



Lake View Charter School

Regular Scheduled Board Meeting

Date and Time

Wednesday January 27, 2021 at 5:00 PM PST

Location

285 E 5th Street
Chico CA 95926

Zoom Link: <https://zoom.us/j/3158960707>

Meeting ID: 15 896 0707

Join by Phone: (669) 900-6833

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			
C. Approval of the Agenda	Vote		1 m
D. Public Comments			2 m
E. Executive Director's Report		Julie Haycock & Carrie Carlson	10 m

	Purpose	Presenter	Time
	<ul style="list-style-type: none"> • Form 700 Announcement • Junior High Virtual Academy (JHVA) Spotlight 		
F.	Approve Minutes	Approve Minutes	1 m
	Approve minutes for Regular Scheduled Board Meeting on December 9, 2020		
G.	Approve Minutes	Approve Minutes	1 m
	Approve minutes for Special Board Meeting on January 19, 2021		
II.	Finance		5:16 PM
A.	December Financials	Vote	Darlington Ahaiwe 10 m
III.	Academic Excellence		5:26 PM
A.	Policy on Differential Graduation and Competency Standards and Certificates of Educational Achievement for Students with Disabilities	Vote	Dr. Amanda Johnson 5 m
B.	2021-2022 School Calendar	Vote	Julie Haycock 5 m
C.	Title IX Policy	Vote	Julie Haycock 5 m
IV.	Operations		5:41 PM
A.	Publication of the School Accountability Report Card (SARC)	Vote	Darcy Belleza & Kulpreet Pummay 5 m
B.	Resolution to Approve Membership in Charter Services Organization (CSO)	Vote	Julie Haycock 5 m
C.	2021-2022 Organizational Chart	Vote	Julie Haycock 5 m
D.	Disposal of Surplus, Obsolete, or Unneeded Books, Equipment, and Supplies Policy	Vote	Julie Haycock 5 m
E.	Employee Handbook	Vote	Julie Haycock 5 m
V.	Closing Items		6:06 PM

	Purpose	Presenter	Time
A. Board of Director's Comments & Requests	Discuss		2 m
B. Announcement of Next Regular Scheduled Board Meeting February 24, 2021 at 5:00 p.m.	FYI		1 m
C. Adjourn Meeting	Vote		

Public Comment Rules: Members of the public may address the Board on agenda or non-agenda items through the teleconference platform, Zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate to the administrative team of your desire to address the Board or simply communicate orally your desire to address the Board when the Board asks for public comments. Speakers may be called in the order requests are received. Comments are limited to 2 minutes each, with no more than 15 minutes per single topic. If a member of the public utilizes a translator to address the Board, those individuals are allotted 4 minutes each. If the Board utilizes simultaneous translation equipment in a manner that allows the Board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

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Coversheet

Executive Director's Report

Section: I. Opening Items
Item: E. Executive Director's Report
Purpose: FYI
Submitted by:
Related Material: Lake View ED Report - January 2021 (1).pdf

EXECUTIVE DIRECTOR'S REPORT

January, 2021



All Staff Professional Development

Thursday, January 28th

- Staff from all five schools come together to learn and collaborate
- Keynote Speaker, [Keith Hawkins](#)
- 15 Breakout sessions to choose from
- RC Team Collaboration
- Staff connections in interactive “Teacher Lounges”
- Raffle prizes donated by Admin Team

Enrollment Report



Enrollment Update from Principal Lake View Charter School

Current Enrollment County by County/Gradelevel as of 01/21/21

Grade	Butte	Colusa	Glenn	Lake	Mendocino	Tehama	Totals
TK	5	0	0	0	0	2	7
KN	31	0	0	3	13	7	54
1	24	0	5	2	9	12	52
2	34	0	2	1	11	3	51
3	38	0	1	0	15	7	61
4	37	0	2	1	7	4	51
5	34	1	1	0	6	3	45
6	23	0	0	1	4	2	30
7	24	1	1	0	11	3	40
8	17	0	0	2	4	2	25
9	13	0	0	0	2	2	17
10	7	2	0	1	1	1	12
11	8	0	0	0	1	1	10
12	8	0	0	0	1	0	9
Curent Total	303	4	12	11	85	49	464
Annual Growth	-27	4	-3	-7	11	5	-17

Growth calculated from SY19-20 ending enrollment totals.

Form 700

Every elected official and public employee who makes or participates in making governmental decisions is required to submit a Statement of Economic Interests, also known as the Form 700.

The Form 700 provides transparency and ensures accountability in governmental decisions on an annual basis. The Form 700 packet will be mailed to each of you with a stamped return envelope. You need to complete the Form 700 and then place it in the mail. Please return your signed Form 700 by February 15th.

***Reminder: Form 700s require a wet signature!**

STAR Assessment

The winter Star Assessment window is now open until February 19.

We strongly encourage all families to participate to help our teachers and parents identify where additional support may be needed for their students.



Parent Education Workshops/MDIP & Family Events

Last week, the MDIP Team partnered with the Parent Education Team for a wonderful presentation and interactive workshop: *Moving Beyond MLK & Rosa Parks. What's next in the conversation about racism and equity with our kids?*

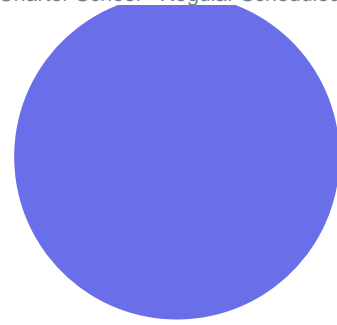
Upcoming Events and Workshops:

- *Teaching Digital Literacy & Internet Safety in Our Homeschools*
2/22/21 @ 6:00 pm
- MDIP Presents: *Holocaust Remembrance*
1/27/21 @ 2:00 pm for grades 7-12

Cal/OSHA COVID-19 Reopening Plan

Updated guidance from CDPH, for schools that have already opened for in-person instruction:

By February 1, 2021, post a COVID-19 Safety Plan and a Cal/OSHA COVID-19 Prevention Program Safety Plan for In-person Instruction on the school's website.



Junior High Virtual Academy

Carrie Carlson
JHVA Program Administrator

JHVA Background & Vision

JHVA launched in the fall of 2020. We just completed our first official semester:

- T/TH classes for 7th/8th grades
- 6 teachers - live instruction 2x/per week
- Math, Language Arts, Science, Study Skills/Growth Mindset
- 175 students - multiple classes
- 90% pass rate in all classes
 - 88% C or better
- Office hours/mentorship

Junior High Virtual Academy (JHVA) is an academic program that offers core content instruction for students in 7th and 8th grades. Our program engages learners through direct instruction, thoughtful classroom discussion, relevant projects, and local meetups/field trips. Junior High Virtual Academy is designed to meet the academic, social, and developmental needs of students while preparing them for a successful high school experience.

Future Plans and Goals

Spring Semester 2021

- Science Fair
- Virtual Field Trips
 - California Museum "Time of Remembrance"
- Partner w/MDIP, CC, & Parent Ed
 - Holocaust Survivor Event
 - Digital Literacy & Internet Safety
- Spring Student Showcase
 - Winter Performance

2021/2022 School Year

- Add M/W classes
- Social Studies & Electives
- Exploring partnership with Central Schools
- In person meet ups/field trips



Thank you!

Coversheet

Approve Minutes

Section: I. Opening Items
Item: F. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Scheduled Board Meeting on December 9, 2020



Lake View Charter School

Minutes

Regular Scheduled Board Meeting

Date and Time

Wednesday December 9, 2020 at 5:00 PM

Location

285 E 5th Street
Chico CA 95926

Zoom Link: <https://zoom.us/j/98313547517>

Meeting ID: 983 1354 7517

Join by Phone: (669) 900-6833

Directors Present

Billie Adkins (remote), Glad Donahue (remote), Jessica Coombs (remote), Lindsay Mower (remote), Sara Rose Bonetti (remote)

Directors Absent

None

Guests Present

Darlington Ahaiwe (remote), Jenell Sherman (remote), Julie Haycock-Cavender (remote), Kathy Fagundo (remote), Kevin Davis (remote), Kimmi Buzzard (remote), Royce Gough (remote), Shausta Ecklund (remote), Spencer Styles (remote), Wayne (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Lindsay Mower called a meeting of the board of directors of Lake View Charter School to order on Wednesday Dec 9, 2020 at 5:01 PM.

C. Approval of the Agenda

Sara Rose Bonetti made a motion to approve the agenda.

Glad Donahue seconded the motion.

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

Roll Call

Sara Rose Bonetti Aye
Glad Donahue Aye
Lindsay Mower Aye
Billie Adkins Aye
Jessica Coombs Aye

D. Public Comments

There were no public comments.

E. Closed Session

Lindsay Mower made a motion to move into Closed Session at 5:03 pm.

Glad Donahue seconded the motion.

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

Roll Call

Jessica Coombs Aye
Billie Adkins Aye
Lindsay Mower Aye
Glad Donahue Aye
Sara Rose Bonetti Aye

Glad Donahue made a motion to move out of Closed Session at 6:13 pm.

Sara Rose Bonetti seconded the motion.

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

Roll Call

Glad Donahue Aye
Sara Rose Bonetti Aye
Lindsay Mower Aye
Jessica Coombs Aye
Billie Adkins Aye

F. Announcement of Any Action Taken During Closed Session

No action was taken in Closed Session.

G. Executive Director's Report

1. Student Achievement
2. Planning for next year
3. Professional Development
4. Enrichment updates including vendor services
5. Community Resources Page launched on the school's website that includes local resources and contact information
6. Enrollment Update - 468 students currently
7. WASC Accreditation
8. Learning Loss Mitigation Funds: Update on specific resources and purchases
9. AB 1505:
 - How the legislation affects achievement data & charter renewal
 - The purpose is to align priorities and goals
10. STAR Assessment Update: Assessment windows / the platform has been recalibrated to be in line with CAASPP / Lindsay Mower asked if the school would be taking the CAASPP this year. Kristie reported that the discussions are still being had at the state level and so the school is in a holding pattern

H. Multi-Cultural Diversity Inclusion Perspectives Update

Deanna Dyer presented the Multi-Cultural Diversity Inclusion Perspectives Update.

Billie Adkins asked if the offerings were being recorded. Deanna Dyer replied that because of student privacy issues recordings are not currently possible.

Glad Donahue asked when the resources will be available. Deanna Dyer reported a website will house all resources.

Sara Rose Bonetti asked if a public statement around Black Lives Matter would be something the Board should continue. Deanna Dyer said that the MDIP group is just getting started and that the focus on being open and invitational.

I. Approve Minutes

Glad Donahue made a motion to approve the minutes from Regular Scheduled Board Meeting on 10-28-20.

Billie Adkins seconded the motion.

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

Roll Call

Lindsay Mower	Aye
Jessica Coombs	Aye
Billie Adkins	Aye

Roll Call

Glad Donahue Aye
Sara Rose Bonetti Aye

J. Approve Minutes

Lindsay Mower made a motion to approve the minutes from Special Board Meeting on 12-02-20.

Glad Donahue seconded the motion.

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

Roll Call

Jessica Coombs Aye
Sara Rose Bonetti Aye
Lindsay Mower Aye
Billie Adkins Aye
Glad Donahue Aye

II. Finance

A. Finance Training Workshop - Part 1

Part 1 of 2 of the Charter Impact Board Financial Workshop:

- Overview of where school funding comes from (Local Control Funding Formula and others), student groups, timelines, and current issues (Learning Loss Mitigation Funds and Deferrals).
- Budget Process and Timeline: Developing a draft budget, adjust the budget based on the governor's budget, and monthly monitoring and forecasting.

B. October Financials & First Interim Report

Sara Rose Bonetti made a motion to approve the October Financials & First Interim Report.

Glad Donahue seconded the motion.

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

Roll Call

Lindsay Mower Aye
Sara Rose Bonetti Aye
Billie Adkins Aye
Glad Donahue Aye
Jessica Coombs Aye

C. Budget Overview for Parents

Lindsay Mower made a motion to approve the Budget Overview for Parents.

Sara Rose Bonetti seconded the motion.

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

Roll Call

Billie Adkins Aye
Lindsay Mower Aye
Sara Rose Bonetti Aye
Glad Donahue Aye
Jessica Coombs Aye

D. Charter School Capital Presentation

1. Organizational Overview and Introduction
2. CSC's Mission
3. Recession & Funding Solutions

E. Shared Staffing Memorandum of Understanding for High School

Glad Donahue made a motion to approve the Shared Staffing Memorandum of Understanding for High School.

Billie Adkins seconded the motion.

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

Roll Call

Lindsay Mower Aye
Billie Adkins Aye
Glad Donahue Aye
Sara Rose Bonetti Aye
Jessica Coombs Aye

III. Operations

A. Comprehensive Safety Plan

Lindsay Mower made a motion to approve the updated Comprehensive Safety Plan.

Billie Adkins seconded the motion.

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

Roll Call

Sara Rose Bonetti Aye
Billie Adkins Aye
Jessica Coombs Aye
Lindsay Mower Aye
Glad Donahue Aye

B. Employee Handbook

Billie Adkins made a motion to approve the updated Employee Handbook.

Sara Rose Bonetti seconded the motion.

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

Roll Call

Glad Donahue Aye
Billie Adkins Aye
Jessica Coombs Aye
Sara Rose Bonetti Aye
Lindsay Mower Aye

IV. Closing Items

A. Board of Director's Comments & Requests

No Board of Director Comments or Requests

B. Announcement of Next Regular Scheduled Board Meeting

January 27, 2020 at 5:00 pm

C. Adjourn Meeting

Lindsay Mower made a motion to adjourn the meeting.

Billie Adkins seconded the motion.

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

Roll Call

Billie Adkins Aye
Sara Rose Bonetti Aye
Lindsay Mower Aye
Jessica Coombs Aye
Glad Donahue Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:03 PM.

Respectfully Submitted,
Lindsay Mower

Prepared by:
Kimmi Buzzard

Noted by:

Board Secretary

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Coversheet

Approve Minutes

Section: I. Opening Items
Item: G. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Special Board Meeting on January 19, 2021



Lake View Charter School

Minutes

Special Board Meeting

Date and Time

Tuesday January 19, 2021 at 6:00 PM

Zoom Link: <https://zoom.us/j/96568347400>

Meeting ID: 965 6834 7400

Join by Phone: (669) 900-6833

Directors Present

Billie Adkins (remote), Glad Donahue (remote), Jessica Coombs (remote), Lindsay Mower (remote), Sara Rose Bonetti (remote)

Directors Absent

None

Guests Present

Darcy Belleza (remote), Julie Haycock-Cavender (remote), Royce Gough (remote), Samantha Myers (remote), Shannon Breckenridge (remote), Spencer Styles (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Lindsay Mower called a meeting of the board of directors of Lake View Charter School to order on Tuesday Jan 19, 2021 at 6:05 PM.

C. Approval of the Agenda

Billie Adkins made a motion to approve the agenda.

Sara Rose Bonetti seconded the motion.

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

Roll Call

Billie Adkins Aye

Glad Donahue Aye

Jessica Coombs Aye

Sara Rose Bonetti Aye

Lindsay Mower Aye

D. Public Comments

- No public comments

II. Finance

A. Finance Training Workshop - Part 2

The board participated in an interactive exercise where Spencer Styles presented an example financial package and the board members identified areas of potential conversation that they would like to hear more about.

III. Operations

A. Shared Services Presentation

Royce Gough presented on forming a Charter Services Organization (CSO): a membership-driven non-profit organization controlled by its members. The goal of this organizational structure is to collaboratively represent the joint interests between Lake View Charter School, Clarksville Charter School, Feather River Charter School, and Winship Community School and to strengthen their identity. The presentation included:

- Initial steps to get started
- Six-month timeline overview for getting the Charter Services Organization up and running

Discussion:

- Lindsay Mower asked: What services from our current vendors would we no longer continue?
 - Royce Gough responded: We would explore all services.

- Darcy Belleza said: We love our current Enrichment Ordering System provided by ThinkSuite and would like to continue utilizing it. If that is not possible, we will look into other options such as Procurify.
- Sara Rose Bonetti asked: Is this in the budget/can we afford this?
 - Royce Gough responded: Absolutely. These are all services we are already paying for. The goal is to find better products that are lower cost.
- Sara Rose Bonetti asked: This is happening rather quickly and I don't know the other schools very well. Is this a good decision?
 - Lindsay Mower responded: The other schools want what is best for their schools, their boards are trustworthy and this would be a good relationship.
 - Darcy Belleza responded: This is an opportunity to take the shared vision of the four schools and provide opportunities for all of the charters, especially the smaller ones.
- Lindsay Mower asked: What is a specific example of a benefit that will come from this new structure?
 - Darcy Belleza responded: If we want to roll out a new way of doing the enrollment process, we will be able to collaborate and facilitate that through the CSO. The CSO will be able to establish activities such as sports or a choir because they are a non-profit organization. This will also strengthen our community and shared identity.
- Billie Adkins asked: How would we go about finding our board member that would join the CSO?
 - Darcy Belleza responded: We can reach out to staff members to see if they know of any Lake View parents that would like to be on the CSO board.
- Sara Rose Bonetti asked: Will The Cottonwood School be apart of the CSO?
 - Darcy Belleza responded: No, The Cottonwood School is their own organization and will not be involved in this CSO.
- Sara Rose Bonetti asked: Will the CSO board members receive a stipend?
 - Darcy Belleza responded: Yes, I believe so.
- Sara Rose Bonetti asked: Do the CSO board members take on any risks with the increased activities?
 - Royce Gough responded: The CSO board will write the bylaws and will remove liability from the board members. The CSO will have an insurance policy.
- Glad Donahue: If the CSO establishes activities such as sports, will that reach the smaller, rural areas?
 - Royce Gough responded: We could incorporate families that live in remote areas in some group enrichment activities, but probably not sports.

B. Uniform Complaint Policy and Procedures

Lindsay Mower made a motion to approve the Uniform Complaint Policy and Procedures. Billie Adkins seconded the motion.

