

LICENSE/CERTIFICATION REQUIREMENT:

- California teacher credential authorizing service in the area of assignment
- Authorization to teach English Learners
- Possession of a valid California Driver's License

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Environment:

Work is performed online and in-person; travel to attend appointments/meetings.

Physical:

Primary functions require sufficient physical ability and mobility to stand or sit for prolonged periods, work on a computer for extended periods, and drive to and from appointments/meetings. Occasionally stoop, bend, kneel, crouch, reach, twist; to lift, carry, push, and/or pull light amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard; and to verbally communicate to exchange information.

AUDITORY AND VISUAL REQUIREMENTS:

Auditory ability is required to communicate with students, staff, and parents and to respond to telephone calls and emergencies. Vision ability is required to see near, distant, color, depth, and peripherally.

TERMS OF EMPLOYMENT:

- Salary and work year to be according to the current BEST Academy agreement schedule, California teacher's salary schedule
- Minimum 30 hours per week/185 days per year per adopted calendar
- Be available during school operating hours and occasional evening hours, as needed, to support some families
- Must possess a personal vehicle to drive to and from appointments/meetings

EVALUATION:

- Performance of this job will be evaluated in accordance with BEST Academy's handbook, Board Policies, and Procedures

It is the policy of BEST Academy to afford equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.

05/26

**Brookfield Engineering Science Technology Academy
BEST Academy
Personnel Services**

TITLE: **TEACHER, ASSESSMENT LEAD**

REPORTS TO: Administrators / Executive Directors

JOB GOAL: In addition to managing a modified student roster, this role manages state and local testing programs to ensure 100% compliance and data-driven instruction. The manager serves as the site coordinator for CAASPP, ELPAC, and NWEA benchmark testing.

ESSENTIAL FUNCTIONS:

- Adherence to attendance policies
- Keep accurate records as defined by the California Department of Education and independent auditors
- Assign an individualized course of study to each student
- Monitor and document students' learning, progress, and notes in LMS and SIS
- Attend events and meetings as directed (in person or virtually).
- Monitor students' credit completion
- Monitor students' progress during each PLP
- Complete grading in a timely manner, within 24-48 hours of submission, to communicate student progress to students and parents weekly via phone and message
- Evaluate student work by providing written comments on all submitted assignments
- Return/respond to all calls and emails in a timely manner (typically within 24-48 work hours).
- Complete all compliance items accurately and in a timely manner, and before the end of each LP. (Examples: Master Agreements, Attendance/Learning Logs, Work Samples/Records, AWR, and Report Cards).
- Support students in grades TK-12th and their families in designing an innovative Personalized Learning Plan with differentiated instruction, support, and resources for each student.
- Evaluate instructional materials, including textbooks, digital resources, and other instructional materials/services, for (1) Educational Value (Non-Religious), (2) Educational Quality, (3) Educational Quantity

- Consistently meet with the parent and the student virtually and in person, as appropriate, every 20 school days to review the student’s body of work and provide guidance and support
- Support students and parents with strategies for success in a virtual or homeschool environment and assist with assignments and projects as needed
- Support the instructional program with synchronous and asynchronous lessons, recordings, and instructional materials
- Proctor NWEA Assessment for students three times per academic year and for all newly enrolled students.
- Schedule and meet with students at least once every learning period
- Be available to the student and/or parent during the student’s appointment
- Close out student folders at the end of the Learning Period and when a student withdraws or graduates
- Report information in a timely manner regarding student attendance and learning, which includes submission of documentation or action items needed for compliance, SST, 504, or SPED, monthly attendance, and audit of Work Samples/Records
- Participate in and/or lead extracurricular student activities, such as clubs, sports, gatherings, and field trips.
- Complete yearly academic plans that correspond to the upcoming CAASSP and ELPAC
- Complete report cards after each semester, and when a student withdraws or graduates
- Plan and coordinate regional events such as field trips, community service, clubs, performances, school dances, and promotion/graduation in alignment with monthly and yearly expectations
- Attend homeschool and other educational conferences, in-services, and professional development opportunities
- Attend assigned professional development activities
- Other duties as assigned

Specialized Essential Functions

- **TOMS & Testing Management:** Act as the Site Coordinator for the Test Operations Management System (TOMS); manage student rosters, accessibility resources, and test security affidavits for **CAASPP** and **ELPAC**.
- **NWEA Administration:** Oversee the **NWEA MAP Growth** benchmark testing three times per year, including roster uploads, window management, and proctor training.
- **Proctor Coordination:** Organize and train a team of proctors for in-person and remote testing sessions across the school's service counties.
- **Data Coaching:** Analyze assessment results and lead "Data Talk" sessions for the teaching staff to help translate scores into actionable **Personalized Learning Plans (PLP)**.
- **Compliance:** Ensure all students, including English Learners (ELs) and students with disabilities, receive their required state and local assessments.

- **Data Translation:** "Clean" and organize assessment data to make it digestible for colleagues. Help the BEST team identify school-wide trends to inform future professional development and curriculum selection.

KNOWLEDGE OF:

- Child development principles and practices
- Principles, theories, methods, techniques, and strategies about teaching and instruction
- General knowledge of subjects/curriculum taught at all grade levels in the academy
- High school graduation requirements
- Interpersonal skills, listening, tact, patience, courtesy, and empathy
- Presentation and facilitation techniques, both in-person and virtual
- Proficient computer/keyboarding skills, including Microsoft Office Suite, particularly Microsoft Excel
- Documentation and implementation of data in digital and monitoring programs.
- Basic filing and record-keeping methods

ABILITY TO:

- Plan, organize, develop, and implement a comprehensive teaching and instructional program for students.
- Effectively assess the educational needs of students and design, develop, and implement an individualized course of study for each student
- Independently analyze, develop, implement, and track intervention plans and strategies for students
- Provide effective learning experiences for students from a wide range of socio-economic and cultural backgrounds and with varying mental, social, and emotional levels
- Provide a customer-focused approach for students and their parents
- Set priorities and meet deadlines with little supervision
- Work in a team environment
- Establish and maintain effective working relationships with others
- Effectively relate to all students at all learning levels
- Interact with all school personnel, students, and parents in a respectful and courteous manner
- Appreciate human diversity
- Work with a significant diversity of individuals and groups
- Work with and gather a variety of data
- Communicate effectively verbally and in writing
- Follow verbal and written instructions

EDUCATION/EXPERIENCE:

- Bachelor's degree or higher in a related field
- Successful completion of the student teaching program, unless hired on an intern credential
- Experience teaching in an online learning environment is desired

CLEARANCES:

- California Department of Justice (DOJ) background (fingerprint) clearance; pre-employment physical examination, including Tuberculosis (TB) and drug screen clearances. Possess a valid CA driver's license and insurance

LICENSE/CERTIFICATION REQUIREMENT:

- California teacher credential authorizing service in the area of assignment
- Authorization to teach English Learners
- Possession of a valid California Driver's License

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Environment:

Work is performed online and in-person; travel to attend appointments/meetings.

Physical:

Primary functions require sufficient physical ability and mobility to stand or sit for prolonged periods, work on a computer for extended periods, and drive to and from appointments/meetings. Occasionally stoop, bend, kneel, crouch, reach, twist; to lift, carry, push, and/or pull light amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard; and to verbally communicate to exchange information.

AUDITORY AND VISUAL REQUIREMENTS:

Auditory ability is required to communicate with students, staff, and parents and to respond to telephone calls and emergencies. Vision ability is required to see near, distant, color, depth, and peripherally.

TERMS OF EMPLOYMENT:

- Salary and work year to be according to the current BEST Academy agreement schedule, California teacher's salary schedule
- Minimum 30 hours per week/185 days per year per adopted calendar
- Be available during school operating hours and occasional evening hours, as needed, to support some families
- Must possess a personal vehicle to drive to and from appointments/meetings

EVALUATION:

- Performance of this job will be evaluated in accordance with BEST Academy's handbook, Board Policies, and Procedures

It is the policy of BEST Academy to afford equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.

05/26

Coversheet

California Charter School Association 2 -year Membership

Section: VI. ACTION ITEMS
Item: J. California Charter School Association 2 -year Membership
Purpose: Vote
Submitted by:
Related Material: CCSA Membership Agreement FS - 00000182.pdf



MEMBERSHIP AGREEMENT

This Membership Agreement ("Agreement") is entered into by and between **Barker Blue Dog** ("Member") and **California Charter Schools Association** ("CCSA") and is effective as of the date of last signature below (the "Effective Date").

1. **Membership Options.** Subject to the terms and conditions of this Agreement, CCSA offers the following membership levels (each, a "Membership Level"): (a) Standard Membership and (b) Basic Membership. Member's election of Membership Level shall be set forth in **Exhibit A**, which is incorporated herein by reference, and shall remain in effect for the applicable Term, unless otherwise adjusted in accordance with this Agreement. The specific benefits available as set forth [here](#) are incorporated into this Agreement by reference.
2. **Term.** The term of a Standard Membership shall be two (2) years and the term of a Basic Membership shall be one (1) or two (2) years, as selected in **Exhibit A**, each measured in consecutive membership years beginning July 1 and ending June 30 (each, a "Membership Year"), unless earlier terminated. Upon expiration of the initial term or any renewal term, this Agreement shall automatically renew for a successive term of the same length (one (1) year or two (2) years, as applicable), on the same terms and conditions, unless either party provides written notice of non-renewal at least thirty (30) days prior to the end of the then-current term.
3. **Pricing.** Member shall pay membership fees based on its elected Membership Level and applicable student enrollment, as follows:
 - (a) **Standard Membership Fees.** For the 2026–27 Membership Year, the fee shall be Twenty-Four Dollars (\$24.00) per student and the fee shall increase automatically each Membership Year, as set forth [here](#).
 - (b) **Basic Membership Fees.** For the 2026–27 Membership Year, the fee shall be Sixteen Dollars and Fifty Cents (\$16.50) per student and the fee shall increase automatically each Membership Year, as set forth [here](#).

3.1 Student Enrollment Determination. Annual membership fees shall be calculated based on the student enrollment data reported by Member in the California Basic Educational Data System ("CBEDS") for the academic year immediately preceding the Membership Year. Any invoice for a fully prepaid two-year term shall be calculated using CBEDS student enrollment data from the academic year immediately preceding the first Membership Year, regardless of enrollment fluctuations during the term. In the event CBEDS is not available, membership fees will be calculated based on Member's self-reported enrollment numbers.