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

Roll Call

Lindsay Mower Aye
Jessica Coombs Aye
Billie Adkins Aye
Glad Donahue Aye
Sara Rose Bonetti Aye

C. Admissions & Enrollment Policy

Sara Rose Bonetti made a motion to approve the Admissions & Enrollment Policy.

Glad Donahue seconded the motion.

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

Roll Call

Lindsay Mower Aye
Billie Adkins Aye
Glad Donahue Aye
Sara Rose Bonetti Aye
Jessica Coombs Aye

IV. Closing Items

A. Board of Director's Comments & Requests

- The board would like a resolution brought forward for the Charter Services Organization (CSO) during the next board meeting.
- Glad Donahue requested:
 - A directory of school administrators, staff, and their related duties so we know who to reach out to when different things come up
 - A list of school-related acronyms (i.e. job titles, departments, services, ADA, etc.) that were referenced in the Memorandum of Understanding and in board meetings

B. Announcement of Next Regular Scheduled Board Meeting

- January 27, 2021 at 5:00 p.m.

C. Adjourn Meeting

Lindsay Mower made a motion to adjourn the meeting at 8:00 pm.

Sara Rose Bonetti seconded the motion.

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

Roll Call

Billie Adkins Aye
Jessica Coombs Aye
Sara Rose Bonetti Aye

Roll Call

Glad Donahue Aye

Lindsay Mower Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:00 PM.

Respectfully Submitted,

Lindsay Mower

Prepared by:

Samantha Myers

Noted by:

Board Secretary

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Coversheet

December Financials

Section: II. Finance
Item: A. December Financials
Purpose: Vote
Submitted by:
Related Material: Lake View_Financial Package_December 2020.pdf



Lake View Charter School

Monthly Financial Presentation – December 2020

LAKE VIEW - Highlights

- Year-end revenue projections increased by \$46k.
- Year-end expense projections increased by \$69k.
- Year-end surplus projected at \$52k. (Prior month; \$75k)
- Senate Bill-740 Requirements:

- 40/80 Expense Ratio ✓

Cert.	Instr.
45.4%	81.6%
237,568	78,960

- 25:1 Pupil-Teacher ratio ✓

Pupil:Teacher Ratio	
18.88	:1

LAKE VIEW - Revenue

Variance Analysis:

- **Federal Revenue:** Full recognition of Learning Loss Mitigation Funds- CRF
- **Other State Revenue:** Partial recognition of Learning Loss Mitigation Funds- GF
- **Other Local Revenue:** CSC Funding donation

	<i>Year-to-Date</i>		
	Actual	Budget	Fav/(Unf)
Revenue			
State Aid-Rev Limit	\$ 1,470,956	\$ 1,469,418	\$ 1,538
Federal Revenue	27,675	18,410	9,265
Other State Revenue	117,727	92,823	24,904
Other Local Revenue	10,654	-	10,654
Total Revenue	\$ 1,627,012	\$ 1,580,650	\$ 46,361

	<i>Annual/Full Year</i>		
	Forecast	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 3,985,537	\$ 3,986,237	\$ (699)
Federal Revenue	80,328	51,676	28,652
Other State Revenue	358,402	346,966	11,436
Other Local Revenue	10,654	-	10,654
Total Revenue	\$ 4,434,921	\$ 4,384,878	\$ 50,043

LAKE VIEW - Expenses

Variance Analysis:

- **Certificated Salaries:** Staffing adjustment.
- **Books & Supplies:** Increase in projected software expense.
- **Operations:** Increase projected insurance expense.
- **Interest:** Increase in projected cost of receivable sales.

Expenses	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Certificated Salaries	\$ 930,718	\$ 860,109	\$ (70,610)	\$ 1,812,635	\$ 1,720,217	\$ (92,418)
Classified Salaries	76,273	66,219	(10,054)	150,776	132,438	(18,338)
Benefits	297,248	286,779	(10,469)	565,852	579,242	13,390
Books and Supplies	362,918	192,364	(170,554)	374,411	391,770	17,359
Subagreement Services	246,295	453,673	207,378	837,209	919,333	82,123
Operations	39,587	15,050	(24,537)	50,437	30,100	(20,337)
Facilities	-	1,600	1,600	-	3,200	3,200
Professional Services	261,015	232,981	(28,033)	519,554	489,046	(30,508)
Depreciation	-	-	-	-	-	-
Interest	66,145	76,059	9,914	71,411	94,219	22,808
Total Expenses	\$ 2,280,198	\$ 2,184,833	\$ (95,365)	\$ 4,382,284	\$ 4,359,564	\$ (22,720)

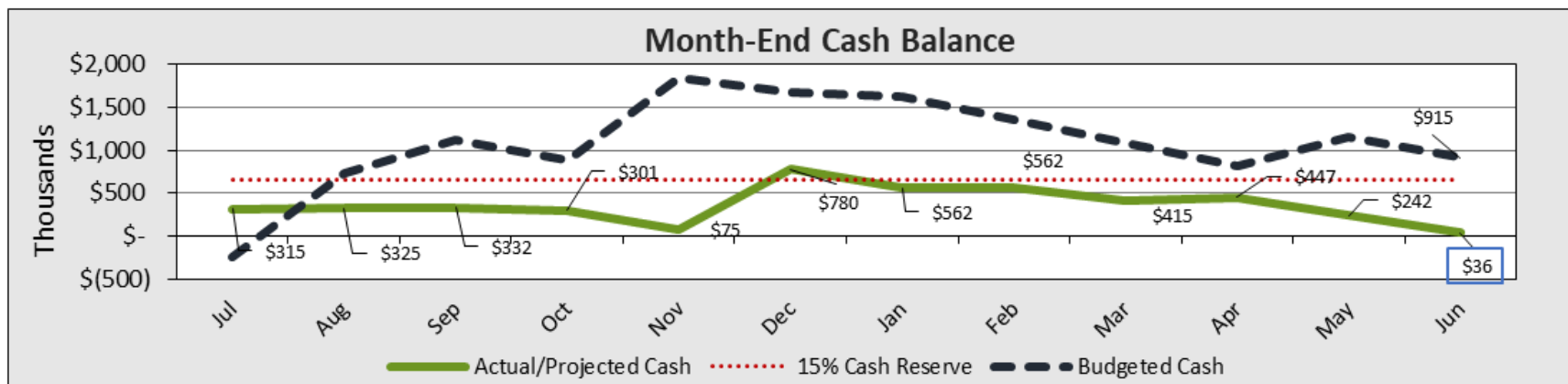
LAKE VIEW - Fund Balance

- YTD deficit exceeds budget due to In-Lieu payment delay and higher actual expenditures.
- Year-end surplus projected to exceed budget.

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (653,186)	\$ (604,183)	\$ (49,004)	\$ 52,637	\$ 25,314	\$ 27,323
Beginning Fund Balance	<u>221,864</u>	<u>221,864</u>		<u>221,864</u>	<u>221,864</u>	
Ending Fund Balance	<u>\$ (431,322)</u>	<u>\$ (382,318)</u>		<u>\$ 274,501</u>	<u>\$ 247,178</u>	
<i>As a % of Annual Expenses</i>	<i>-9.8%</i>	<i>-8.8%</i>		<i>6.3%</i>	<i>5.7%</i>	

LAKE VIEW - Cash Balance

- Positive cash balance projected through year-end.
- Next receivable sale projected for April 2021.





LAKE VIEW - Compliance Reporting

Due Date	Description	Completed By
Jan-22	Mid-Year Expenditure Report due to SELPA - Interim financial reporting for actuals through December 31 are due to El Dorado Charter SELPA.	Charter Impact
Jan-29	CALPADS - Fall 1 Amendment deadline - Final opportunity to review and correct your certified CALPADS - Fall 1 student data. Students' program eligibility information associated with lunch, special education, homeless, English language learner, school enrollment and graduation statuses will be submitted to the CDE. This data will be used to in CDE's CA Dashboard calculations and determine access to funding such as student meal reimbursements and unduplicated count factors.	Charter Impact submits with data provided by Client
Jan-31	IRS Form 1095-C, Employer-Provided Health Insurance Offer and Coverage - Employers with 50 or more full-time employees (including full-time equivalent employees) in the previous year use Forms 1094-C and 1095-C to report the information required under sections 6055 and 6056 about offers of health coverage and enrollment in health coverage for their employees.	Client with Charter Impact support
Feb-01	School Accountability Report Card - All public schools in California are required to prepare an annual SARC (2019/20). SARCs are intended to provide the public with important information about each public school and to communicate a school's progress in achieving its goals. EC Section 35256 requires LEA governing boards to approve SARCs for publications.	Client
Feb-20	Certification of the First Principal Apportionment - The Principal Apportionment includes funding for the Local Control Funding Formula, the primary source of an LEA's general purpose funding; Special Education (AB 602); and funding for several other programs. The First Principal Apportionment (P-1), certified by February 20, is based on the first period data that LEAs report to CDE in November through January. P-1 supersedes the Advance Apportionment calculations and establishes each LEA's monthly state aid payment for February through May.	Charter Impact
Feb-24	E-Rate FCC Form 470 Due date (FY2021) - To requests bids for service, applicants certify an FCC Form 470 in the E-rate Productivity Center (EPC). This is a formal process to identify and request the products and services you need so that potential service providers can review your requests and submit bids. The FCC Form 470 must be certified in EPC at least 28 days before the close of the filing window. February 24, 2021 is the deadline to certify an FY2021 FCC Form 470 and still be able to certify an FCC Form 471 within the FY2021 filing window.	Client



LAKE VIEW - Appendix

- Monthly Cash Flow / Forecast 20-21
- Budget vs. Actual
- Statement of Financial Position
- Statement of Cash Flows
- Check Register
- AP Aging
- Due-To/Due-From Balance

Lake View Charter School
Monthly Cash Flow/Forecast FY20-21

Revised 1/14/2021

ADA = 434.25



Interest
 7438 Interest Expense

Total Expenses

Monthly Surplus (Deficit)

Cash Flow Adjustments

Monthly Surplus (Deficit)

Cash flows from operating activities

Depreciation/Amortization

Public Funding Receivables

Grants and Contributions Rec.

Due To/From Related Parties

Prepaid Expenses

Other Assets

Accounts Payable

Accrued Expenses

Deferred Revenue

Other Liabilities

Cash flows from investing activities

Purchases of Prop. And Equip.

Notes Receivable

Cash flows from financing activities

Proceeds from Factoring

Payments on Factoring

Proceeds from Debt

Payments on Debt

Total Change in Cash

Cash, Beginning of Month

Cash, End of Month

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals
Interest													
7438 Interest Expense	29	29	14,298	29	29	51,730	-	-	-	5,266	-	-	-
	29	29	14,298	29	29	51,730	-	-	-	5,266	-	-	-
Total Expenses	287,064	387,491	365,297	389,568	366,754	484,026	380,925	375,902	356,794	374,948	307,015	307,015	(514)
Monthly Surplus (Deficit)	(287,064)	(2,901)	(349,314)	7,792	43,142	(64,843)	38,051	560	(147,125)	(230,977)	(205,557)	(205,557)	1,456,429
Cash Flow Adjustments													
Monthly Surplus (Deficit)	(287,064)	(2,901)	(349,314)	7,792	43,142	(64,843)	38,051	560	(147,125)	(230,977)	(205,557)	(205,557)	1,456,429
Cash flows from operating activities													
Depreciation/Amortization	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Funding Receivables	566,388	88,675	171,778	-	-	-	-	-	-	-	-	-	(1,455,916)
Grants and Contributions Rec.	(295,400)	-	2,357	-	-	(11,440)	-	-	-	-	-	-	-
Due To/From Related Parties	(562)	-	-	-	3,320	-	-	-	-	-	-	-	-
Prepaid Expenses	(132,263)	(16,003)	-	(7,408)	8,043	(2,117)	-	-	-	-	-	-	-
Other Assets	(75,000)	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable	22,827	26,786	(545,050)	(37,450)	(18,366)	(13,244)	-	-	-	-	-	-	(514)
Accrued Expenses	45,355	(86,430)	(43,695)	(55,055)	(5,762)	63,845	-	-	-	-	-	-	-
Deferred Revenue	-	-	-	61,163	-	(27,675)	-	-	-	-	-	-	-
Other Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash flows from investing activities													
Purchases of Prop. And Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-
Notes Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash flows from financing activities													
Proceeds from Factoring	-	-	770,700	-	-	1,017,900	-	-	-	263,300	-	-	-
Payments on Factoring	-	-	-	-	(256,900)	(256,900)	(256,900)	-	-	-	-	-	-
Proceeds from Debt	174,906	-	-	-	-	-	-	-	-	-	-	-	-
Payments on Debt	-	29	29	29	29	29	-	-	-	-	-	-	-
Total Change in Cash	19,186	10,156	6,807	(30,929)	(226,494)	705,555	(218,849)	560	(147,125)	32,323	(205,557)	(205,557)	
Cash, Beginning of Month	296,089	315,275	325,431	332,237	301,309	74,814	780,369	561,520	562,079	414,954	447,278	241,721	
Cash, End of Month	315,275	325,431	332,237	301,309	74,814	780,369	561,520	562,079	414,954	447,278	241,721	36,163	

Annual Forecast
71,411
71,411
4,382,284
52,637
52,637
(629,075)
(304,483)
2,758
(149,748)
(75,000)
(565,011)
(81,743)
33,488
-
-
-
2,051,900
(770,700)
174,906
146

Original Budget Total	Favorable / (Unfav.)
94,219	22,808
94,219	22,808
4,359,564	(22,720)
25,314	27,323
25,314	

Cert.	Instr.
45.4%	81.6%
237,568	78,960

Pupil:Teacher Ratio	
18.88	:1

Lake View Charter School

Budget vs Actual

For the period ended December 31, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	YTD Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	\$ 338,040	\$ 338,040	\$ (0)	\$ 1,389,720	\$ 1,389,720	\$ (0)	\$ 3,756,001
Education Protection Account	-	-	-	21,713	21,713	1	86,850
State Aid - Prior Year	-	-	-	(699)	-	(699)	-
In Lieu of Property Taxes	11,471	11,045	426	60,222	57,985	2,237	143,386
Total State Aid - Revenue Limit	349,511	349,085	426	1,470,956	1,469,418	1,538	3,986,237
Federal Revenue							
Special Education - Entitlement	-	4,478	(4,478)	-	18,410	(18,410)	51,676
Other Federal Revenue	27,191	-	27,191	27,675	-	27,675	-
Total Federal Revenue	27,191	4,478	22,713	27,675	18,410	9,265	51,676
Other State Revenue							
State Special Education	23,105	22,578	527	109,005	92,823	16,182	260,550
Mandated Cost	8,238	-	8,238	8,238	-	8,238	-
State Lottery	-	-	-	-	-	-	86,416
Other State Revenue	484	-	484	484	-	484	-
Total Other State Revenue	31,827	22,578	9,249	117,727	92,823	24,904	346,966
Other Local Revenue							
Contributions, Unrestricted	10,654	-	10,654	10,654	-	10,654	-
Total Other Local Revenue	10,654	-	10,654	10,654	-	10,654	-
Total Revenues	\$ 419,183	\$ 376,141	\$ 43,042	\$ 1,627,012	\$ 1,580,650	\$ 46,361	\$ 4,384,878
Expenses							
Certificated Salaries							
Teachers' Salaries	\$ 102,645	\$ 93,876	\$ (8,769)	\$ 622,702	\$ 563,259	\$ (59,443)	\$ 1,126,517
Teachers' Extra Duty/Stipends	7,196	5,100	(2,096)	33,293	30,600	(2,693)	61,200
Pupil Support Salaries	13,897	20,458	6,562	121,294	122,750	1,456	245,500
Administrators' Salaries	25,897	23,917	(1,980)	153,430	143,500	(9,930)	287,000
Total Certificated Salaries	149,635	143,351	(6,284)	930,718	860,109	(70,610)	1,720,217
Classified Salaries							
Other Classified Salaries	13,277	11,037	(2,240)	76,273	66,219	(10,054)	132,438
Total Classified Salaries	13,277	11,037	(2,240)	76,273	66,219	(10,054)	132,438
Benefits							
State Teachers' Retirement System, certificated positions	21,895	26,377	4,481	145,644	158,260	12,616	316,520
OASDI/Medicare/Alternative, certificated positions	795	684	(110)	4,558	4,106	(453)	8,211
Medicare/Alternative, certificated positions	2,259	2,239	(21)	13,979	13,432	(548)	26,863
Health and Welfare Benefits, certificated positions	21,891	15,625	(6,266)	118,978	93,750	(25,228)	187,500
State Unemployment Insurance, certificated positions	-	711	711	2,163	4,263	2,100	14,210
Workers' Compensation Insurance, certificated positions	1,977	2,161	184	11,862	12,969	1,107	25,937
Other Benefits, certificated positions	-	-	-	63	-	(63)	-
Total Benefits	48,817	47,796	(1,021)	297,248	286,779	(10,469)	579,242
Books & Supplies							
School Supplies	50,625	33,089	(17,536)	280,791	147,843	(132,947)	301,849
Software	12,102	3,475	(8,627)	46,593	20,850	(25,743)	41,700
Office Expense	496	367	(129)	1,818	2,200	382	4,400
Business Meals	-	58	58	-	350	350	700
Noncapitalized Equipment	2,843	4,727	1,884	33,717	21,120	(12,596)	43,121
Total Books & Supplies	66,067	41,716	(24,350)	362,919	192,364	(170,555)	391,770
Subagreement Services							
Special Education	8,463	9,183	721	71,962	55,100	(16,863)	110,200
Other Educational Consultants	13,805	64,364	50,559	63,339	287,581	224,241	587,148
Instructional Services	18,499	18,499	(0)	110,993	110,992	(1)	221,984
Total Subagreement Services	40,767	92,046	51,280	246,295	453,673	207,378	919,333
Operations & Housekeeping							
Auto and Travel	-	700	700	-	4,200	4,200	8,400
Dues & Memberships	-	75	75	790	450	(340)	900
Insurance	6,024	1,500	(4,524)	36,144	9,000	(27,144)	18,000
Communications	446	125	(321)	783	750	(33)	1,500
Postage and Shipping	1,185	108	(1,076)	1,870	650	(1,220)	1,300
Total Operations & Housekeeping	7,654	2,508	(5,146)	39,587	15,050	(24,537)	30,100
Facilities, Repairs & Other Leases							
Other Leases	-	267	267	-	1,600	1,600	3,200
Total Facilities, Repairs & Other Leases	-	267	267	-	1,600	1,600	3,200
Professional/Consulting Services							
IT	-	58	58	-	350	350	700
Audit & Taxes	4,095	-	(4,095)	4,095	-	(4,095)	-
Legal	2,664	400	(2,264)	11,831	2,400	(9,431)	4,800
Professional Development	13,534	258	(13,276)	24,015	1,550	(22,465)	3,100
General Consulting	1,050	158	(892)	1,950	950	(1,000)	1,900
Special Activities/Field Trips	1,056	9,454	8,398	2,044	42,241	40,197	86,243
Bank Charges	880	10	(870)	4,172	55	(4,117)	115
Printing	-	10	10	-	55	55	115
Other Taxes and Fees	-	730	730	141	4,015	3,874	8,395
Payroll Service Fee	811	311	(499)	2,914	1,867	(1,047)	3,734
Management Fee	24,445	24,893	449	152,307	149,360	(2,947)	298,720
District Oversight Fee	57,546	6,982	(50,564)	57,546	29,388	(28,158)	79,725
Public Relations/Recruitment	-	125	125	-	750	750	1,500
Total Professional/Consulting Services	106,080	43,390	(62,690)	261,015	232,981	(28,034)	489,046
Interest							
Interest Expense	51,730	-	(51,730)	66,145	76,059	9,914	94,219
Total Interest	51,730	-	(51,730)	66,145	76,059	9,914	94,219
Total Expenses	\$ 484,027	\$ 382,113	\$ (101,914)	\$ 2,280,199	\$ 2,184,833	\$ (95,366)	\$ 4,359,564
Change in Net Assets	(64,844)	(5,971)	(58,873)	(653,187)	(604,183)	(49,005)	25,314
Net Assets, Beginning of Period	(366,479)			221,864			
Net Assets, End of Period	\$ (431,323)			\$ (431,323)			

Lake View Charter School

Statement of Financial Position

December 31, 2020

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	\$ 780,369	\$ 296,089	\$ 484,280	164%
Accounts Receivable	25,548	16,465	9,083	55%
Public Funding Receivable	92,876	919,717	(826,841)	-90%
Factored Receivable	(1,274,800)	(295,400)	(979,400)	332%
Due To/From Related Parties	260,901	263,659	(2,758)	-1%
Prepaid Expenses	44,655	(105,093)	149,748	-142%
Total Current Assets	(70,452)	1,095,437	(1,165,888)	-106%
Long-Term Assets				
Deposits	75,000	-	75,000	0%
Total Long Term Assets	75,000	-	75,000	0%
Total Assets	\$ 4,548	\$ 1,095,437	\$ (1,090,888)	-100%
Liabilities				
Current Liabilities				
Accounts Payable	\$ 43,007	\$ 607,505	\$ (564,498)	-93%
Accrued Liabilities	184,325	266,067	(81,743)	-31%
Deferred Revenue	33,488	-	33,488	0%
Notes Payable, Current Portion	17,488	-	17,488	0%
Total Current Liabilities	278,308	873,572	(595,265)	-68%
Long-Term Liabilities				
Notes Payable, Net of Current Portion	157,564	-	157,564	0%
Total Long-Term Liabilities	157,564	-	157,564	0%
Total Liabilities	435,872	873,572	(437,701)	-50%
Net Assets	(431,323)	221,864	(653,187)	-294%
Total Liabilities and Net Assets	\$ 4,548	\$ 1,095,437	\$ (1,090,888)	-100%

Lake View Charter School

Statement of Cash Flows

For the period ended December 31, 2020

	Month Ended 12/31/20	YTD Ended 12/31/20
Cash Flows from Operating Activities		
Changes in Net Assets	\$ (64,844)	\$ (653,187)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Decrease/(Increase) in Operating Assets:		
Public Funding Receivable	-	826,841
Grants, Contributions & Pledges Receivable	749,560	970,317
Due from Related Parties	-	2,758
Prepaid Expenses	(2,117)	(149,748)
Other Assets	-	(75,000)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	(13,244)	(564,498)
Accrued Expenses	63,845	(81,743)
Deferred Revenue	(27,675)	33,488
Total Cash Flows from Operating Activities	705,525	309,228
 Cash Flows from Financing Activities		
Proceeds from (payments on) Long-Term Debt	29	175,052
Total Cash Flows from Financing Activities	29	175,052
 Change in Cash & Cash Equivalents	705,554	484,280
Cash & Cash Equivalents, Beginning of Period	74,815	296,089
 Cash and Cash Equivalents, End of Period	\$ 780,369	\$ 780,369

Lake View Charter School

Check Register

For the period ended December 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
10331	Joshua Hegg	12/1/2020	VOID
10407	Logic of English	12/11/2020	VOID
10570	Joshua Hegg	12/2/2020	\$ 225.00
10571	8x8 Inc.	12/3/2020	86.59
10572	A Brighter Child, Inc	12/3/2020	1,657.93
10573	All About Learning Press, Inc.	12/3/2020	208.80
10574	Apollo Academy of Music	12/3/2020	280.00
10575	VOID	VOID	VOID
10576	BookShark	12/3/2020	4,422.98
10577	Brave Writer LLC	12/3/2020	328.70
10578	Bright Thinker	12/3/2020	124.49
10579	Charter Impact, Inc.	12/3/2020	6,181.26
10580	Crafty School Crates	12/3/2020	469.04
10581	E-Therapy, LLC	12/3/2020	217.50
10582	Eat2Explore	12/3/2020	267.13
10583	Educational Development Corporation	12/3/2020	9.99
10584	Elizabeth Stoxen	12/3/2020	315.00
10585	Enid Music	12/3/2020	318.00
10586	Global Teletherapy	12/3/2020	1,262.00
10587	Growing Healthy Children Therapy Services, Inc.	12/3/2020	227.00
10588	History Unboxed LLC	12/3/2020	234.85
10589	Home Science Tools	12/3/2020	290.54
10590	Homeschool Spanish Academy	12/3/2020	369.00
10591	Jennifer McQuarrie	12/3/2020	154.00
10592	KiwiCo, Inc	12/3/2020	2,103.60
10593	Lakeshore	12/3/2020	107.83
10594	LetMe! Technologies	12/3/2020	110.00
10595	Lotus Educational Services, Inc.	12/3/2020	193.00
10596	Math-U-See Inc.	12/3/2020	202.00
10597	Moving Beyond the Page	12/3/2020	7.00
10598	Mystery Science Inc.	12/3/2020	49.00
10599	Oak Meadow Inc.	12/3/2020	338.00
10600	Outside the Box Creation	12/3/2020	131.85
10601	PresenceLearning, Inc.	12/3/2020	105.89
10602	Provenance	12/3/2020	3,823.80
10603	Rainbow Resource Center	12/3/2020	945.29
10604	Reading For Life	12/3/2020	1,465.00
10605	School Pathways, LLC	12/3/2020	1,977.98
10606	Sheri Joyce aka Well Read Fred	12/3/2020	90.00
10607	Singapore Math, Inc.	12/3/2020	105.10
10608	Specialized Therapy Services	12/3/2020	62.50
10609	Teaching Textbooks	12/3/2020	43.08
10610	Thrive Homeschool Program	12/3/2020	355.00
10611	Time4Writing.com	12/3/2020	119.00
10612	Tori Gillam	12/3/2020	180.00
10613	Apollo Academy of Music	12/9/2020	332.50
10614	Charter Impact, Inc.	12/9/2020	499.95
10615	Discount School Supply	12/9/2020	112.93
10616	Drivers Ed Direct	12/9/2020	39.00
10617	Educational Development Corporation	12/9/2020	104.96
10618	Global Teletherapy	12/9/2020	17,160.00
10619	Home Science Tools	12/9/2020	558.61
10620	Institute for Excellence in Writing	12/9/2020	21.01
10621	Joshua Hegg	12/9/2020	240.00
10622	Logic of English	12/9/2020	82.12
10623	Margaret C Navarro Gupta	12/9/2020	188.00
10624	MEL Science U.S., LLC	12/9/2020	279.20
10625	Moving Beyond the Page	12/9/2020	108.45
10626	Press Hill Press dba Well Trained Mind Press	12/9/2020	50.94
10627	Provenance	12/9/2020	73,969.65
10628	Rainbow Resource Center	12/9/2020	246.09
10629	Reading For Life	12/9/2020	360.00
10630	Revolution Dance Company	12/9/2020	50.00
10631	Shane Cammell	12/9/2020	385.50
10632	Thrive Homeschool Program	12/9/2020	105.00

Lake View Charter School

Check Register

For the period ended December 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
10633	Association of California School Administrator	12/11/2020	115.24
10634	Logic of English	12/11/2020	1,102.15
10635	A Brighter Child, Inc	12/18/2020	210.00
10636	All About Learning Press, Inc.	12/18/2020	94.60
10637	Barbara J. Rice Piano Studio	12/18/2020	525.00
10638	BioBox Labs LLC	12/18/2020	254.51
10639	Bitsbox	12/18/2020	167.70
10640	BookShark	12/18/2020	423.16
10641	Boutwell Fay LLP	12/18/2020	283.34
10642	Brave Writer LLC	12/18/2020	14.95
10643	Bright Thinker	12/18/2020	248.98
10644	Charter Impact, Inc.	12/18/2020	490.25
10645	Discount School Supply	12/18/2020	219.86
10646	Eat2Explore	12/18/2020	84.85
10647	Educational Development Corporation	12/18/2020	92.74
10648	Elizabeth Stoxen	12/18/2020	90.00
10649	Evan-Moor	12/18/2020	8.57
10650	KiwiCo, Inc	12/18/2020	2,899.19
10651	Lakeshore	12/18/2020	449.22
10652	Learning Without Tears	12/18/2020	19.43
10653	LEGO Education	12/18/2020	239.11
10654	MEL Science U.S., LLC	12/18/2020	139.60
10655	Mystery Science Inc.	12/18/2020	69.00
10656	Provenance	12/18/2020	2,201.05
10657	Rainbow Resource Center	12/18/2020	852.16
10658	Reading For Life	12/18/2020	940.00
10659	San Diego State University Research Foundation	12/18/2020	6,350.00
10660	Shane Cammell	12/18/2020	140.00
10661	Sheri Joyce aka Well Read Fred	12/18/2020	120.00
10662	Singapore Math, Inc.	12/18/2020	166.15
10663	Teacher Synergy, LLC	12/18/2020	1.50
10664	Teaching Textbooks	12/18/2020	19.85
10665	Thrive Homeschool Program	12/18/2020	915.00
10666	Timberdoodle.com	12/18/2020	2,010.27
10667	Tori Gillam	12/18/2020	150.00
10668	Christy White	12/22/2020	4,095.00

Total Disbursements issued in December \$ 151,261.06

Lake View Charter School

Accounts Payable Aging

December 31, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
BookShark	31011251	7/10/2020	8/9/2020	\$ -	\$ -	\$ -	\$ -	\$ 763.25	\$ 763.25
Timberdoodle.com	332633	8/20/2020	9/19/2020	-	-	-	1,067.16	-	1,067.16
Logic of English	INV9894	9/23/2020	10/23/2020	-	-	81.72	-	-	81.72
PresenceLearning, Inc.	INV35218	10/6/2020	11/6/2020	-	-	3,683.29	-	-	3,683.29
McColgan & Associates Inc	3904	11/10/2020	11/10/2020	-	-	2,711.25	-	-	2,711.25
Silicon Valley High School Inc	20-3145	11/17/2020	11/17/2020	-	95.00	-	-	-	95.00
Silicon Valley High School Inc	20-3146	11/17/2020	11/17/2020	-	95.00	-	-	-	95.00
Procopio, Cory, Hargreaves & Savitch LL	736091	11/19/2020	11/19/2020	-	626.40	-	-	-	626.40
Sara Rose Bonetti	BONE120720	12/7/2020	12/7/2020	-	150.00	-	-	-	150.00
Elizabeth Stoxen	2027	12/7/2020	12/7/2020	-	95.00	-	-	-	95.00
Glad Donahue	DONA120720	12/7/2020	12/7/2020	-	150.00	-	-	-	150.00
Jessica Coombs	COOM120720	12/7/2020	12/7/2020	-	150.00	-	-	-	150.00
Lindsay Mower	MOWE120720	12/7/2020	12/7/2020	-	150.00	-	-	-	150.00
Procopio, Cory, Hargreaves & Savitch LL	737965	12/8/2020	12/8/2020	-	1,754.20	-	-	-	1,754.20
Tori Gillam	000318	12/9/2020	12/9/2020	-	60.00	-	-	-	60.00
Tori Gillam	000319	12/9/2020	12/9/2020	-	60.00	-	-	-	60.00
Sara Rose Bonetti	BONE121120	12/11/2020	12/11/2020	-	150.00	-	-	-	150.00
Lindsay Mower	MOWE121120	12/11/2020	12/11/2020	-	150.00	-	-	-	150.00
Jessica Coombs	COOM121120	12/11/2020	12/11/2020	-	150.00	-	-	-	150.00
LetMe! Technologies	ILVC-2010	11/11/2020	12/11/2020	-	55.00	-	-	-	55.00
Billie Adkins	ADKI121120	12/11/2020	12/11/2020	-	150.00	-	-	-	150.00
Verizon Wireless	9867576798	11/22/2020	12/14/2020	342.59	-	-	-	-	342.59
Charter Impact, Inc.	4PR121520	12/15/2020	12/15/2020	320.25	-	-	-	-	320.25
E-Therapy, LLC	15807	11/15/2020	12/15/2020	174.00	-	-	-	-	174.00
Studies Weekly	374677	11/30/2020	12/17/2020	64.39	-	-	-	-	64.39
Studies Weekly	374679	11/30/2020	12/17/2020	64.39	-	-	-	-	64.39
Provenance	4008	11/20/2020	12/20/2020	248.06	-	-	-	-	248.06
Provenance	4011	11/20/2020	12/20/2020	248.06	-	-	-	-	248.06
Provenance	4018	11/20/2020	12/20/2020	1,434.91	-	-	-	-	1,434.91
Boont Tribe Community School	8	11/21/2020	12/21/2020	1,239.52	-	-	-	-	1,239.52
BookShark	31094059	11/24/2020	12/24/2020	12.59	-	-	-	-	12.59
BookShark	31094145	11/24/2020	12/24/2020	19.14	-	-	-	-	19.14
BookShark	31094148	11/24/2020	12/24/2020	19.16	-	-	-	-	19.16
BookShark	31094152	11/24/2020	12/24/2020	12.58	-	-	-	-	12.58
BookShark	31094153	11/24/2020	12/24/2020	19.15	-	-	-	-	19.15
BookShark	31094154	11/24/2020	12/24/2020	12.49	-	-	-	-	12.49
E-Therapy, LLC	16321	11/30/2020	12/30/2020	105.75	-	-	-	-	105.75
Clarksville Charter School	11202020TRUEUPLV	11/30/2020	12/30/2020	2,717.95	-	-	-	-	2,717.95
Provenance	4026	11/30/2020	12/30/2020	77.12	-	-	-	-	77.12
Provenance	4028	11/30/2020	12/30/2020	1,864.43	-	-	-	-	1,864.43
Provenance	4033	11/30/2020	12/30/2020	1,408.26	-	-	-	-	1,408.26
School Pathways, LLC	66985	11/30/2020	12/30/2020	1,963.28	-	-	-	-	1,963.28
Teacher Synergy, LLC	137384007	12/9/2020	12/30/2020	19.90	-	-	-	-	19.90
Little Passports	114393627	11/30/2020	12/30/2020	128.38	-	-	-	-	128.38
Little Passports	114393758	11/30/2020	12/30/2020	160.55	-	-	-	-	160.55
8x8 Inc.	2842597	12/1/2020	12/31/2020	103.19	-	-	-	-	103.19