4. Pricing Discounts

4.1 **Standard Membership Discounts.** Subject to timely payment and compliance with this Agreement, the following discounts apply to Standard Membership fees:

(a) **Prepayment Discount.** A discount of One Dollar (\$1.00) per student shall apply to the second year of the Term if the two-year membership fee is paid no later than September 30 of the first Membership Year.

(b) **High Enrollment Discount.** Membership fees for the first ten thousand (10,000) students shall be billed at the Standard Membership rate. Any students in excess of 10,000 shall be billed at the Basic Membership rate.

4.2 **Basic Membership Discounts.** Subject to timely payment and compliance with this Agreement, the following discounts apply to Basic Membership fees:

(a) **Two-Year Commitment Discount.** A discount of Fifty Cents (\$0.50) per student shall apply to the second Membership Year of a two-year Basic Membership Term.

(b) **Prepayment Discount.** A discount of One Dollar (\$1.00) per student shall apply to the second year of the Term if the two-year membership fee is paid no later than September 30 of the first Membership Year.

5. Payment Terms. Member may pay the membership fee in full on an annual basis or prepay the two-year membership fee, in either case, payment is due no later than September 30. Full payment or prepayment entitles Member to the applicable discount, if any, as described in Section 4. Alternatively, Member may choose an annual installment plan with fifty percent (50%) of the annual membership fee due by September 30 and the remaining fifty percent (50%) due by December 15. Member's choice applies for the applicable Term.

6. Membership Policies

6.1 **Network-Wide Participation.** If any school operated by a Charter Management Organization ("CMO") or network elects to become a Member, all schools operated by such CMO or network shall be required to participate as Members under this Agreement.

6.2 **Geographic Consistency of Membership Level.** All schools operated by a CMO or network that are physically located within the same CCSA-designated geographic region shall participate at the same Membership Level. The schools located within each applicable geographic region shall be identified in **Exhibit A**.

6.3 **Notice of School Changes.** Member shall notify CCSA in writing within thirty (30) days of the opening or closure of any school within its CMO or network.



6.4 School Closures; No Refunds. If a CMO or network school closes, the school shall be removed from the Member's account; however, membership fees for the then-current Membership Year shall remain due and payable, and no refund, credit, or proration shall be issued for any membership fees already paid. The closed school shall be excluded from the calculation of membership fees for any subsequent Membership Year following the closure. Any amount previously paid by the Member is non-refundable and no refund, credit, or proration shall be issued for the closed school. If the Member operates only one school and that school closes, membership fees for the then-current Membership Year shall remain due and payable, and no refund, credit, or proration shall be issued; however, the contract shall be terminated at the end of the Membership Year.

6.5 School Openings. If a CMO or network school opens during the Term, such school shall be added to the Member's account. Membership will be complimentary for the school's first year of operation. Membership fees will be billed for the school's second year of operation and such fees will not be eligible for the Prepayment Discount or the Two-Year Commitment Discount.

6.6 Participation Threshold Adjustment. If a participation threshold required for CCSA to deliver Standard Membership benefits in a particular region is not met, any Member electing Standard Membership shall be recategorized to Basic Membership for the same Term and membership fees shall be lowered accordingly.

6.7 Communications and Member Portal Access. By executing this Agreement, Member consents to receive communications from CCSA via email, including notices, updates, and information regarding membership benefits. Any individuals affiliated with Member's school or corporate entity who are granted access to the Member Portal and related digital resources, whether listed in **Exhibit B** or already associated with Member accounts or added through future registrations or invitations, including invitations to the Member Portal and the CCSA mailing list, shall be permitted such access. Member acknowledges and agrees that such access is a condition of membership, and that CCSA may communicate relevant membership information through these channels.

6.8 Membership Suspension. CCSA may immediately suspend Member's access to some or all membership benefits, without liability, if Member has executed this Agreement and fails to make any required payment by the applicable September 30 or December 15 deadline, or is otherwise in material breach of this Agreement.

6.9 Membership Rescission. CCSA may, upon written notice to Member, suspend or terminate Member's membership if Member's conduct or activities are no longer consistent with CCSA's mission, values, or standards, or for other good-faith reasons determined by CCSA.



7. Standard Contract Terms

7.1 Independent Contractor Relationship. The parties are independent contractors, and nothing in this Agreement shall be deemed to create any partnership, joint venture, agency, or employment relationship between them.

7.2 Dispute Resolution Any dispute arising out of or relating to this Agreement or the Membership shall be resolved exclusively by binding, individual arbitration in California before a single arbitrator under the rules of the American Arbitration Association or an administrator selected by CCSA, with class, collective, representative, and private attorney general actions waived, damages limited to the total annual membership fees paid or payable for the applicable year, punitive and consequential damages waived, and each party bearing its own attorneys' fees and costs except as required by law.

7.3 Entire Agreement. This Agreement, including **Exhibits A and B**, constitutes the entire agreement between the parties and supersedes all prior agreements or understandings. Any amendment must be in writing and signed by both parties, except that CCSA may update administrative policies, procedures, and membership benefits.

7.4 Notices. Any notice required or permitted under this Agreement may be provided by email to the most recent contact information provided by Member in **Exhibit B** and shall be deemed effective upon transmission, regardless of receipt. Notices to CCSA shall be sent to membercontracts@ccsa.org.