Lake View Charter School

Accounts Payable Aging

December 31, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Teacher Synergy, LLC	137700222	12/11/2020	1/1/2021	45.95	-	-	-	-	45.95
Mulitple Measures LLC	68583	12/2/2020	1/1/2021	2,042.50	-	-	-	-	2,042.50
Eat2Explore	100808	12/2/2020	1/1/2021	211.68	-	-	-	-	211.68
Educational Development Corporation	DIR8224573	12/2/2020	1/1/2021	64.99	-	-	-	-	64.99
Beautiful Feet Books, Inc.	13453	12/2/2020	1/1/2021	106.37	-	-	-	-	106.37
BookShark	31096649	12/3/2020	1/2/2021	8.84	-	-	-	-	8.84
BookShark	31096671	12/3/2020	1/2/2021	10.99	-	-	-	-	10.99
Eat2Explore	100811	12/3/2020	1/2/2021	211.68	-	-	-	-	211.68
Provenance	4043	12/3/2020	1/2/2021	50.63	-	-	-	-	50.63
PresenceLearning, Inc.	INV37234	12/4/2020	1/3/2021	1,733.43	-	-	-	-	1,733.43
All About Learning Press, Inc.	905179	12/4/2020	1/3/2021	159.80	-	-	-	-	159.80
All About Learning Press, Inc.	905182	12/4/2020	1/3/2021	67.85	-	-	-	-	67.85
Evan-Moor	INV299878	12/4/2020	1/3/2021	99.99	-	-	-	-	99.99
Eat2Explore	100813	12/4/2020	1/3/2021	229.63	-	-	-	-	229.63
BookShark	31098201	12/4/2020	1/3/2021	3.99	-	-	-	-	3.99
BookShark	31098226	12/4/2020	1/3/2021	3.99	-	-	-	-	3.99
BookShark	31098227	12/4/2020	1/3/2021	4.45	-	-	-	-	4.45
BookShark	31098228	12/4/2020	1/3/2021	4.45	-	-	-	-	4.45
Bright Thinker	SINV2488	12/4/2020	1/3/2021	124.49	-	-	-	-	124.49
Bright Thinker	SINV2489	12/4/2020	1/3/2021	357.23	-	-	-	-	357.23
Jeanette Wise	6	12/5/2020	1/4/2021	415.00	-	-	-	-	415.00
Justin McKay, pianist	3	12/6/2020	1/5/2021	614.50	-	-	-	-	614.50
Mystery Science Inc.	111663	12/7/2020	1/6/2021	69.00	-	-	-	-	69.00
Bright Thinker	SINV2494	12/7/2020	1/6/2021	248.98	-	-	-	-	248.98
Barbara J Rice	108	12/8/2020	1/7/2021	525.00	-	-	-	-	525.00
Barbara J Rice	207	12/8/2020	1/7/2021	320.00	-	-	-	-	320.00
Barbara J Rice	208	12/8/2020	1/7/2021	320.00	-	-	-	-	320.00
Communication Tools	1481	12/8/2020	1/7/2021	300.00	-	-	-	-	300.00
Educational Development Corporation	DIR8335461	12/8/2020	1/7/2021	14.99	-	-	-	-	14.99
MEL Science U.S., LLC	CC2020120801	12/8/2020	1/7/2021	314.10	-	-	-	-	314.10
Reading For Life	0208	12/8/2020	1/7/2021	827.52	-	-	-	-	827.52
Teaching Textbooks	32905	12/8/2020	1/7/2021	43.08	-	-	-	-	43.08
Teaching Textbooks	32906	12/8/2020	1/7/2021	43.08	-	-	-	-	43.08
Thrive Homeschool Program	335	12/8/2020	1/7/2021	380.00	-	-	-	-	380.00
TalkBox.Mom	485767	12/9/2020	1/8/2021	327.94	-	-	-	-	327.94
Moving Beyond the Page	241183	12/9/2020	1/8/2021	783.95	-	-	-	-	783.95
BookShark	31098673	12/9/2020	1/8/2021	189.45	-	-	-	-	189.45
MEL Science U.S., LLC	QM2020121010	12/10/2020	1/9/2021	139.60	-	-	-	-	139.60
Thrive Homeschool Program	336	12/10/2020	1/9/2021	150.00	-	-	-	-	150.00
Tiffany Ridenour, Art	25	12/10/2020	1/9/2021	420.00	-	-	-	-	420.00
All About Learning Press, Inc.	905259	12/11/2020	1/10/2021	44.90	-	-	-	-	44.90
Moving Beyond the Page	242012	12/11/2020	1/10/2021	9.25	-	-	-	-	9.25
Moving Beyond the Page	242128	12/11/2020	1/10/2021	9.25	-	-	-	-	9.25
MEL Science U.S., LLC	DS2020121306	12/13/2020	1/12/2021	304.70	-	-	-	-	304.70
Hands for Building, LLC	1967	12/14/2020	1/13/2021	142.99	-	-	-	-	142.99
Hands for Building, LLC	1968	12/14/2020	1/13/2021	142.99	-	-	-	-	142.99
All About Learning Press, Inc.	905293	12/14/2020	1/13/2021	78.80	-	-	-	-	78.80

Lake View Charter School

Accounts Payable Aging

December 31, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Academics in a Box Incorporated	11990	12/14/2020	1/13/2021	86.85	-	-	-	-	86.85
Thrive Homeschool Program	337	12/14/2020	1/13/2021	300.00	-	-	-	-	300.00
All About Learning Press, Inc.	905300	12/15/2020	1/14/2021	166.75	-	-	-	-	166.75
All About Learning Press, Inc.	905302	12/15/2020	1/14/2021	191.75	-	-	-	-	191.75
Provenance	4138	12/15/2020	1/14/2021	1,585.00	-	-	-	-	1,585.00
GrammarFlip	2105	12/15/2020	1/14/2021	39.99	-	-	-	-	39.99
Mystery Science Inc.	109246	12/15/2020	1/14/2021	69.00	-	-	-	-	69.00
North State Ballet LLC.	6	12/15/2020	1/14/2021	88.12	-	-	-	-	88.12
Outside the Box Creation	3081	12/16/2020	1/15/2021	305.70	-	-	-	-	305.70
Outside the Box Creation	3082	12/16/2020	1/15/2021	305.70	-	-	-	-	305.70
Home Science Tools	1080649A	12/16/2020	1/15/2021	77.14	-	-	-	-	77.14
Institute for Excellence in Writing	741741	12/15/2020	1/15/2021	214.70	-	-	-	-	214.70
Institute for Excellence in Writing	741815	12/15/2020	1/15/2021	302.20	-	-	-	-	302.20
Rainbow Resource Center	3255888	12/16/2020	1/15/2021	83.56	-	-	-	-	83.56
Rainbow Resource Center	3256995	12/16/2020	1/15/2021	31.95	-	-	-	-	31.95
Rainbow Resource Center	3256999	12/16/2020	1/15/2021	78.48	-	-	-	-	78.48
Wonder Crate	LV001	12/16/2020	1/15/2021	149.95	-	-	-	-	149.95
Wonder Crate	LV002	12/16/2020	1/15/2021	149.95	-	-	-	-	149.95
Crafty School Crates	18373	12/16/2020	1/15/2021	262.34	-	-	-	-	262.34
Chico Area Recreation and Parks Distric	Dec 2020 LVS	12/16/2020	1/15/2021	24.00	-	-	-	-	24.00
Math-U-See Inc.	0682384-IN	12/15/2020	1/30/2021	173.00	-	-	-	-	173.00
LEGO Education	1190449053	12/14/2020	2/12/2021	471.79	-	-	-	-	471.79
Total Outstanding Payables in December				\$ 30,660.01	\$ 4,040.60	\$ 6,476.26	\$ 1,067.16	\$ 763.25	\$ 43,007.28

Lake View Charter School

Due (To)/From All Inspire Charter School Locations

For the period ended December 31, 2020

	Account Balance
Due (to)/from Inspire Charter Services	\$ <u>260,901</u>
Total Due (to)/from Balance	\$ <u><u>260,901</u></u>

Coversheet

Policy on Differential Graduation and Competency Standards and Certificates of Educational Achievement for Students with Disabilities

Section: III. Academic Excellence
Item: A. Policy on Differential Graduation and Competency Standards and
Certificates of Educational Achievement for Students with Disabilities
Purpose: Vote
Submitted by:
Related Material: CofC Board Policy - Lake View.pdf



Policy on Differential Graduation and Competency Standards and Certificates of Educational Achievement for Students with Disabilities

Lake View Charter School is committed to identifying and serving students who have exceptional needs and are eligible to receive special education supports and services. Our commitment is based on the belief that all students shall have access to a high-quality public education.

The purpose of the Lake View Charter School Governing Board approving this Policy on Differential Graduation and Competency Standards and Certificates of Educational Achievement for Students with Disabilities is to accomplish the following:

1. Outline the Instruction for Students with Disabilities
2. Establish the High School Diploma and Certificate of Educational Achievement / Completion

1. Instruction: Lake View Charter School (“Charter School”) recognizes that students with disabilities are entitled to a course of study that provides them with a free appropriate public education (FAPE) and that modifications to the district’s regular course may be needed on an individualized basis to provide FAPE. In accordance with law, each student’s individualized education program (IEP) team shall determine the appropriate goals, as well as any appropriate individual accommodations necessary for measuring the academic achievement and functional performance of the student on state and Charter wide assessments. The IEP team shall also determine the appropriate graduation track for each student with a disability based on the student’s ability to complete the Charter School’s prescribed course of study to earn a high school diploma.

No student shall be classified as eligible for differential standards of proficiency for the purpose of circumventing the legal requirement to maintain academic eligibility for extracurricular or cocurricular activities.

2. High School Diploma and Certificate of Educational Achievement /Completion: Instead of a high school diploma, a student with exceptional needs may be awarded a certificate or document of educational achievement or completion if the student has met one of the following requirements:

- (a) The student has satisfactorily completed a prescribed alternative course of study approved by the Board of Education of the school district which the student attended or the district with jurisdiction over the student as identified in his/her IEP; or
- (b) The student has satisfactorily achieved his or her IEP goals and objectives during high school as determined by the IEP team; or

- (c) The student has satisfactorily attended high school, participated in the instruction specified in his or her IEP, and has met the objectives of the statement of transition services.

A student with disabilities who meets any of the criteria specified above shall be eligible to participate in any graduation ceremony and any school activity related to graduation in which a graduating student of similar age without disabilities would be eligible to participate.

In addition, the Executive Director or designee shall ensure that the student will continue to have access to special education related supports and services until the student meets Charter School's criteria to receive a high school diploma or until age 22.

Whether a student receives a certificate of completion or a diploma is confidential. The Charter School does not inform other students whether their peers are receiving a certificate or a diploma, and all students will participate equally graduation ceremonies and activities.

Legal References: EDUCATION CODE
56341 Individualized Education Program Team
56345 Elements of the Individualized Education Program Team
56390-56393 Recognition for Educational Achievement or
Completion of Program
60850-60859 High School Exit Exam
CODE OF REGULATIONS, TITLE 5
3070 Graduation
UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities Education Act
CODE OF FEDERAL REGULATIONS, TITLE 34
300.1-300.818 Individuals with Disabilities Education act,
especially:
300.20 Definition of IEP

Adopted/Ratified: [INSERT]

Revision Date: [INSERT]

Coversheet

2021-2022 School Calendar

Section: III. Academic Excellence
Item: B. 2021-2022 School Calendar
Purpose: Vote
Submitted by:
Related Material: Lake View 21-22 Draft Calendar 1.13.21.pdf

2021-2022 School Calendar



July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				22

September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		21

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						21

November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				15

December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	13

Events - Dates TBD	
Community Opportunities	
Field Trips	
190 teacher work days	

School Year Dates	
Aug 2	Teachers Back to Work
Aug 16	First Day of School
Jan 7	End of Semester 1
Jan 13	Report Cards Due
May 25	Last Day of School
May 31	Report Cards Due
Jun 2	Last Teacher Day

Holidays	
Sep 6	Labor Day
Nov 11	Veteran's Day
Nov 19-26	Thanksgiving Vacation
Dec 20-Jan 3	Winter Break
Jan 14	Martin Luther King, Jr. Day
Feb 11	Lincoln Day
Feb 21	Washington Day
Apr 11-18	Spring Break
May 30	Memorial Day

Learning Period Dates	
LP1	8/16-9/17
LP2	9/20-10/15
LP4	10/18-11/12
LP4	11/15-1/7
LP5	1/10-2/10
LP6	2/14-3/11
LP7	3/14-4/8
LP8	4/19-5/25

School Accountability	
Every LP	Attendance Logs
Every LP	Work Samples
Every 20 school days	Student Conference

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					19

February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					18

March 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		23

April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						15

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				21

June 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		2

Testing Windows	
Feb-Mar	PFT Testing for 5, 7, 9
Mar-May	SBAC Testing
Fall, Win, Spr	Assessments

School Closed
 LP

Teacher In Service Days
 Report Cards

Last Day of Semester 1
 First & Last Day of School

Coversheet

Title IX Policy

Section: III. Academic Excellence
Item: C. Title IX Policy
Purpose: Vote
Submitted by:
Related Material: Title IX Policy - Lake View.pdf



Title IX Policy

Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex (including sexual harassment). In addition, Title IX protects transgender students and students who do not conform to sex stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation.

The purpose of the Lake View Charter School Governing Board approving this Residency Policy is to accomplish the following:

1. Establish a Title IX Coordinator
2. Outline Student and Employee Title IX Rights
3. Establish the Procedures for Filing a Complaint
4. Provide Resources for Additional Information
5. Establish the Notice of Nondiscrimination

1. **Title IX Coordinator:** The Charter School will provide a Title IX Coordinator.

Title IX Coordinator - Julie Haycock

Email – Julie.Haycock@Inspireschools.orglakeviewcharter.org

Phone Number – (916) 660-2924

2. **Student and Employee Title IX Rights:** Under California Education Code section 221.8:
 - a. You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex
 - b. You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities
 - c. You have the right to receive equitable treatment and benefits in the provision of all of the following:
 - i. Equipment and supplies
 - ii. Transportation and daily allowances
 - iii. Access to tutoring
 - iv. Coaching
 - v. Medical and training facilities and services
 - vi. Publicity
 - d. You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws.
 - e. You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.
 - f. You have the right to file a confidential discrimination complaint with the United States Office of Civil Rights or the State Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.

- g. You have the right to pursue civil remedies if you have been discriminated against.
- h. You have the right to be protected against retaliation if you file a discrimination complaint.

- 3. Filing a Complaint:** If you feel you were discriminated against in violation of Title IX, please contact the Title IX Coordinator. It is the coordinator's primary responsibility to ensure the Charter School complies with the requirements of Title IX.
- 4. How the School Investigates a Complaint:** Within 60 days from the date of receipt of the complaint, the School shall conduct and complete an investigation of the complaint and prepare a written decision. During this process, the person responsible for the filing of the complaint is to be given the opportunity to provide evidence that person believes supports the allegations. Complaints pertaining to Title IX issues should be filed by using the School's Uniform Complaint Procedures and those procedures will be followed to resolve the complaint.

You may also file a complaint of discrimination with the US Department of Education Office for Civil Rights ("OCR").

- 5. How do I file a complaint of discrimination with the US Department of Education Office for Civil Rights ("OCR")?**
You may contact an OCR [enforcement office](#) to obtain a complaint form or you may file a discrimination complaint by using the [on-line complaint form](#).

What do I need to include in my complaint?

You should let us know which school, college or other institution you are complaining about, the person(s) who has been discriminated against, when the discrimination occurred, and you should sign and date the letter and let us know how we can reach you by phone and letter so that we can contact you. If filing on-line, you will still need to provide an original signature by mail, which may be done by printing and mailing a "Consent Form" linked from the bottom of the on-line complaint form.

How soon after the discrimination do I need to file?

You need to file your complaint within 180 calendar days after the discrimination. There are certain limited circumstances that allow our agency to grant a waiver. If you need more information about your situation, contact the OCR [enforcement office](#) responsible for the state in which the institution is located.

How promptly will OCR respond to my complaint?

OCR will promptly acknowledge receiving your complaint and will contact you by letter or telephone to let you know whether we will proceed further with your complaint.

What is OCR's role during the complaint process?

OCR's role is to be a neutral fact-finder and to promptly resolve complaints. OCR has a variety of options for resolving complaints, including facilitated resolutions and investigations. OCR does not act as an advocate for either party during the process.

What if I am already pursuing my complaint within the school district or college or with another agency?

OCR does not handle cases that are being addressed by another agency or within a school's or college's formal grievance procedure if OCR anticipates that the agency you filed with will provide you with a resolution process comparable to OCR's. Once the other complaint

Do I have to file an OCR complaint before I can file a claim in court?

The regulations under Title VI, Title IX, Section 504 and Title II do not require you to file with OCR prior to filing a claim under these laws in Federal court. The regulations under the Age Discrimination Act, however, allow you to file a claim in Federal court under that law only after: 1) 180 days have elapsed since you filed the complaint with OCR and OCR has made no finding, or 2) OCR issues a finding in favor of the recipient. If this occurs, OCR will promptly notify you and remind you of your right to file in court. If you are considering filing in court, bear in mind that OCR does not represent complaining parties or provide advice regarding court filings. You would need to use the services of your own attorney. Also, if you proceed with your claim in a court, OCR will not continue to pursue your OCR complaint.

6. Resources for Additional Information:

- a. US Department of Education Office for Civil Rights complaint form: <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>
- b. The OCR office for California is located at:
San Francisco Office
Office for Civil Rights
U.S. Department of Education
50 United Nations Plaza
Mail Box 1200, Room 1545
San Francisco, CA 94102
Telephone: 415-486-5555
FAX: 415-486-5570; TDD: 800-877-8339
Email: ocr.sanfrancisco@ed.gov
- c. California Department of Education, Equal Opportunity & Access: <https://www.cde.ca.gov/re/di/eo/index.asp>
- d. U.S. Department of Education, Office for Civil Rights, *Title IX Resource Guide* (Apr. 2015).
<https://www2.ed.gov/about/offices/list/ocr/docs/dcl-title-ix-coordinators-guide-201504.pdf>

- 7. Notice of Nondiscrimination:** The Charter School District fully complies with Title IX. The Charter School District does not discriminate on the basis of sex in the education programs or activities it operates. The Charter School District does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Title IX coordinator or to the OCR.

Coversheet

Publication of the School Accountability Report Card (SARC)

Section: IV. Operations
Item: A. Publication of the School Accountability Report Card (SARC)
Purpose: Vote
Submitted by:
Related Material: Lake View SARC 2020-2021.pdf



Lake View Charter School

4672 County Road N, Orland, CA 95963 * (916) 241-8667 * Grades TK-12
Julie Haycock, Principal/Executive Director

julie.haycock@lakeviewcharter.org
<https://lakeviewcharter.org/>

2019-20 School Accountability Report Card Published During the 2020-21 School Year



Lake View Elementary
School District

4672 County Road N

Orland, CA 95963

(530) 865-1255

<https://www.lakeschool.org/>

District Administration

Nikol Baker,
Superintendent

Dear Families of Lake View Charter School,

At Lake View Charter School, we take great pride in being able to offer our students flexible individualized learning experiences through our many unique programs. It is our hope that you will find resources, school contacts, and local support of value to you and your family. We are here to support and inspire the community within our school and all families on an educational journey with their children.

Sincerely,

Julie Haycock
Principal/Executive Director, Lake View Charter School

Contact

Lake View Charter School
4672 County Road N
Orland, CA 95963-8103

Phone: 916-241-8667

Email: julie.haycock@lakeviewcharter.org



California Department of Education

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF web page at <https://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

DataQuest

DataQuest is an online data tool located on the CDE DataQuest web page at <https://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

California School Dashboard

The California School Dashboard (Dashboard) <https://www.caschooldashboard.org/> reflects California's new accountability and continuous improvement system and provides information about how LEAs and schools are meeting the needs of California's diverse student population. The Dashboard contains reports that display the performance of LEAs, schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement.

Contact Information (School Year 2020–2021)

District Contact Information (School Year 2020-21)	
District Name	Lake Elementary School District
Phone Number	(530) 865-1255
Superintendent	Nikol Baker
Email Address	nbaker@lakeschool.org
Website	www.lakeschool.org

School Contact Information (School Year 2020–2021)	
School Name	Lake View Charter School
Street	4672 County Road N
City, State, Zip	Orland, CA 95963-8103
Phone Number	(916) 241-8667
Principal	Julie Haycock, Principal/Executive Director
Email Address	julie.haycock@lakeviewcharter.org
Website	http://lakeviewcharterschool.org/
County-District-School (CDS) Code	11625960139550

ABOUT OUR SCHOOL

Lake View Charter School (LVCS) opened in the fall of the 2019-20 school year. Lake View Charter School is a WASC accredited, non-classroom based public charter school authorized by Lake Elementary School District in Glenn County serving approximately 500 students in Glenn, Colusa, Butte, Lake, Mendocino, and Tehama Counties from transitional kindergarten through 12th-grade. We take great pride in being able to offer our students flexible personalized learning experiences through our many unique and dynamic programs. Our school values and supports parent choice and personalized learning for all students.

LVCS Home School Teachers (HST's) are California credentialed teachers who partner with families to nurture, guide and enhance a student's educational needs. A focus of collaboration with academic achievement and the development of the whole child with personalized learning is pivotal.

At Lake View Charter, we have goals for our students that are known as Schoolwide Learner Outcomes (SLOs). SLOs are a part of our school culture: they reflect our school vision, the College and Career Readiness standards, and the education of the whole child.

The Junior High Virtual Academy (JHVA) and High School Virtual Academy (HSVA) were developed this year to support students. Both programs were developed to teach live online instruction providing standards aligned courses by credentialed teachers.

LVCS teachers collaborate with parents/learning coaches to create Learning Plans for students each learning period that outlines the lessons to be completed during a specified time frame. All students have access to online all access curriculum as well as curriculum to support educational standards. Internal benchmark diagnostic assessment data gathered from a computerized adaptable test, taken each fall, winter and spring, for grades TK-12, pinpoints the proficiency level of students across a range of subjects. The benchmark diagnostic assessments are specifically designed to provide meaningful information for gauging student progress toward mastery of the skills measured by the summative assessments. This data along with learning styles are used to build the individualized learning path for each student to target specific learning objectives and standards. Regular assessment determines the level of mastery and individualizing the Learning Plan helps students progress quickly.

Teachers can provide instruction and support either in person or online through web-conference platforms. This tool allows for teacher collaboration and instruction by using video, voice, text, and shared writing space. Students have twenty-four hour access to all curricula, and learning can take place at a variety of locations according to student and family preference, including libraries and the students' residences.

LVCS has implemented an online direct instruction platform (four to six week direct instruction, intervention courses for mathematics and language arts), and other programs so that all students have the critical thinking skills to be successful in college and career pathways. LVCS's tiered level of support is robust and differentiated for different learning styles. LVCS is continuously planning and adjusting programs to meet the needs of the student population served. Lake View Charter School's leadership and staff look forward to continuing their collaboration with the district in providing an option to students looking for an Independent study/homeschool program.

OUR MISSION

The mission of Lake View Charter School is to develop the individual gifts of students in Glenn County and adjacent counties to become proficient in Common Core State Standards and become critical thinkers, responsible citizens and innovative leaders prepared for academic and real-life achievement in the 21st Century. The mission will be accomplished in a personalized environment that fosters successful achievement through quality, personalized, standards-based education, which could include online coursework, offline textbook work, and unique hands-on and experiential learning experiences facilitated in partnership with students, parents, staff, and community.

OUR VISION

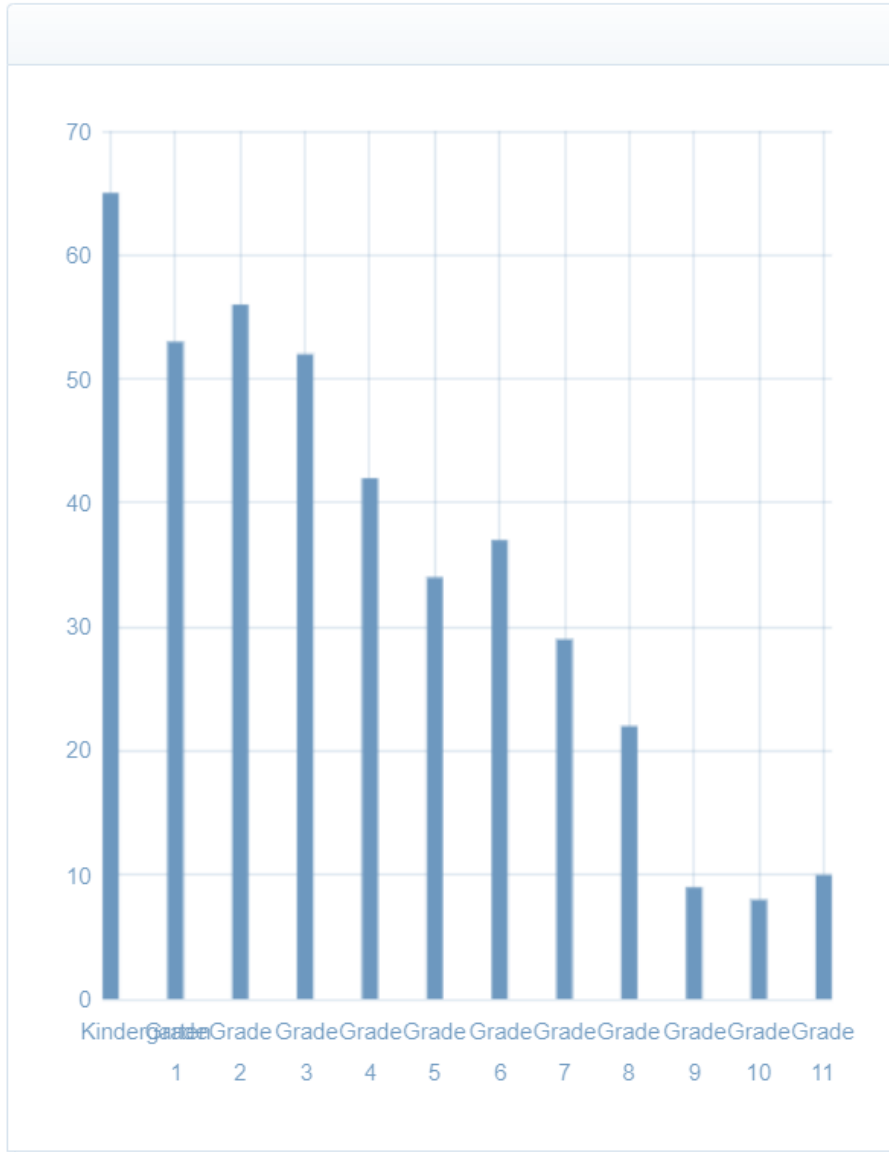
Lake View develops the individual gifts of students to become critical thinkers, responsible citizens, and innovative leaders prepared for academic and real-life success in the 21st century.

LAKE VIEW STUDENTS ARE:

- Navigators of the Digital World - Navigators of the digital world who are proficient in the use of technology, media, and online resources.
- Self-Directed - Self-directed and motivated students who are able to set attainable goals to achieve academic success.
- Personalized Learners - Personalized learners who are able to thrive in the style of education that best fits their individual needs.
- Independent Critical Thinkers - Independent critical thinkers who have the ability to problem solve, take ownership, and apply their knowledge to a variety of problems.
- Responsible Citizens - Responsible citizens who demonstrate integrity and respect while actively seeking knowledge of local and global issues.

Student Enrollment by Grade Level (School Year 2019–2020)

Grade Level	Number of Students
Kindergarten	65
Grade 1	53
Grade 2	56
Grade 3	52
Grade 4	42
Grade 5	34
Grade 6	37
Grade 7	29
Grade 8	22
Grade 9	9
Grade 10	8
Grade 11	10
Total Enrollment	417



Student Enrollment by Student Group (School Year 2019–2020)

Student Group	Percent of Total Enrollment
Black or African American	1.20 %
American Indian or Alaska Native	1.00 %
Asian	0.50 %
Filipino	%
Hispanic or Latino	11.00 %
Native Hawaiian or Pacific Islander	%
White	77.00 %
Two or More Races	7.40 %
Student Group (Other)	Percent of Total Enrollment
Socioeconomically Disadvantaged	50.10 %
English Learners	1.20 %
Students with Disabilities	8.60 %
Foster Youth	0.20 %
Homeless	2.20 %

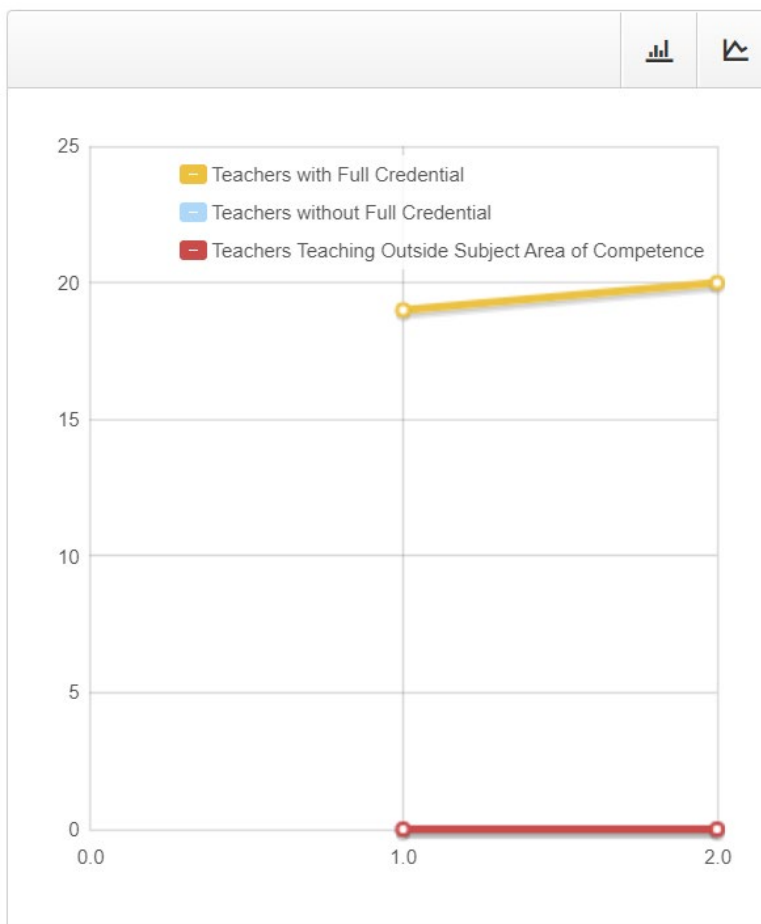
State Priority: Basic

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair

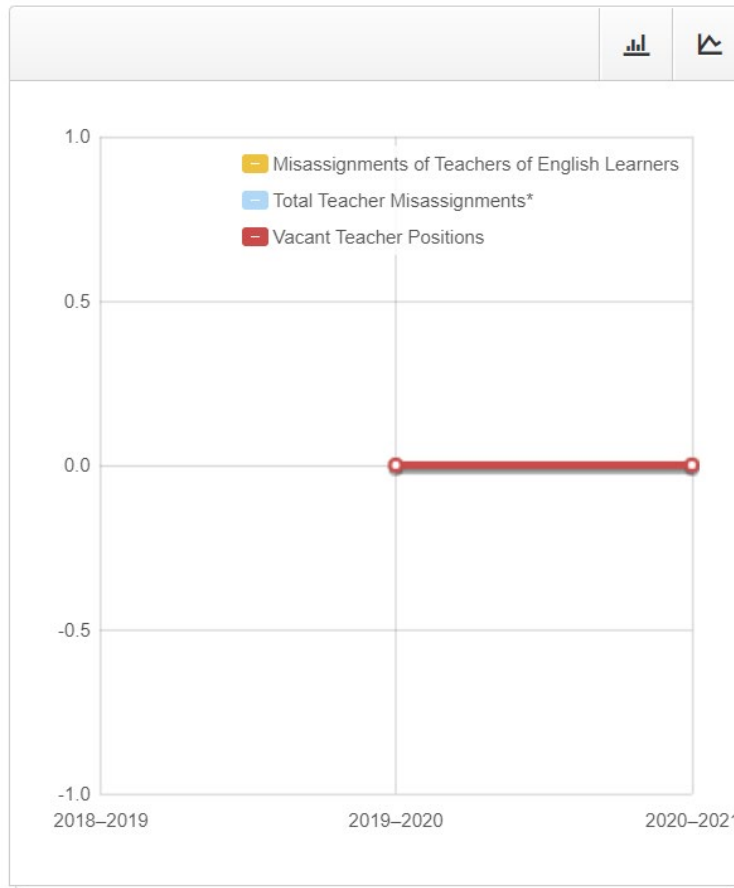
Teacher Credentials

Teachers	School 2018–2019	School 2019–2020	School 2020–2021	District 2020–2021
With Full Credential		19	20	
Without Full Credential		0	0	
Teachers Teaching Outside Subject Area of Competence (with full credential)		0	0	



Teacher Misassignments and Vacant Teacher Positions

Indicator	2018–2019	2019–2020	2020–2021
Misassignments of Teachers of English Learners		0	0
Total Teacher Misassignments*		0	0
Vacant Teacher Positions		0	0



Note: “Misassignments” refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.

* Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Quality, Currency, Availability of Textbooks and Other Instructional Materials (School Year 2020–2021)

Year and month in which the data were collected: August 2020

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption?	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	Embark (tk) K12 (grades k-5) Calvert/Edmentum (grades k-5) Lincoln Empowered (grades tk-5) Acellus (grades k-8) McGraw Hill (grades tk-8) RedBird Math/ELA (grades k-7) Odysseyware (grades 3-8) EdMentum OPEd Academy (grades 6-8) Edgenuity (grades 6-12) StrongMind (grades 6-8) FuelEd (grades 6-8) BrightThinker (grades 3-8)	Yes	0.00 %
Mathematics	Embark (tk) K12 (grades k-5) Calvert/Edmentum (grades k-5) Lincoln Empowered (grades tk-8) Acellus (grades k-8) McGraw Hill (grades tk-8) RedBird Math/ELA (grades k-7) ALEKS (grades 3-8) Odysseyware (grades 3-8) EdMentum OPEd Academy (grades 6-8) Edgenuity (grades 6-12) StrongMind (grades 6-8) FuelEd(grades 6-8) BrightThinker (grades 3-8)	Yes	0.00 %
Science	Embark (tk) K12 (grades k-5) Calvert/Edmentum (grades k-5) Lincoln Empowered (grades tk-8) Acellus (grades k-8) McGraw Hill (grades tk-8) ALEKS (grades 3-8) Odysseyware (grades 3-8) EdMentum OPEd Academy (grades 6-8) Edgenuity (grades 6-12) StrongMind (grades 6-8) FuelEd (grades 6-8) BrightThinker (grades 3-8)	Yes	0.00 %

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption?	Percent Students Lacking Own Assigned Copy
History-Social Science	Embark (tk) K12 (grades k-5) Calvert/Edmentum (grades k-5) Lincoln Empowered (grades tk-8) Acellus (grades k-8) McGraw Hill (grades tk-8) ALEKS (grades 3-8) Odysseyware (grades 3-8) EdMentum OPEd Academy (grades 6-8) Edgenuity (grades 6-12) StrongMind (grades 6-8) FuelEd (grades 6-8) BrightThinker (grades 3-8)	Yes	0.00 %
Foreign Language	McGraw Hill Odysseyware EdMentum OPEd Academy Edgenuity StrongMind FuelEd BrightThinker	Yes	0.00 %
Health	K12 (grades K-5, PE only) Lincoln Empowered (grades tk-8) Acellus (grades k-8) McGraw Hill (grades tk-12) Odysseyware (grades 7-8) EdMentum OPEd Academy(grades 6-12) Edgenuity (grades 6-12) StrongMind (grades 6-12) FuelEd (grades 6-12) BrightThinker (grades 3-6)	Yes	0.00 %
Visual and Performing Arts	Acellus (grades 9-12) McGraw Hill (grades 9-12) -Odysseyware (grades 9-12) EdMentum OPEd Academy(grades 9-12) Edgenuity (grades 9-12) StrongMind (grades 9-12) FuelEd (grades 9-12) BrightThinker (grades 9-12) FuelEd BrightThinker	Yes	0.0 %

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption?	Percent Students Lacking Own Assigned Copy
Science Lab Equipment (Grades 9-12)	N/A	N/A	0.0 %

Note: Cells with N/A values do not require data.

School Facility Conditions and Planned Improvements

Lake View Charter School is a non-classroom-based charter school.

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System, which includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities); and
- The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

**CAASPP Test Results in ELA and Mathematics for All Students
Grades Three through Eight and Grade Eleven
Percentage of Students Meeting or Exceeding the State Standard
Lake View Charter School opened in the fall of 2019.**

Subject	School 2018–2019	School 2019–2020	District 2018–2019	District 2019–2020	State 2018–2019	State 2019–2020
English Language Arts / Literacy (grades 3-8 and 11)	--	N/A	--	N/A	50%	N/A
Mathematics (grades 3-8 and 11)	--	N/A	--	N/A	39%	N/A

Note: Cells with N/A values do not require data.

Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019–2020 school year.

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: ELA and mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAAs divided by the total number of students who participated in both assessments.

**CAASPP Test Results in ELA by Student Group
Grades Three through Eight and Grade Eleven (School Year 2019–2020)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019–2020 school year.

**CAASPP Test Results in Mathematics by Student Group
Grades Three through Eight and Grade Eleven (School Year 2019–2020)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waives the requirement for statewide testing for the 2019–2020 school year.