7.5 Force Majeure. CCSA shall not be liable for any failure or delay in performance under this Agreement due to events beyond its reasonable control, including acts of God, natural disasters, war, terrorism, labor disputes, governmental actions, public health emergencies, or failures of utilities or communications systems.

7.6 Survival. The provisions of this Agreement which by their nature should survive termination or expiration of this Agreement shall survive, including without limitation provisions relating to payment obligations, no-refund terms, dispute resolution, arbitration, class action waiver, limitation of remedies, governing law, and miscellaneous provisions.

7.7 Severability. If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.


7.8 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to its conflict-of-laws principles.

8. Counterparts; Electronic Signatures. This Agreement may be executed in counterparts and by electronic signature, each of which shall be deemed an original and all of which together shall constitute one instrument.



IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

CCSA:
Name: Sara deLeeuw
Title: Chief Financial Officer
Date:

CCSA: 
Name: Julie Umansky
Title: Chief Legal Officer & General Counsel
Date: 3/2/2026

Member:
Name:
Title:
Date:



EXHIBIT A – MEMBERSHIP SELECTION

Section 1 – CCSA Designated Geography and Membership Level Selection

All schools within the same CCSA-designated geographic region shall participate at the same Membership Level and all schools shall participate as Members for the same Term in accordance with the Agreement.

Member elects the following Membership Level for each region and term for Basic Membership, if applicable:

CCSA-Designated Geographic Region: San Diego and Imperial Counties

School Member Id	School name	County
A-05423	Brookfield Engineering Science Technology Academy (BEST Academy)	San Diego

Membership Level for San Diego and Imperial Counties

Term (Basic Membership only)

*If you selected Basic Membership only, please select a Term below. If you selected Standard Membership in any region, you should **not** select a Term as any selection other than two (2) years will not apply, per the terms of this agreement.*

Standard Membership shall have a two (2) year Term, as set forth in the Agreement.

If Member elects Basic Membership and does not select a Term, the Term shall automatically be deemed two (2) years.

Member represents and warrants that the schools listed above accurately reflect all schools operated by Member within each identified CCSA-designated geographic region as of the Effective Date of the Agreement. Member agrees to notify CCSA in writing of any changes, additions, or closures of schools in accordance with the Agreement.



EXHIBIT B – MEMBER PORTAL ACCESS

Section 1 – Authorized Individuals

Title	First Name	Last Name	Email
Primary Contact (Required)			
Billing Contact (Required)			

Member shall list below additional individuals affiliated with Member’s school or corporate entity who are authorized to access the Member Portal and related digital resources.

Title	First Name	Last Name	Email
Board Chair/President (Required)			
Board Secretary (Required)			
Additional Board Member			
Additional Board Member			
Additional Board Member			
Additional Board Member			
Additional Board Member			
Additional Board Member			

Member may also include additional individuals for registration at its discretion:

Additional Individual 1	
<u>First Name</u>	<u>Last Name</u>



California
Charter Schools
Association

<u>Email</u>	<u>Title</u>
<u>Role</u>	

Additional Individual 2	
<u>First Name</u>	<u>Last Name</u>
<u>Email</u>	<u>Title</u>
<u>Role</u>	

Additional Individual 3	
<u>First Name</u>	<u>Last Name</u>
<u>Email</u>	<u>Title</u>
<u>Role</u>	

Additional Individual 4	
<u>First Name</u>	<u>Last Name</u>
<u>Email</u>	<u>Title</u>
<u>Role</u>	

Additional Individual 5



California
Charter Schools
Association

<u>First Name</u>	<u>Last Name</u>
<u>Email</u>	<u>Title</u>
<u>Role</u>	

Additional Individual 6	
<u>First Name</u>	<u>Last Name</u>
<u>Email</u>	<u>Title</u>
<u>Role</u>	

Additional Individual 7	
<u>First Name</u>	<u>Last Name</u>
<u>Email</u>	<u>Title</u>
<u>Role</u>	

Acknowledgment; Terms and Privacy.

This Agreement incorporates by reference CCSA’s Terms & Conditions and Privacy Policy, as updated from time to time. Member acknowledges that individuals designated or provided by Member, whether listed in this Exhibit or added in the future, may be registered in the Member Portal and included in CCSA’s email communications for membership administration. Member represents and warrants that it has obtained, or will obtain prior to submission, all legally required notices and consents from such individuals. Member further acknowledges that portal access and receipt of membership-related communications are conditions of membership.

Coversheet

Arizona State University Memorandum Renewal

Section: VI. ACTION ITEMS
Item: K. Arizona State University Memorandum Renewal
Purpose: Vote
Submitted by:
Related Material:
BEST Academy - ASU UNIVERSAL LEARNER COURSE AGREEMENT.docx

ASU UNIVERSAL LEARNER COURSE AGREEMENT

This ASU UNIVERSAL LEARNER COURSE AGREEMENT (“Agreement”) dated as of **April 30th**, 2026 (“Effective Date”) is by and between **Brookfield Engineering Science Technology (BEST) Academy** (“ENTITY”) and the Arizona Board of Regents for and on behalf of Arizona State University (“ASU”) (individually referred to as a “Party” and collectively as the “Parties”).