**CAASPP Test Results in Science for All Students
Grades Five, Eight and High School
Percentage of Students Meeting or Exceeding the State Standard**

Subject	School 2018–2019	School 2019–2020	District 2018–2019	District 2019–2020	State 2018–2019	State 2019–2020
Science (grades 5, 8, and high school)		N/A		N/A		N/A

Note: Cells with N/A values do not require data.

Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019–2020 school year.

Note: The new California Science Test (CAST) was first administered operationally in the 2018–2019 school year.

**CAASPP Tests Results in Science by Student Group
Grades Five, Eight and High School (School Year 2019–2020)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019–2020 school year.

Career Technical Education (CTE) Programs (School Year 2019–2020)

Today's Career Tech Education (CTE) is a program of study integrating core academic knowledge with technical and occupational knowledge. Lake View Charter School continues to develop and implement Career Technical Education (CTE) pathways to help prepare students for rapidly shifting workplace requirements. In alignment with the statewide Doing What Matters Initiative (DWMI), we strive to develop a CTE program that is responsive to the needs of regional economies. We actively collaborate with local college and industry representatives to implement CTE course pathways, internships, and/or industry certificates that will help prepare students for the regional labor market needs. Upon completion of a CTE pathway, students have the knowledge base required to sit for and pass the exam leading to industry certification, giving them the opportunity to apply for a career-ready job. Our CTE program is also intended to prepare students for college simultaneously. As such, we are actively aligning our CTE courses with the University of California A-G subject-area requirements. Further, our CTE program provides access to all students regardless of gender, socio-economic status, special needs, and/or English proficiency.

Career Technical Education (CTE) Participation (School Year 2019–2020)

Lake View Charter School opened in the fall of 2019.

Measure	CTE Program Participation
Number of Pupils Participating in CTE	4
Percent of Pupils that Complete a CTE Program and Earn a High School Diploma	--
Percent of CTE Courses that are Sequenced or Articulated Between the School and Institutions of Postsecondary Education	--

Courses for University of California (UC) and/or California State University (CSU) Admission

Lake View Charter School opened in the fall of 2019.

UC/CSU Course Measure	Percent
2019–2020 Pupils Enrolled in Courses Required for UC/CSU Admission	100.00%
2018–2019 Graduates Who Completed All Courses Required for UC/CSU Admission	--

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

- Pupil outcomes in the subject area of physical education

California Physical Fitness Test Results (School Year 2019–2020)

Lake View Charter School opened in the fall of 2019.

Grade Level	Percentage of Students Meeting Four of Six Fitness Standards	Percentage of Students Meeting Five of Six Fitness Standards	Percentage of Students Meeting Six of Six Fitness Standards
	See note below.	See note below.	See note below.

Note: Cells with N/A values do not require data.

Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-56-20 was issued which waived the requirement to administer the physical fitness performance test for the 2019–2020 school year.

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions for the school district and each school site

Opportunities for Parental Involvement (School Year 2020–2021)

Lake View Charter School ensures parents, legal guardians, and teachers have an opportunity to participate in our school in a variety of ways. Board meetings, parent education workshops, weekly Community Connection events and weekly staff office hours are posted on school websites, social media, and shared with all families in a weekly email. The board of directors includes parents/guardians of current or previous students who have a direct impact on the governance of the school. These

parent representatives provide insight as it is related to program planning, design, and implementation. By nature of our program, parents/guardians are directly involved in their student’s education and may also assist with community events, park days, and other school-related activities such as curriculum swaps or book clubs. Parent satisfaction surveys are provided electronically to all parents annually in the spring. The surveys are developed specifically to assess parent input on effectiveness of all aspects of the school. In addition, the school has partnered with local community organizations and businesses to provide educational workshops, lessons, classes, and outreach that enrich the students’ educational experience.

State Priority: Pupil Engagement

The SARC provides the following information relevant to the State priority: Pupil Engagement (Priority 5):

- High school dropout rates; and
- High school graduation rates

Dropout Rate and Graduation Rate (Four-Year Cohort Rate)

Lake View Charter School opened in the fall of 2019.

Indicator	School 2016–2017	School 2017–2018	School 2018–2019	District 2016–2017	District 2017–2018	District 2018–2019	State 2016–2017	State 2017–2018	State 2018–2019
Dropout Rate	--	--	--	--	--	--	9.10%	9.60%	9.00%
Graduation Rate	--	--	--	--	--	--	82.70%	83.00%	84.50%

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety

Lake View Charter School opened in the fall of 2019.

Suspensions and Expulsions

(data collected between July through June, each full school year respectively)

Rate	School 2017–2018	School 2018–2019	District 2017–2018	District 2018–2019	State 2017–2018	State 2018–2019
Suspensions	--	--	0.50%	2.60%	3.50%	3.50%
Expulsions	--	--	0.00%	0.00%	0.10%	0.10%

Suspensions and Expulsions for School Year 2019–2020 Only
(data collected between July through February, partial school year due to the COVID-19 pandemic)

Rate	School 2019–2020	District 2019–2020	State 2019–2020
Suspensions	--	--	--
Expulsions	--	--	--

Note: The 2019–2020 suspensions and expulsions rate data are not comparable to prior year data because the 2019–2020 school year is a partial school year due to the COVID-19 crisis. As such, it would be inappropriate to make any comparisons in rates of suspensions and expulsions in the 2019–2020 school year compared to prior years.

School Safety Plan (School Year 2020–2021)

Lake View Charter School has a Comprehensive Safety Plan which is reviewed, updated, and discussed every fall before school resumes. The safety plan includes emergency procedures and contact information, evacuation routes, incident command system procedures, and an injury and illness prevention plan. LVCS approved the Comprehensive Safety Plan on December 9, 2020 for the upcoming 2020-2021 school year. The school employs Psychologists and Counselors to provide support in the event of a crisis. The Governing Board of LVCS recognizes that students and staff have the right to a safe and secure environment. Board policies have been created and adopted to support student safety. Board policies can be found on the school's website. All staff are required to complete safety training aligned with educational necessary content such as Mandated Reporting, Universal Precautions for Bloodborne Pathogens, Bullying Prevention, Sexual Harassment, and Suicide Prevention. LVCS is continually enhancing training and board policies as needed for both student and staff safety.

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

Ratio of Pupils to Academic Counselor (School Year 2019–2020)

Lake View Charter School opened in the fall of 2019.

Title	Ratio
Pupils to Academic Counselor*	595.7

*One full time equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Student Support Services Staff (School Year 2019–2020)

Lake View Charter School opened in the fall of 2019.

Title	Number of FTE* Assigned to School
Counselor (Academic, Social/Behavioral or Career Development)	0.70
Library Media Teacher (Librarian)	
Library Media Services Staff (Paraprofessional)	

Title	Number of FTE* Assigned to School
Psychologist	1.20
Social Worker	
Nurse	0.80
Speech/Language/Hearing Specialist	0.70
Resource Specialist (non-teaching)	
Other	9.20

*One full time equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Expenditures Per Pupil and School Site Teacher Salaries (Fiscal Year 2018–2019)

Lake View Charter School opened in the fall of 2019.

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	--	--	--	--
District	N/A	N/A	--	--
Percent Difference – School Site and District	N/A	N/A	--	--
State	N/A	N/A	\$7750.12	\$71448.00
Percent Difference – School Site and State	N/A	N/A	--	--

Note: Cells with N/A values do not require data.

Types of Services Funded (Fiscal Year 2019–2020)

Lake View Charter School is funded by State resources that include the Local Control Funding Formula (LCFF). The purpose of the LCFF is to address the Eight State Priorities for all students. Lake View Charter School utilized the Learning Continuity Plan (LCP) and prior Learning Continuity and Attendance Plan (LCAP) to support actions that are carried out annually and continuously. The types of services that are funded include: instructional materials, provides comprehensive services to support students’ academic development. Eligible students receive special education services to support their individualized Education Plan (IEP), students are provided resources such as technology and related educational materials. Counseling

services (Academic and Career), Specialized services include Foster Youth, Homeless, and Social-Economically Disadvantaged students, Parent Education, and Staff Professional Development.

Teacher and Administrative Salaries (Fiscal Year 2018–2019)

Lake View Charter School opened in the fall of 2019.

Category	District Amount	State Average For Districts In Same Category
Beginning Teacher Salary	--	\$46,965
Mid-Range Teacher Salary	--	\$67,638
Highest Teacher Salary	--	\$88,785
Average Principal Salary (Elementary)	--	\$112,524
Average Principal Salary (Middle)	--	\$117,471
Average Principal Salary (High)	--	--
Superintendent Salary	--	\$128,853
Percent of Budget for Teacher Salaries	28.00%	30.00%
Percent of Budget for Administrative Salaries	8.00%	6.00%

Professional Development

Lake View Charter School opened in the fall of 2019.

Measure	2018–2019	2019–2020	2020–2021
Number of school days dedicated to Staff Development and Continuous Improvement		14	14

Coversheet

Resolution to Approve Membership in Charter Services Organization (CSO)

Section: IV. Operations
Item: B. Resolution to Approve Membership in Charter Services Organization (CSO)
Purpose: Vote
Submitted by:
Related Material: Lake View CSO RESOLUTION.pdf

**RESOLUTION OF THE BOARD OF DIRECTORS OF
LAKE VIEW CHARTER SCHOOL TO APPROVE
MEMBERSHIP IN SEQUOIA GROVE CHARTER ALLIANCE**

WHEREAS, Lake View Charter School (“School”) is a California nonprofit public benefit corporation that operates a public charter school by the same name, Lake View Charter School;

WHEREAS, Sequoia Grove Charter Alliance (“SGCA”) is a California nonprofit public benefit corporation that formed to support School, as well as other public charter school operators or educational organizations, by providing task-related administrative support services;

WHEREAS, the Board of Directors (“Board”) of School seeks to approve School as a member of SGCA, with the rights granted by Section 5056 of the California Nonprofit Corporation Law and SGCA’s bylaws, to pay the 2020-21 annual dues for membership in SGCA, and to negotiate a contract with SGCA for task-related administrative support services that will be performed under the supervision of School and over which this Board shall retain ultimate decision-making authority;

WHEREAS, the Board has determined that membership in SGCS and contracting for support services from SGCA benefits School by allowing School to focus its attention on its charter operations and achieve cost savings and other scale benefits by sharing resources with the other charter schools and educational organizations that contract with SGCA;

NOW, THEREFORE, the Board of School finds and resolves as follows:

1. School approves membership in SGCA, with the rights and authorities granted in Section 5056 of the California Nonprofit Corporation Law and SGCA’s bylaws, the form of which are attached hereto as Attachment A.
2. School approves the payment of \$5,000 as annual dues, as set by SGCA, for the 2020-21 fiscal year.
3. School approves and ratifies the action of the incorporator of the SGCA to appoint [insert name] as the director on the SGCA board that represents School. In addition, School separately appoints [insert name] to serve as its representative to attend SGCA’s member meetings, and meetings of the SGCA board if desired, subject to any limitations imposed by law.
4. The Executive Director of School, or a designee, are authorized and directed to negotiate a contract with SGCA for task-related administrative support services that will be performed under the supervision of School and over which this Board shall retain ultimate decision-making authority, and the proposed contract shall be presented to this Board for review and approval.
5. The officers of this Board, the Executive Director of School, or their designee, are individually authorized and directed to take or cause to be taken such other actions as may be required to fulfill the purposes of this resolution.

#

CERTIFICATE OF ADOPTION

I, [REDACTED], Secretary of the Board of Directors of Lake View Charter School, a California nonprofit public benefit corporation, County of Glenn, California, hereby certify as follows:

The attached is a full, true, and correct copy of the resolutions duly adopted at a meeting of the Board of Directors of Lake View Charter School, which was duly held on [REDACTED], 2021, at which meeting a quorum of the members of the Board of Directors was present; and at such meeting such resolutions were adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

WITNESS my hand this [REDACTED] day of [REDACTED], 2021.

Secretary of the Board of Directors of
Lake View Charter School

ATTACHMENT A

**PROPOSED BYLAWS OF
SEQUOIA GROVE CHARTER ALLIANCE**

[See Attached]

**BYLAWS
OF
SEQUOIA GROVE CHARTER ALLIANCE
(A California Nonprofit Public Benefit Corporation)**

• . **NAME**

Corporate Name. The name of this corporation is Sequoia Grove Charter Alliance (hereinafter the "Corporation").

- **. OFFICES**

Principal Office. The Corporation’s principal office is located at 4305 South Meridian Road, Meridian, CA 95957. The Board of Directors (“Board”) may change the principal office from one location to another within the State of California.

Other Offices. The Board may at any time establish branch or subordinate offices at any place or places where this Corporation is qualified to conduct its activities.

- **. PURPOSES**

Description in Articles. The Corporation’s general and specific purposes are described in its Articles of Incorporation.

- **. DEDICATION OF ASSETS**

Dedication of Assets. This Corporation’s assets are irrevocably dedicated to charitable and educational purposes. 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. Upon dissolution of the Corporation, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the Corporation shall be distributed as set forth in its Articles of Incorporation.

- **. MEMBERS**

Identification of Members. The Corporation shall have one class of members that are identified in **Attachment 1**, which may be amended from time to time to reflect changes in membership pursuant to Sections 5.03 or 5.04 without amending these Bylaws. The Corporation may use the term “member” to refer to other persons or entities associated with it, but such persons or entities shall not be members within the meaning of Section 5056 of the California Nonprofit Corporation Law or these Bylaws unless or until they are elected pursuant to Section 5.03.

Rights of Members. The members shall have the rights provided by Section 5056 of the California Nonprofit Corporation Law and as set forth in these Bylaws. Membership in this Corporation is not transferable.

Election and Qualification of Members. With the exception of the initial four (4) members, new members shall be elected by a majority vote of the existing members. Each member shall be a California nonprofit public benefit corporation that operates one or more public charter schools and qualifies for tax exemption pursuant to Internal Revenue Code Section 501(c)(3) and California Revenue & Taxation Code Section 23701d. All members shall pay any annual dues set by the Corporation and shall contract with the Corporation for task-related administrative support services as a condition of membership for the entirety of its membership in the Corporation.

Resignation or Termination of Membership. A member may resign at any time upon written notice to the CEO or to the Board, or to each of the other members of the Corporation, and such resignation shall be effective immediately unless the notice specifies a later effective date of such resignation. Membership shall be terminated in a fair and reasonable manner as required by Section 5341 of the California Nonprofit Corporation Law and as follows:

(a) the member shall be given at least sixty (60) days' prior notice of the proposed termination and the reasons therefor;

(b) the member shall have an opportunity to be heard, orally or in writing, by the other members not less than fifteen (15) days before the effective date of the proposed termination; and

(c) the decision whether to terminate the membership shall be made by a majority vote of the other members.

A member who resigns or is terminated may continue to contract with the Corporation for task-related administrative support services, and shall remain liable for any charges incurred, services or benefits actually rendered, dues, assessments or fees incurred before the resignation or termination, whether arising from contract or otherwise, if approved by the Corporation.

Meetings of the Members. The members shall meet at least annually for purposes of appointing representatives to the Board, and any other actions that require approval of the members. Meetings of the members may be called by the CEO or by the Board, or by a majority of the members. Notice of meetings shall be given to all current members, as of the date of the notice, at least fifteen (15) days before the meeting in order to give each member's representative sufficient time to consult with its board of directors, if necessary. The notice shall state the place, date and time of the meeting, and shall describe the general nature of the business to be transacted at the meeting, including those matters which the Board intends to present for action by the members. The CEO shall preside as chair during meetings of the members.

Quorum and Voting. Quorum for meetings of the members shall be a majority of the existing members. All current members, as of the date of the meeting, shall be entitled to vote at the meeting. Each member shall designate in writing one (1) representative to vote on behalf of the member and shall have one (1) vote on each matter submitted for a vote of the members. A member may authorize in writing for another member to act as its proxy at the meeting, subject to the limitations set forth in Section 5613 of the California Nonprofit Corporation Law.

Participation by Teleconference and Electronic Meetings; and Board Meetings. Members may participate in meetings of the members through teleconference, electronic video communication, or other similar electronic communications or electronic transmission, so long as the following apply:

- All members participating in the meeting can communicate with each other concurrently; and
- Each member is provided with the means of participating in all matters before the members, including the capacity to propose, or to interpose an objection to, a specific action to be taken by the members.
- Member representatives shall also have the right to attend meetings of the Board of the Corporation, subject to any limitations imposed by law.

• . **BOARD OF DIRECTORS**

General Powers. Subject to the powers of the members as provided by law and as set forth in these Bylaws, and limitations on the Board or this Corporation set forth in the Articles of Incorporation,

these Bylaws, or the California Nonprofit Corporation Law and other applicable laws, the Corporation's activities and affairs shall be conducted, and all corporate powers shall be exercised, by or under the direction of the Board. The Board may delegate the management of the Corporation's activities to any person(s), management company, or committees, however composed, provided that the Corporation's activities and affairs shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board.

Specific Powers. Without prejudice to such general powers, but subject to the same limitations, the Board shall have the following powers:

- To approve personnel policies and monitor their implementation; to select and remove certain officers, agents, and employees of the Corporation, and to prescribe such powers and duties for them as are compatible with law, the Articles of Incorporation, or these Bylaws; to fix their compensation;
- To conduct, manage, and control the affairs and activities of the Corporation and to make such rules and regulations therefor which are not inconsistent with law, the Corporation's Articles of Incorporation, or these Bylaws;
- To 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; and conduct its activities in or outside California;
- To borrow money and incur indebtedness for the Corporation's purposes, and to cause to be executed and delivered therefore, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and security therefore;
- To carry on a business and apply any revenues in excess of expenses that result from the business activity to any activity that it may lawfully engage in;
- To acquire by purchase, exchange, lease, gift, devise, bequest, or otherwise, and to hold, improve, lease, sublease, mortgage, transfer in trust, encumber, convey, or otherwise dispose of real and personal property;
- To act as trustee under any trust incidental to the principal object of the Corporation, and to receive, hold, administer, exchange, and expend funds and property subject to such trust; and
- To establish annual dues to be paid by members, in addition to fees to be paid under any service agreements, for capital or other non-recurring purposes;
- To enter into any contracts or other instruments, and do any and all other things incidental to or expedient for attainment of the Corporation's purposes.

Number and Appointment of Directors. The Board shall be comprised of five (5) Directors, which number may be modified from time to time by resolution of the Board to reflect changes in membership pursuant to Sections 5.03 or 5.04 without amending these Bylaws. Each member of the Corporation shall appoint one (1) Director to serve on the Board. For so long as there are four (4)

members of the Corporation, the fifth (5th) Director shall be appointed by the four (4) members together or through a policy or process agreed upon by the four (4) members. All Directors shall have full voting rights. The members shall endeavor to appoint persons not currently serving as directors of the members.

Terms of Office. Each Director shall hold office for a two (2) year term, and until a successor has been appointed by the member represented by such office. The members may stagger the terms of the Directors. There shall be no limitation on the number of consecutive terms to which a Director may be reappointed.

Vacancies. A vacancy on the Board shall be deemed to exist if a Director dies, resigns, is removed, or if the number of Directors is increased to reflect new members. The Board or a majority of the members may declare vacant the office of a Director who has been declared of unsound mind by a final order of court, convicted of a felony, or found by a final order or judgment of any court to have breached any duty arising under Article 3 of Chapter 2 of the California Nonprofit Public Benefit Corporation Law. Vacancies on the Board shall be filled by the member represented by such Director; provided that if the member fails to do so within 60 days, the Board may appoint a Director to fill the vacancy until such time as the member approves a replacement.

Removal. A Director may be removed by a majority vote of the entire Board, by the member that appointed such Director, or by a majority vote of all members. Any vacancy caused by the removal of a Director shall be filled as provided in Section 6.05.

Resignation. Subject to the provisions of Section 5226 of the California Nonprofit Public Benefit Corporation Law, any Director may resign effective upon giving written notice to the CEO, or the Board as a whole, unless the notice specifies a later time for the effectiveness of such resignation. The Corporation shall notify the member that appointed the resigning Director, and such member shall appoint a new Director to fill the vacancy. If the resignation is effective at a future time, a successor may be appointed by such member to take office when the resignation becomes effective. No Director may resign when the Corporation would then be left without at least one (1) Director in charge of its affairs.

Brown Act. In an effort to be transparent to its members and stakeholders at the members' public charter schools, the Corporation voluntarily agrees to comply with the notice and public participation requirements of the Ralph M. Brown Act (Government Code Sections 54950, *et seq.*) ("Brown Act") for meetings of the Board, in addition to rights of members pursuant to the provisions of Section 5.07(c).

Place of Meetings. Meetings of the Board may be held at the Corporation's principal office, or at any other place within or without the State of California that has been designated in the notice of the meeting, or if there is no notice, at such place as has been designated from time to time by resolution of the Board.

Annual Meetings. The Board shall meet annually for the purpose of organization, election of officers, approving the regular meeting schedule, and the transaction of such other business as may properly be brought before the meeting. The Secretary shall provide the current members a copy of the regular meeting schedule upon approval at the annual meeting.

Regular Meetings. Regular meetings of the Board, including the annual meetings, shall be held at such times and places as may be fixed by the Board and the agendas for such meetings will be posted seventy-two (72) hours prior to the meeting in a location that is freely accessible to the public, on the Corporation's website, if it has one, and a copy of the agenda shall be sent to each of the Corporation's members representatives. The notice shall contain a brief general description of each item of business to be transacted or discussed at the meeting.

Special Meetings. Special meetings of the Board for any purpose may be called at any time by the CEO, the Secretary, or any two Directors. Notice of the time and place of special meetings shall be delivered to each Director personally or by telephone or email at least twenty-four (24) hours prior to the meeting, and shall be posted in a location that is freely accessible to the public, on the Corporation's website, if it has one, and a copy sent to each of the Corporation's members representatives at the same time such notice is given to the Directors. The notice shall contain a brief general description of each item of business to be transacted or discussed at the meeting.

Quorum. A majority of the actual number of Directors then in office shall constitute a quorum. Every action taken or decision made by a majority of the Directors present at a meeting duly held at which a quorum is present is an act of the Board, subject to the more stringent provisions of the California Nonprofit Public Benefit Corporation Law, including, without limitation, those provisions relating to (a) approval of contracts or transactions in which a Director has a direct or indirect material financial interest, (b) approval of certain transactions between corporations having common directors, (c) creation of and appointments to committees of the Board, and (d) indemnification of Directors. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of Directors, but no action can be taken unless and until a quorum is restored. Directors may not vote by proxy.

Participation by Teleconference and Electronic Meetings. Directors may participate in a meeting of the Board through teleconference, electronic video communication, or other similar electronic communications or electronic transmission, so long as the following apply:

- All Directors participating in the meeting can communicate with each other concurrently; and,
- Each Director is provided with the means of participating in all matters before the Board, including the capacity to propose, or to interpose an objection to, a specific action to be taken by the Corporation.

Waiver of Notice. Notice of a meeting need not be given to any Director who signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting, or who attends the meeting without protesting the lack of notice to such Director prior thereto or at its commencement. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meetings.

Adjournment. A majority of the Directors present, whether or not a quorum is present, may adjourn any Board meeting to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice of any adjournment to another time or place shall be given prior to the time of the adjourned meeting to the Directors who were not present at the time of the adjournment.

Action Without Meeting. Notwithstanding Section 6.08 of these Bylaws, any action required or permitted to be taken by the Board may be taken without a meeting if all Directors shall individually or collectively consent in writing to such action, provided that either: (1) the member representatives are given seven (7) days' notice of any such proposed action, or (2) such actions do not relate directly to the provision of services to the members' charter schools. Such consent(s) shall have the same effect as a unanimous vote of the Board and shall be filed with the minutes of the proceedings of the Board. For purposes of this Section only, the phrase "all Directors" shall not include any "interested persons" as defined in Section 6.19 herein.

Fees and Compensation. The Directors shall receive no compensation for their service on the Board. The Board may approve the reimbursement of a Director's actual and necessary expenses incurred when conducting the Corporation's business. Subject to Section 6.19 herein and the California Nonprofit Public Benefit Corporation Law, nothing herein shall preclude a Director from serving the Corporation in any other capacity, including, but not limited to, as an officer, agent, or employee of the Corporation, and receiving compensation for such service.

Restriction on Interested Directors. Not more than forty-nine percent (49%) of the persons serving on the Board at any time may be interested persons. An interested person is (a) any person being compensated by the Corporation for services rendered to it within the previous twelve (12) months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a Director for service on the Board; 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 any such person. However, any violation of the provisions of this Section shall not affect the validity or enforceability of any transaction entered into by the Corporation.

Standard of Care.

- A Director shall perform the duties of a Director, including duties as committee-member of any committee of the Board on which the Director may serve, in good faith, in a manner such Director believes to be in the Corporation's best interests and with such care, including reasonable inquiry, as an ordinarily prudent person in a like situation would use under similar circumstances.
- In performing the duties of a Director, a Director shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by: (i) one or more of the Corporation's officers or employees whom the Director believes to be reliable and competent in the matters presented; (ii) legal counsel, independent accountants, or other persons as to matters that the Director believes to be within such person's professional or expert competence; or (iii) a committee of the Board upon which the Director does not serve, as to matters within its designated authority, which committee the Director believes to merit confidence, so long as, in any such case, the Director acts in good faith, after reasonable inquiry when the need therefor is indicated by the circumstances and without knowledge that would cause such reliance to be unwarranted.

Non-Liability of Directors. No Director shall be personally liable for the Corporation's debts, liabilities, or other obligations.

Common Directorships. Pursuant to Section 5234 of the California Nonprofit Public Benefit Corporation Law, the Corporation shall not be a party to a transaction with another corporation, firm or association in which one or more of its Directors is also a director or directors ("Overlapping

Director(s)”) unless, 1) prior to entering into the transaction, the material facts of the transaction and the Overlapping Director’s other directorship are fully disclosed or known to the Board and the Board authorizes, approves or ratifies the contract or transaction in good faith by a vote sufficient without counting the vote of the Overlapping Director, or 2) the contract or transaction is just and reasonable to the Corporation at the time it is authorized, approved or ratified. This provision does not apply to transactions covered by Section 5233(b) of the California Nonprofit Public Benefit Corporation Law.

Executive Compensation Review. In any year in which this Corporation is legally required to do so pursuant to Section 5213 of the California Nonprofit Public Benefit Corporation Law, the Board (or a Board Committee) shall review any compensation packages (including all benefits) of the CEO, the President and the Treasurer or Chief Financial Officer, regardless of job title, and shall approve such compensation only after determining that the compensation is just and reasonable. This review and approval shall occur when such officer is hired, when the term of employment of such officer is renewed or extended, and when the compensation of such officer is modified, unless the modification applies to substantially all of the employees of this Corporation.

- **. OFFICERS**

Required Officers. The officers of this Corporation shall be a Chief Executive Officer (who may be referred to as the Executive Director), a President (who may be referred to as the Board Chair), a Secretary, and a Treasurer (who may be referred to as the Chief Financial Officer). Any number of offices may be held by the same person, except that the Secretary, the Treasurer, or the Chief Financial Officer, if any, may not serve concurrently as the President of the Board.

- Permitted Officers. The Board of Directors may elect one or more Vice Presidents, and such other Board officers as the business of the Corporation may require, such as a Chief Financial Officer who will serve the Board and who may be separate from the Treasurer, each of whom shall be elected to hold office, have such authority and perform such duties as the Board at its pleasure from time to time may determine.

Election. Except for initial officers appointed by Board resolution and the CEO who may serve by employment contract, the officers of this Corporation shall be elected annually by the Board, and each shall serve at the pleasure of the Board, subject to the rights, if any, of an officer under contract of employment and subject to approval by the members.

Removal. Any officer may be removed, with or without cause, by the Board at any time, or by a majority vote of the members. Any removal shall be without prejudice to the rights, if any, of an officer under any contract of employment.

Resignation. Any officer may resign at any time by giving written notice to the Board. Any such resignation shall take effect upon receipt of that notice or at any later time specified by that notice and, unless otherwise specified in that notice, the acceptance of such resignation shall not be necessary to make it effective. Any resignation is without prejudice to the rights, if any, of this Corporation under any contract to which the officer is a party.

Vacancies. A vacancy in any office for any reason shall be filled in the same manner as these Bylaws provide for election to that office, provided that such vacancies shall be filled as they occur.

Chief Executive Officer. The Corporation shall have a CEO (who may be referred to as the Executive Director) who shall be the general manager and chief executive officer of the Corporation, and, subject to the control of the Board and his or her contract of employment, shall generally supervise, direct, and control the activities, affairs, and employees of the Corporation; and shall see that all resolutions of the Board are carried into effect, and shall perform any and all other duties assigned by the Board, these Bylaws or his or her employment contract.

President of the Board. The Board may elect one Director to serve as Chair of the President. He or she shall preside as Chairperson at the Board of Directors' meetings and shall exercise and perform such other powers and duties as the Board may assign from time to time.

Secretary. The Secretary shall supervise the keeping of a full and complete record of the proceedings of the members, the Board and its committees, shall supervise the giving of such notices as may be proper and necessary, shall supervise the keeping of the minute books of this Corporation, and shall have such other powers and duties as may be prescribed by the Board or these Bylaws.

Treasurer. The Treasurer (who may be referred to as the Chief Financial Officer) shall be the chief financial officer of this Corporation and shall supervise the charge and custody of all funds of this Corporation, the deposit of such funds in the manner prescribed by the Board, and the keeping and maintaining of adequate and correct accounts of this Corporation's properties and business transactions, shall render reports and accountings as required, and shall have such other powers and duties as may be prescribed by the Board or these Bylaws.

- Compensation of Officers. The salaries of officers, if any, shall be fixed from time to time by resolution of the Board, or in the case subordinate officers appointed by the CEO, the CEO shall also have the authority to fix such officers' salaries, if any. In all cases, any salaries received by officers of the Corporation shall be fair and reasonable and given in return for services actually rendered for the Corporation which relate to the performance of the charitable purposes of the Corporation, and subject to Section 6.23 above, as applicable.

- **. COMMITTEES**

Board Committees. The Board may create one or more committees, each consisting of two (2) or more Directors to serve at the pleasure of the Board, and may delegate to such committee any of the authority of the Board, except with respect to:

- Final action on any matter that, by law, requires approval of all of the Directors or a majority of all of the Directors;
- The filling of vacancies on the Board or on any committee which has the authority of the Board;
- The fixing of compensation, if any, of the Directors for serving on the Board or on any committee;
- The amendment or repeal of the Corporation's Bylaws or the adoption of new Bylaws;

- The amendment or repeal of any resolution of the Board which by its express terms is not so amendable or repealable;
- The appointment of other committees having the authority of the Board;
- The expenditure of corporate funds to support a nominee for Director; or
- The approval of any self-dealing transaction as such transactions are defined in Section 5233(a) of the California Nonprofit Public Benefit Corporation Law, except as permitted under Section 5233.

Committees must be created, and the committee-members thereof appointed, by resolution adopted by a majority of the actual number of Directors then in office. The Board may appoint, in the same manner, alternate committee-members who may replace an absent committee-member at any meeting of the committee.

Meetings and Action of Board Committees. Meetings and actions of Board committees shall be governed generally by, held and taken in accordance with the provisions of these Bylaws concerning meetings of the Board, including Section 5.07, but other than Section 6.08, except that special meetings of committees may also be called by resolution of the Board. The Board may prescribe the manner in which proceedings of any such committee shall be conducted, so long as such rules are consistent with these Bylaws. In the absence of any such rules by the Board, each committee shall have the power to prescribe the manner in which its proceedings shall be conducted. Minutes shall be kept of each meeting of each committee and shall be filed with the corporate records.

Revocation of Delegated Authority to Board Committees. The Board may, at any time, revoke or modify any or all of the authority so delegated to a committee, increase or decrease, but not below two (2), the numbers of its committee-members, and may fill vacancies therein from the Directors of the Board.

Advisory Committees. The Board or the CEO, subject to any limitations imposed by the Board, may establish one or more Advisory Committees to the Board. The Advisory Committee may consist of Directors or non-Directors and may be appointed as the Board determines. Advisory committees may not exercise the authority of the Board to make decisions on behalf of this Corporation, but shall be restricted to making recommendations to the Board or Board Committees, and implementing Board or Board Committee decisions and policies under the supervision and control of the Board or Board Committee.

Audit Committee. For any tax year in which this Corporation has gross revenues of \$2 million or more, and if required by law, this Corporation shall have an Audit Committee whose committee-members shall be appointed by the Board, and who may include both Directors and non-Directors, subject to the following limitations: (a) members of the Finance Committee, if any, shall constitute less than one-half of the membership of the Audit Committee; (b) the Chair of the Audit Committee may not be a member of the Finance Committee, if any; (c) the Audit Committee may not include any of the Corporation's staff, including the CEO, the President, or the Treasurer or Chief Financial Officer; (d) the Audit Committee may not include any person who has a material financial interest in any entity doing business with this Corporation; and (e) Audit Committee-members who are not Directors may not receive compensation greater than the compensation paid to Directors for their Board service.

The Audit Committee shall: (1) recommend to the full Board for approval the retention and, when appropriate, the termination of an independent certified public accountant to serve as auditor; (2) subject to the supervision of the full Board, negotiate the compensation of the auditor on behalf of the Board; (3) confer with the auditor to satisfy the Audit Committee-members that the financial affairs of this Corporation are in order; (4) review and determine whether to accept the audit; and (5) approve performance of any non-audit services provided to this Corporation by the auditor's firm.

Other Committees.

- The President of the Board or the CEO, subject to any limitations imposed by the Board, may create other committees, either standing or special, permanent or temporary, to serve the Board which do not have the powers of the Board, and shall appoint committee-members to serve on such committees, and shall designate the Chair of the committee. If a Director is on such committee, he or she shall be the Chair of the committee.

- Meetings of a committee may be called by the President of the Board, the CEO, the Chair of the committee or a majority of the committee-members. Each committee shall meet as often as is necessary to perform its duties. Notice of a meeting of a committee may be given at any time and in any manner reasonably designed to inform the committee-members of the time and place of the meeting. A majority of the committee-members shall constitute a quorum for the transaction of business at any meeting of the committee, and a committee may take action by majority vote. Each committee may keep minutes of its proceedings and shall report periodically to the Board.

- Committee-members shall serve until resignation or removal. Any committee-member may resign at any time by giving written notice to the President of the Board or the CEO. Such resignation, which may or may not be made contingent upon formal acceptance, shall take effect upon the date of receipt or at any later time specified in the notice. The President of the Board or the CEO, with prior approval of the Board if the Board so requires, or the Board, may remove any committee-member, and shall appoint a member to fill a vacancy in any committee or any position created by an increase in the committee-membership.

• . INDEMNIFICATION AND INSURANCE

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" shall have the same meaning herein as in Section 5238(a) 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.

Other Indemnification. No provision made by the Corporation to indemnify its Directors or officers for the defense of any proceeding, whether contained in the Articles of Incorporation, Bylaws, a resolution of Directors, an agreement, or otherwise, shall be valid unless consistent with this Article.

Nothing contained in this Article IX shall affect any right to indemnification to which persons other than such Directors and officers may be entitled by contract or otherwise.

Insurance. The Corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, Directors, employees, and other agents, to cover any liability asserted against or incurred by any officer, Director, employee, or agent in such capacity or arising from the officer's, Director's, employee's, or agent's status as such.

• **. OTHER PROVISIONS**

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; (c) the original or a copy of its Articles of Incorporation and Bylaws, as amended to date; and (d) such reports and records as required by law. All such records shall be kept at the Corporation's principal office, or if its principal office is outside the State of California, at its principal office in this state.

Inspection. Every Director and member of the Corporation shall have the right at any reasonable time, and from time to time, to inspect all books, records, and documents of every kind and the physical properties of the Corporation, subject to applicable law. Such inspection by a Director or member may be made in person or by agent or attorney and the right of inspection includes the right to copy and make extracts.