1. PURPOSE:

- 1.1. The purpose of this Agreement is to facilitate learner (“Learner”) enrollment in the ASU Universal Learner® courses at ASU (the “Program”).
- 1.2. A list of available Program courses of study (individually, a “Course” and collectively, the “Courses”) can be found at <https://ea.asu.edu/courses> (the “Online List”). ASU may update the Online List to add or remove Courses. Each updated Online List will supersede any previous Course offerings within the Program.

2. THE PROGRAM:

- 2.1. **TERM.** The Program will officially begin **July 1, 2026** and will continue through the end of June 30, **2027**, unless this Agreement is modified or terminated earlier as set forth below. The Program and Program payments due will continue for the Learners enrolled in the Program prior to the termination of this Agreement.
- 2.2. Learners that would like to take advantage of the Program must utilize the designated portal specific to ENTITY to enroll in the Program.
- 2.3. Learners that complete courses will only have the ability to convert grades of “C” or higher for academic credit.
- 2.4. ENTITY and ASU will work together to facilitate Learner enrollment and utilization of the Courses.
- 2.5. ENTITY and ASU agree to the following requirements:
 - 2.5.1. Learners who would like to take a Course must either utilize the designated student portal provided by ASU to enroll themselves, or the ENTITY administrator may enroll Learner utilizing the designated student information system used to manage learner enrollment and monitor learner success (“Partner Portal”) provided by ASU.
 - 2.5.2. All Learners who are learners in the Program Courses are subject to ASU's policies related to Courses.
- 2.6. **Course Availability.** The Parties acknowledge and agree that course availability within the ASU Learning Enterprise Programs is subject to change due to catalog updates, curriculum reviews, or other internal decisions by ASU. ASU does not guarantee the continued availability of any specific course or program. In the event

that a course or offering is modified, discontinued, or otherwise rendered unavailable, ASU will make reasonable efforts to work with the ENTITY to identify a suitable replacement offering that aligns with the ENTITY's goals and the needs of Learners.

3. **PAYMENT PROVISIONS:** The Program will be operated under the following payment parameters (**Choose Either 3.1 Standard or 3.2 Consolidated**):
 - 3.1. Standard ULC Structure:
 - 3.1.1. Payment for Credit-Eligibility. **Please (choose one):**
 - 3.1.1.1. ENTITY will pay for the \$25 verification fee for each course(s) a learner takes, after the 10th day from course start date for instructor-paced courses and after the 10th day from course enrollment for self-paced courses
 - 3.1.1.2. Eligible Students will pay the \$25 verification fee for each course(s) a learner takes, after the 10th day from course start date for instructor-paced courses and after the 10th day from course enrollment for self-paced courses
 - 3.1.2. Students wishing to get ASU college credit must be enrolled in the Course. Credit Conversion Fee includes **(choose one):**
 - 3.1.2.1. ENTITY will pay the \$400 credit conversion fees for the Program Courses.
 - 3.1.2.2. Eligible Students will pay the \$400 credit conversion fees for the Program Courses.
 - 3.2. Consolidated pricing for Verification and Credit Conversion
 - 3.2.1. ENTITY will be billed at a rate of \$250 per enrollment after the 21st day from course start date for instructor-paced courses and after the 21st day from course enrollment for self-paced courses
 - 3.3. **Cost-Reimbursement.** ENTITY will follow all local laws and regulations regarding collecting fee reimbursements from Learners. ENTITY is responsible for collecting reimbursements from its Learners. If ENTITY is collecting reimbursement, ENTITY may not collect a reimbursement amount higher than that owed to ASU, for example:
 - 3.3.1. If ENTITY is collecting reimbursement from each Learner for the consolidated model, reimbursement amount cannot exceed \$250.
 - 3.3.2. If ENTITY is collecting reimbursement from the Learner for the standard price model, reimbursement amount cannot exceed \$25 for registration and \$400 for credit conversion.
 - 3.4. **No Assignment of Tuition or Fee Revenue.** For the avoidance of doubt, nothing herein shall be interpreted as an assignment by ASU to ENTITY of any tuition paid to or received by ASU, and all tuition and fee revenues are and remain subject to the liens and encumbrances on tuition in connection with ASU's system revenue bonds; provided that (i) the foregoing shall not affect any requirement for ASU to pay the ENTITY pursuant to this Agreement or any related SOW, and (ii) the amounts due from ASU to ENTITY shall not be reduced due to (or at the time paid,

subject to) any liens or encumbrances on tuition in connection with ASU's system revenue bonds.

- 3.5. **Invoicing.** ASU will invoice ENTITY on a quarterly basis, with summer split into two invoices. ENTITY will pay any undisputed invoices within thirty (30) days of receipt. ENTITY may pay using credit card but will pay any corresponding transaction charges and fees that may be incurred through such payment methods.
- 3.6. **Drop Window.** For the avoidance of doubt, ENTITY will be responsible for payment of all Learner enrollments that have not dropped within the specified drop window (e.g., all fees for Learners enrolled as of the last date to drop the course will be included on an invoice).
- 3.7. **Taxes and Payment Withholding.** Each Party shall be responsible for its own tax obligations arising from this Agreement under applicable laws in its respective jurisdiction. If the School is required by applicable law to deduct or withhold any taxes from payments due to ASU, the School shall pay such additional amounts as are necessary to ensure that ASU receives the full amount invoiced, without reduction for any such withholding.
4. **PROGRAM DETAILS.** ENTITY will provide details on the support that the ENTITY is providing its Learners. ENTITY will provide details on how they plan to provide credit to Learners for ULC course credit/grade.
 - 4.1. ENTITY will provide to Learner all of the following: (Check all that apply)
 - Learners complete ULCs in classroom lab setting with staff support;
 - Learner complete ULCs in a cohorted classroom with teacher support;
 - Learner have access to tutoring support;
 - Learner completes ULCs independently and are provided no extra academic support by ENTITY;
 - Other (describe):
 - 4.2. ENTITY will provide credit to Learners upon completion of the ULC course as follows (Check all that apply):
 - Intent to provide high school credit/grade;
 - Intent to provide certificate of completion;
 - Intent to provide no credit or certificate, Learners are taking the course solely for ASU credit
 - Other (describe):
5. **ENTITY RESPONSIBILITIES:**
 - 5.1. ENTITY will announce the availability of the Program and communicate and promote the benefits of the Program to all of its Learners. ENTITY will provide opportunities for ASU to access the Learners for communication regarding and promotion of the Program, as appropriate.

- 5.2. ENTITY will provide copies of all communication, links, forms, and any other communication related to Universal Learner Courses within three (3) business days of publication, after prior signature as notated in Section 10.
 - 5.3. ENTITY will provide ASU with the estimated projections for Learner enrollment to allow ASU to provide an improved experience for all Learner.
 - 5.4. ENTITY will verify the eligibility of Learner to ASU and provide reasonable notice to ASU before the applicable academic session when such persons are no longer Learner. If a custom url link is being utilized as a learner registration method, ENTITY is responsible for verifying Learners. The custom url is not secure and will allow anyone with the custom url link to register. ENTITY is responsible for verifying Learners at least once per term, before invoices are sent out on the agreed upon schedule.
 - 5.5. ENTITY will designate a liaison to work with ASU on the administrative aspects of the Program.
 - 5.6. ENTITY will provide Learners support during the Program and will act as the primary point of contact for all Learners and any school enrollment, academic support, or other related matters to the Program. ENTITY will be responsible for engaging with ASU, as may be appropriate in the circumstances, to resolve the particular matter.
 - 5.7. ENTITY will not participate in “upselling” of courses.
 - 5.8. ENTITY will respond to all communications in a timely manner, including but not limited to invoices, and notify ASU immediately regarding changes in contact information.
6. **ASU RESPONSIBILITIES:**
- 6.1. ASU will provide institutional guidance, academic instruction and oversight for the Program.
 - 6.2. ASU will provide ENTITY and its Learners with access to the Program courses, including but not limited to credit conversion opportunities and ASU transcripts, when applicable.
 - 6.3. ASU will designate a liaison to work with ENTITY on the administrative aspects of the Program.
 - 6.4. Provided ENTITY is entitled to personally identifiable information, pursuant to Section 11 and ASU will provide ENTITY’s designated administrators a report containing individual assignment grades, current grade, and final grade.
7. **TERMINATION.** Either Party, upon ninety (90) days’ written notice, may terminate this

Agreement for convenience before the date of expiration, or upon thirty (30) days' written notice for breach or default of the other Party. ASU may cancel the Program at any time for any reason. Upon termination of this Agreement or ASU's cancellation of the Program, the Program will terminate for Learners, except the Parties will cooperate to allow those Learners who are enrolled in a course at the time termination becomes effective to complete any courses that are in progress.

8. **SURVIVAL.** All sections necessary to enforce or interpret them, will survive any expiration or termination of this Agreement.

9. **ANNOUNCEMENTS; PROMOTION.** The Parties will announce and promote the Program as part of their outreach and public relations efforts. Neither Party will issue a press release, public statement, advertisement or announcement regarding this Agreement or the Program, or use the logos or trademarks of the other Party, without the prior input and written consent, signed by an authorized signatory of the other Party. Use of either Party's marks must comply with the owning Party's trademark standards and guidelines, including using the "®" indication of a registered trademark where applicable. ENTITY shall communicate this requirement to its employees or entities responsible for such promotions, and ensure those individuals comply with this Section 10. ENTITY identifies the following point of contact for announcements or promotions as contemplated by this Section 10:

Name Joel Manwarren
Position Director of Operations
Email jmanwarren@bestacademycs.com
Phone 323-851-7076

ENTITY acknowledgement and understanding of this Section 10:

Authorized ENTITY signatory initial, here: Joel M. Manwarren

10. **PRIVACY; EDUCATIONAL RECORDS. FERPA. MINORS.** The U.S. Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and its implementing regulations ("FERPA") requires that ASU not disclose personally identifiable information ("PII") from a Learner's or student's education records without written consent from the Learner or student, except as otherwise provided by law. For those circumstances under which ENTITY appropriately fills the role of a School Official as that term is defined under FERPA, ASU may designate ENTITY as a School Official and may disclose PII from education records in accordance with 34 C.F.R. § 99.31(a)(1)(i)(B). ENTITY agrees to comply with all FERPA criteria applicable to School Officials, including by remaining under ASU's direct control with regard to the use and maintenance of the education records. In the event that ENTITY does not meet the definition of a School Official, ASU will disclose to ENTITY the appropriate PII from a Learner's or student's education records only upon proof, to be furnished by ENTITY or its representative that the Learner or student has consented to the disclosure. Such consent must satisfy the requirements of 34 C.F.R. § 99.30. If ENTITY violates the terms of this section, ENTITY shall immediately provide notice of the violation to ASU. ENTITY agrees to act in accordance with the

requirements of FERPA, including 34 C.F.R. 99.33(a), which governs the use and re-disclosure of PII from education records, and ASU’s FERPA Policy, SSM 107-01: Release of Student Information, available at <https://www.asu.edu/aad/manuals/ssm/ssm107-01.html>.

- 10.1. Minors.** ENTITY acknowledges, understands, and agrees that ENTITY is responsible for complying with any and all applicable laws regarding minors (under the age of 18 years old) accessing and participating in the Program, including but not limited to obtaining any necessary consents from parents or guardians of minors before granting them access to the Program.
- 10.2. Data Privacy Laws.** Each Party shall comply with all data privacy laws, rules, and regulations applicable to it in its performance under this Agreement (collectively “Data Privacy Laws”), which may include, but is not limited to, FERPA and the General Data Protection Act (“GDPR”), and shall, upon mutual agreement of the Parties, execute any amendments to this Agreement necessary for each of the Parties to maintain compliance with the Data Privacy Laws.
- 10.3. Personal Information.** ENTITY warrants any information relating to an identified or identifiable natural person (“Personal Information” or “PI”) that ENTITY uses, collects, retains, stores, secures, discloses, transfers, disposes of, or otherwise processes in relation to the products and services subject to this Agreement will be processed in compliance with any applicable laws, regulations, and other legal requirements relating to (a) privacy and information security; and (b) the use, collection, retention, storage, security, disclosure, transfer, disposal, and other processing of Personal Information (“PI Protection Requirements”). Upon request, ENTITY will make available reasonable information necessary to demonstrate compliance with the obligations of any PI Protection Requirements.

ENTITY is, and at all prior times was, and for all times during the term of this Agreement, will remain, in material compliance with all PI Protection Requirements. To ensure compliance with the PI Protection Requirements, ENTITY has in place, complies with, and takes appropriate steps reasonably designed to ensure compliance in all material respects with their policies and procedures relating to data privacy and security and the collection, storage, use, processing, disclosure, handling, and analysis of Personal Information (the “Policies”). ENTITY further certifies that neither it nor any subsidiary: (i) has received notice of any actual or potential liability under or relating to, or actual or potential violation of, any of the PI Protection Requirements, and has no knowledge of any event or condition that would reasonably be expected to result in any such notice; (ii) is currently conducting or paying for, in whole or in part, any investigation, remediation, or other corrective action pursuant to any PI Protection Requirements; or (iii) is a party to any order, decree, or agreement that imposes any obligation or liability under any PI Protection Requirements.

- 10.4. To the extent applicable: California Consumer Privacy Act.** ENTITY warrants

the products and services subject to this Agreement are not subject to the California Consumer Privacy Act of 2018, as amended (Cal. Civ. Code §§ 1798.100 to 1798.199) (“CCPA”). Following the signing of this Agreement, if any products or services subject to this Agreement become subject to the CCPA, ENTITY will immediately notify ASU and will take all actions necessary to fully comply with the CCPA, including without limitation the signing of additional data handling addendums to this Agreement.

11. **MODIFICATION.** Modifications to this Agreement may be made by written modification, signed and dated by authorized officials, prior to any changes taking effect.
12. **NOTICES.** All notices, requests, demands and other communications hereunder will be given in writing and will be either: (a) personally delivered or (b) sent to the Party at its addresses indicated herein by registered or certified U.S. mail, return receipt requested and postage prepaid, or by commercial overnight courier service. Additionally, a corresponding electronic copy should be sent via email. Notices, if delivered, and if provided in the manner set forth above, will be deemed to have been given and received on the date of actual receipt or on the date receipt was refused. The respective addresses to be used for all such notices, demands or requests and electronic copies are as follows:

If to ENTITY:

Entity Name: Brookfield Engineering Science (BEST) Academy

Mailing Address:

Attn: Rachel Loustaunau

Title: High School Counselor

Phone: 833-619- (2378)

Email: rloustaunau@bestacademycs.com

ASURITE ID:

Anticipated ULC enrollment count: 50 students

ENTITY ACCOUNT PAYABLE:

Entity Name: BEST Academy

Mailing Address: 1717 E. Vista Chino A7-185

Attn: James Mays

Title: Executive Director

Phone: 323-590-2115

Email: jmays@bestacademycs.com

If to ASU:

Arizona State University

ASU Learning Enterprise

Enterprise Strategy and Planning

P.O. Box 879508

Tempe, Arizona 85287-9508

Attn: Scott Weatherford

Email: Scott.Weatherford@asu.edu

13. **NAMED REPRESENTATIVE.** Each Party is naming a liaison who is authorized to act on its behalf in making or obtaining decisions regarding this Agreement. Such named liaison may be changed from time-to- time by giving the other Party written notice.
 - 13.1. **ASU.** ASU's point of contact is Scott Weatherford, Scott.Weatherford@asu.edu
 - 13.2. **ENTITY.** ENTITY's point of contact is Joel Manwarren.
14. **NO THIRD-PARTY BENEFICIARIES.** This Agreement is not intended to benefit any third Party, nor shall any person who is not now or in the future a Party hereto be entitled to enforce any of the rights or obligations of a Party under this Agreement.
15. **FORCE MAJEURE.** Neither Party shall be liable for failure to perform any obligation under this Agreement if such failure is caused directly by a Force Majeure Event. A "Force Majeure Event" shall mean an event or circumstance that is beyond the reasonable control and without the fault or negligence of the Party impacted, and that could not have been prevented by the reasonable diligence of the party. Without in any way limiting the foregoing, a Force Majeure Event may include, but are not restricted to (a) acts of God or of a public enemy, (b) acts of the Government in either its sovereign or contractual capacity, (c) fires, (d) floods, (e) epidemics or pandemics, (f) quarantine restrictions, (g) strikes, (h) freight embargoes, (i) natural disasters, (j) unusually severe weather; and (k) failure or disruption of utilities or critical electronic systems and (l) acts of terrorism, mass shootings or other emergencies that may disrupt the operations of the campus or facility .
16. **NONDISCRIMINATION.** The Parties agree to comply with all applicable state and federal laws, rules, regulations and executive orders governing equal employment opportunity, immigration, nondiscrimination, including the Americans with Disabilities Act, and affirmative action.
17. **CONFLICT OF INTEREST.** ASU and ENTITY's participation in this Agreement is subject to Section 38- 511 of the Arizona Revised Statutes, which provides that this Agreement may be canceled if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of ASU or ENTITY is, at any time while this Agreement or any extension thereof is in effect, an employee or agent of the other Party to this Agreement in any capacity or a consultant to any other Party with respect to the subject matter of this Agreement.
18. **NOTICE OF ARBITRATION STATUTES.** Pursuant to Arizona Revised Statutes Section 12-1518, the Parties acknowledge and agree, subject to the Arizona Board of Regents' Policy 3-809, that they will be required to make use of mandatory arbitration of any legal action that is filed in the Arizona superior court concerning a controversy arising out of this Agreement if required by Section 12-133 of the Arizona Revised Statutes.
19. **FAILURE OF LEGISLATURE TO APPROPRIATE.** If ASU's performance under this Agreement depends upon the appropriation of funds by the Arizona Legislature, and if the Legislature fails to appropriate the funds necessary for performance, then ASU may

provide written notice of this to ENTITY and cancel this Agreement without further obligation of ASU. Appropriation is a legislative act and is beyond the control of ASU.

20. **RESPONSIBILITY.** Each Party will be responsible for the negligence, acts and omissions of its employees and agents when acting under such Party's direction and supervision.
21. **TITLE IX.** Title IX protects individuals from discrimination based on sex, including sexual harassment. ASU fosters a learning and working environment built on respect and free of sexual harassment. [ASU's Title IX Guidance](#) is available online. ENTITY will (i) comply with ASU's Title IX Guidance; (ii) provide ASU's Title IX Guidance to any third parties in which ENTITY may use or otherwise work with ENTITY ("ENTITY Parties") and is reasonably expected to interact with ASU learners, students, or employees, in person or online; and (iii) ensure that all ENTITY Parties comply with ASU's Title IX Guidance.
22. **APPLICABLE POLICIES.** This Agreement is subject at all times to the policies of the Arizona Board of Regents and ASU.
23. **NO WAIVER.** No term or provision hereof shall be deemed waived and no breach excused unless such waiver or consent shall be in writing and signed by the Party claimed to have waived or consented. The failure of either Party to exercise any right or remedy hereunder shall not be deemed to be a waiver of such right or remedy or other right or remedy hereunder.
24. **SEVERABILITY.** If any provision of this Agreement, or the application thereof to any person, entity or circumstances, is deemed to be invalid or unenforceable to any extent by an arbitrator or by a court of competent jurisdiction, then the remainder of this Agreement, and the application of such provision to other persons, entities or circumstances, will not be affected thereby and will be enforced to the greatest extent permitted by law, unless a material failure of consideration would result thereby. In addition, such provision will be reformed such that it will be applied to the greatest extent legally enforceable and the Parties hereto agree to be bound thereby.
25. **CHOICE OF LAW.** This Agreement will be governed by the laws of the State of Arizona without regard to any conflicts of laws principles. ASU's obligations are subject to the regulations/policies of the Arizona Board of Regents. Any proceeding arising out of or relating to this Agreement will be conducted in Maricopa County, Arizona. Each party consents to such jurisdiction, and waives any objection it may have to venue or convenience of forum.
26. **ENTIRE AGREEMENT.** This Agreement embodies the entire understanding of the Parties and supersedes any other agreement or understanding between the Parties relating to the subject matter.

[Signature Page to Follow]

IN WITNESS WHEREOF, the Parties have signed this agreement as of the respective dates below.

FOR:

Name: __ Joel Manwarren _____

Title: __ Director of Operations _____

Signature: _____

Date: _____

FOR: Arizona Board of Regents for and on behalf of ASU:

Name: Marco Serrato

Title: Vice President

Signature: _____

Date: _____

Coversheet

Proposal for Summer Professional Development

Section: VI. ACTION ITEMS
Item: L. Proposal for Summer Professional Development
Purpose: Vote
Submitted by:
Related Material: August In Person PD Proposal Costs.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

August In Person PD Proposal Costs.xlsx