Annual Report. Pursuant to Corporations Code Section 6321, within 120 days after the close of its fiscal year the Corporation shall send each Director, each member, and any other persons designated by the Board, a report containing the following information in reasonable detail:

- The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year.
- The principal changes in the assets and liabilities, including trust funds, during the fiscal year.
- The revenue or receipts of the Corporation, both unrestricted and restricted to particular purposes, for the fiscal year.
- The expenses or disbursements of the Corporation, for both general and restricted purposes, during the fiscal year.

The annual report shall be accompanied by any report thereon of independent accountants or, if there is no such report, by the certificate of an authorized officer of the Corporation that such statements were prepared without audit from the books and records of the Corporation.

Annual Statement of Certain Transactions and Indemnifications. As part of the annual report to all Directors and members, or as a separate document if no annual report is issued, the Corporation shall, within 120 days after the end of the Corporation's fiscal year, annually prepare and deliver to each Director and member of the Corporation any information required by Corporations Code Section 6322 with respect to the preceding year.

Public Inspection and Disclosure. The Corporation shall have available for public inspection at its principal office a copy of each of its annual exempt organization information returns for each of the last three years and a copy of its state and federal applications for recognition of exemption.

Construction and Definitions. Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in the California Nonprofit Public Benefit Corporation Law shall govern the construction of these Bylaws.

Fiscal Year. The fiscal year of the Corporation shall end on June 30 each year.

• . **AMENDMENTS**

Bylaw Amendments. Subject to Section 5.02 above, the Board may adopt, amend, or repeal these Bylaws unless doing so would be a prohibited amendment under the California Corporations Code. Any amendment to these Bylaws requires a majority vote of the actual number of Directors, and is not effective until approved by the members. Any amendment to the Articles of Incorporation or these Bylaws which would terminate memberships or affect the rights of the members shall comply with the notice and approval requirements in Section 5342 of the California Nonprofit Corporation Law.

#

CERTIFICATE OF ADOPTION

I certify that I am the Secretary of Sequoia Grove Charter Alliance, a California nonprofit public benefit corporation, and that the foregoing Bylaws of such corporation was duly adopted by the corporation's Board of Directors on January __, 2021.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the corporation to this certificate on January __, 2021.

Secretary, Sequoia Grove Charter Alliance

Attachment 1
Identification of Members
(Updated January __, 2021)

As of the date indicated above, the members of Sequoia Grove Charter Alliance are the following nonprofit public benefit corporations:

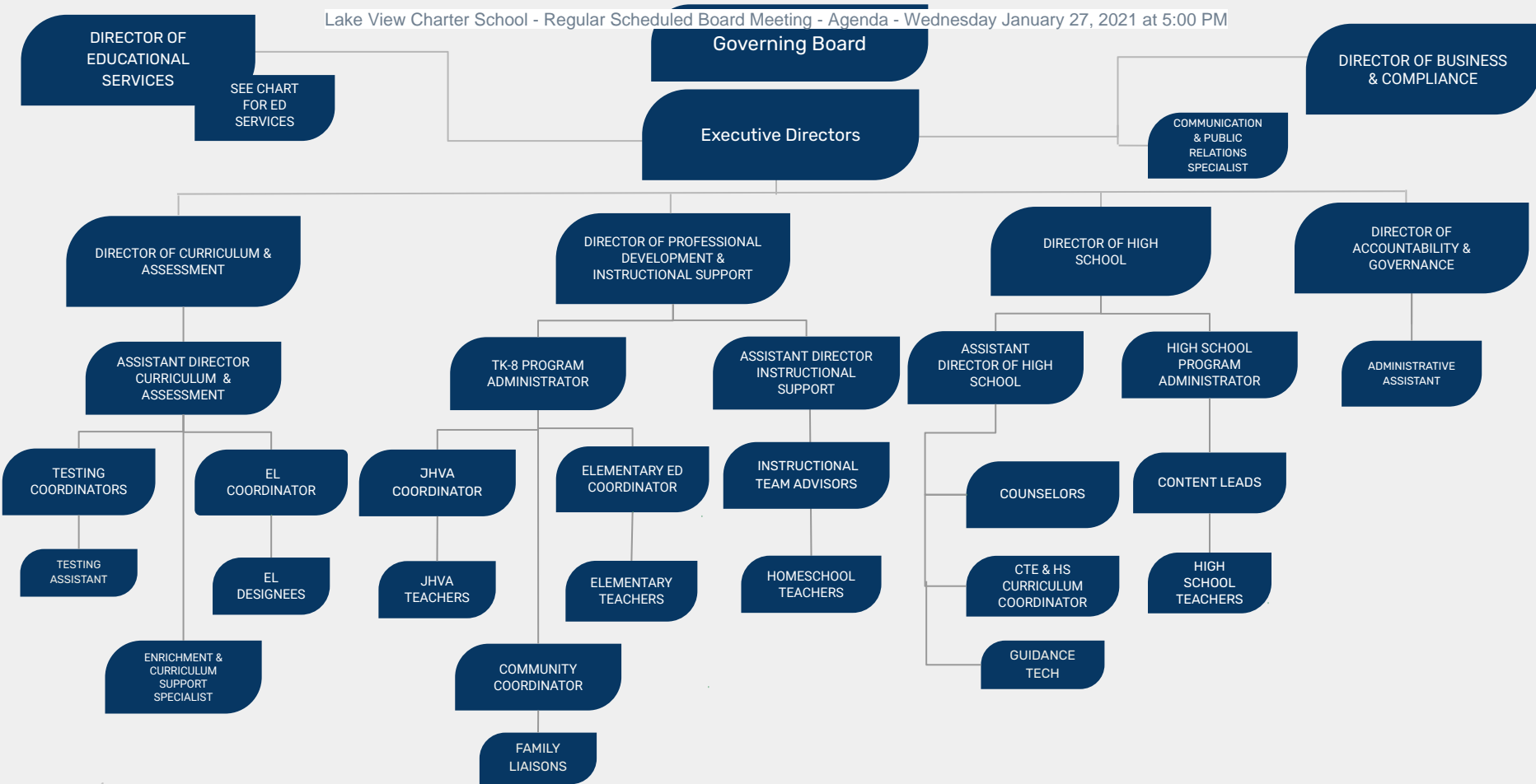
- Winship Community School;
- Feather River Charter School;

- Clarksville Charter School; and
- Lake View Charter School.

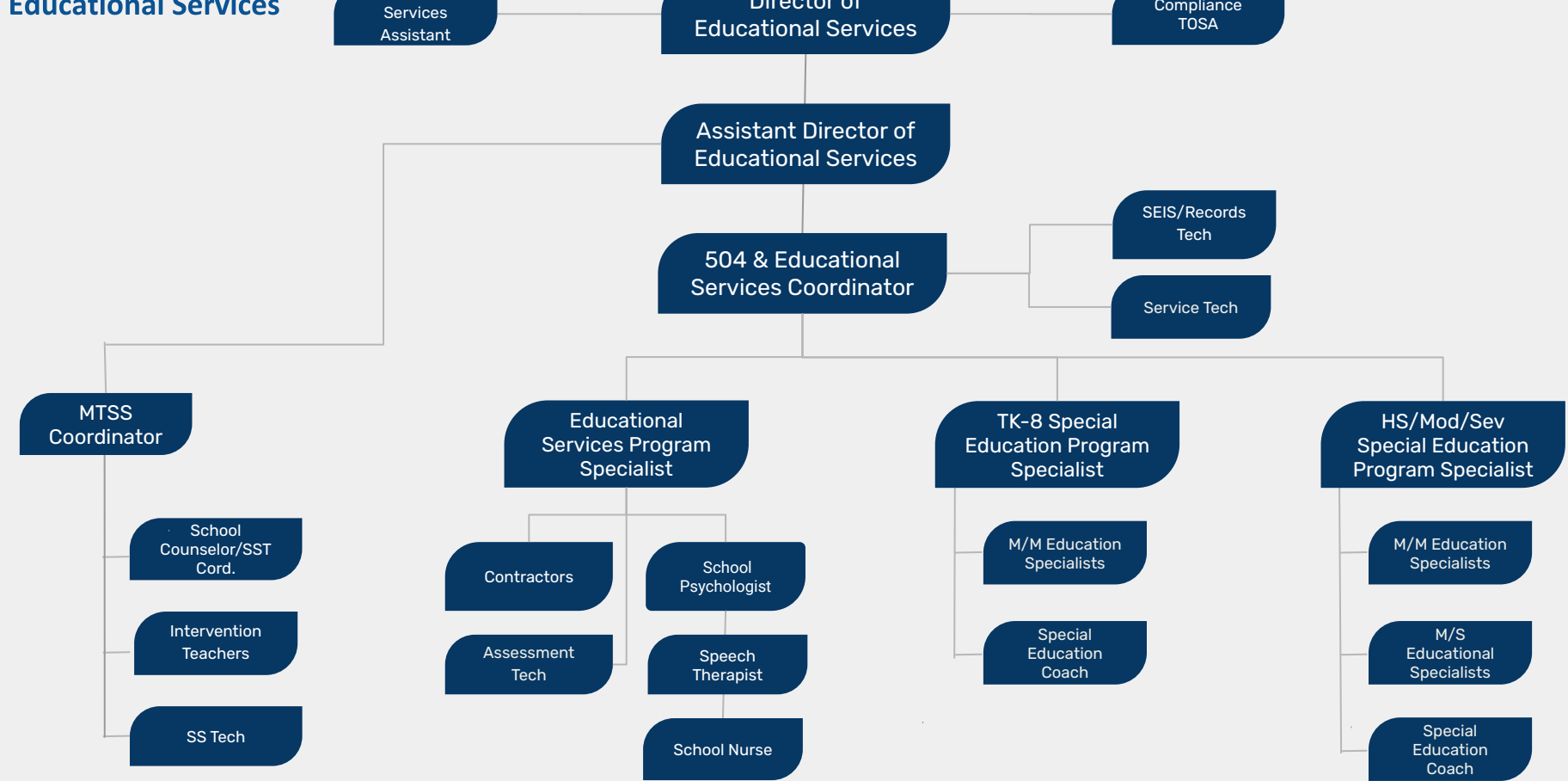
Coversheet

2021-2022 Organizational Chart

Section: IV. Operations
Item: C. 2021-2022 Organizational Chart
Purpose: Vote
Submitted by:
Related Material: North Draft Org Chart_01.23.21.pdf



Educational Services



*This draft organizational chart represents positions that will be shared across the school network as applicable

Coversheet

Disposal of Surplus, Obsolete, or Unneeded Books, Equipment, and Supplies Policy

Section: IV. Operations
Item: D. Disposal of Surplus, Obsolete, or Unneeded Books, Equipment, and
Supplies Policy
Purpose: Vote
Submitted by:
Related Material: Sale or Disposal of Obsolete Items Policy - Lake View.pdf



Disposal of Surplus, Obsolete, or Unneeded Books, Equipment, and Supplies Policy

Lake View Charter School is committed to having policies and procedures for the sale and disposal of surplus, obsolete, or unneeded books, equipment, and supplies.

The purpose of the Lake View Charter School Governing Board approving this Disposal of Surplus, Obsolete, or Unneeded Books, Equipment, and Supplies Policy is to accomplish the following:

1. Establish the Reasons the Charter School May Dispose of Materials
2. Outline the Methods that The Executive Director May Dispose of Materials
3. Establish the Evaluation Process of Obsolete and Surplus Items
4. Outline Where the Money Will be Deposited from the Sale of Items

1. Reasons the Charter School May Dispose of Materials: The Charter School may dispose of surplus or undistributed obsolete instructional materials in its possession that are usable for educational purposes in any of the following ways:

- By donation to a governing board, county free library, or other state institution.
- By donation to a public agency or institution of any territory or possession of the United States, or the government of a country that formerly was a territory or possession of the United States.
- By donation to a nonprofit charitable organization.
- By donation to children or adults in the State of California, or foreign countries for the purpose of increasing the general literacy of the people.
- By sale.

2. Outline the Methods that The Executive Director May Dispose of Materials: The Executive Director may dispose of surplus, obsolete, or unneeded school property of nominal value through any of the following methods: The Charter School may dispose of surplus or undistributed obsolete instructional materials in its possession that are usable for educational purposes in any of the following ways:

1. The Executive Director or designee may advertise the sale of items with a call for bids by posting and publishing public notices and sell the property to the highest responsible bidder or shall reject all bids Property for which no qualified bid has been received may be sold, donated, or disposed of without further advertising.
2. The property may be sold by means of a public auction conducted by school employees, employees of other public agencies or nonprofit organizations, or by contract with a private auction firm.
3. The property may be sold, donated, or disposed of without advertising under any of the following conditions:

a. The property is sold to federal, state, or local government, to any other school, or to any nonprofit public benefit corporation or charitable entity, and the sale price equals the value of the property plus the cost of disposal.

b. If the Executive Director or designee determines that the value of the property is insufficient to defray the costs of arranging a sale or auction, the property may be donated to any public or charitable organization deemed appropriate by the Board or disposed of.

4. In all cases, the property shall be offered “as is,” without any warranty, and buyers or donees must agree to waive all claims with respect to the condition or utility of the property.

5. Property not suitable for sale or donation may be destroyed or otherwise disposed of by any economical means.

3. Evaluation Process of Obsolete and Surplus Items: The Charter School Administration will evaluate based on the definitions below and determine whether or not items are obsolete or surplus on an ongoing, as needed basis.

- **Obsolete:** Old/outdated model/version/publication at the end of its product life cycle. Items that have not been used for more than a year and there is no foreseeable use in near future.
- **Surplus Items:** Items whose stock surpasses the need of the school and or exceeds available storage space; Items that have not been used for more than a year and there is no foreseeable use in near future.

4. Where the Money Will be Deposited: Money received from the sale of surplus property shall be either deposited in the school reserve or general fund or credited to the fund from which the original purchase was made.

Coversheet

Employee Handbook

Section: IV. Operations
Item: E. Employee Handbook
Purpose: Vote
Submitted by:
Related Material: Employee Handbook 20-21 - Lake View.pdf



EMPLOYEE HANDBOOK 2020-2021

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SECTION 1 – WELCOME

Welcome to Lake View Charter School!

We are happy to have you join us at Lake View Charter School (LVCS or School). We believe our school is truly unique. We serve a diverse group of talented and hardworking students. We regard the work we do as being of utmost importance. Therefore, we have very high expectations for professionalism and performance for each one of our employees. All employees should treat all individuals, including students, teachers, administrators, volunteers, and family members, with respect, and approach all situations as opportunities to learn.

This handbook has been written to provide you with an overview of LVCS, its personnel policies and procedures, and your benefits as a LVCS employee.

This handbook is intended to explain in general terms those policies that most often apply to your day-to-day work activities. This handbook cannot anticipate every situation or answer every question about employment, and it is not an employment contract. Employees are expected to read this handbook thoroughly upon receipt, to know and abide by the policies outlined herein, and as revised over time, throughout their employment. No LVCS guideline, practice, manual or rule may alter the “at-will” status of your relationship with LVCS.

In order to retain necessary flexibility in the administration of its policies, procedures and benefits, LVCS reserves the right to change, deviate from, eliminate, or revise the handbook, except for the at-will provisions, at any time, without notice, whenever LVCS determines that such action is warranted. For these reasons, we urge you to check with your supervisor to obtain current information regarding the status of any particular policy, procedure or practice. This handbook supersedes and replaces all previous personnel policies, practices and procedures.

We welcome you and wish you great success and fulfillment at LVCS.

SECTION 2 – GENERAL

This handbook has been written to serve as a guide for the employer/employee relationship. This handbook applies to faculty and staff at LVCS.

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or Human Resources. You are responsible for reading, understanding, and complying with the provisions of this handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

Neither this handbook nor any other LVCS document confers any contractual right, either express or implied, to remain in LVCS' employ, nor does it guarantee any fixed term or condition of your employment. Except as otherwise provided in an executed employment agreement, your employment is not for any specified period of time and may be terminated at will, with or without cause and without prior notice, by LVCS or you may resign for any reason at any time.

No supervisor or other representative of LVCS except the Executive Director or designee, with the approval of the Board of Directors, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Further, the procedures, practices, policies and benefits described herein may be modified or discontinued from time to time with or without advance notice. We will try to inform you of any changes as they occur.

SECTION 3 – PHILOSOPHY

CORE PURPOSE

LVCS exists to educate and inspire children to realize their potential to become extraordinary and active members of society.

CORE VALUES

The following three core values are what distinguish LVCS from other schools:

1. Mentoring – to inspire students to forge their paths in the world
2. Passionate – to strive for excellence
3. Collaborative – to be active, engaging, and contributing team members

PERMISSION-TO-PLAY VALUES

The following Permission-to-Play values are minimum behavioral standards that all employees must exhibit consistently:

1. Innovative
2. Dynamic
3. Results-oriented
4. Data-driven
5. Extraordinary
6. Confident
7. Energetic

STRATEGIC ANCHORS

To ensure success of our core purpose and core values, LVCS will use the following two strategic anchors to inform every decision the school makes and the basis for how decisions and actions will be evaluated:

1. Academic achievement through relevant curricula, clear expectations, and shared accountability
2. Relationship building through mentorship and consistent communication

School-wide Learning Outcomes

All students at LVCS strive to achieve the School-wide Learning Objectives (SLOs). Each year, LVCS will assess student progress towards attainment of the SLOs and review and revise the SLOs, as necessary. LVCS students will be:

- 1. Technologically proficient and will:**
 - a. Develop media literacy to analyze different information outlets and their influences.
 - b. Navigate various online platforms and participate in virtual discussion.
 - c. Use the Internet to acquire, organize, manipulate, interpret, and communicate information.
 - d. Adapt, integrate and utilize various emerging online resources in order to compete in the workplace and connect with their passion.

- 2. Critical thinkers who will:**
 - a. Produce original products through written and/or oral work, problem solutions, or artistic presentation and/or performances.
 - b. Problem solve through questioning, making inferences, predicting, and hypothesizing.
 - c. Apply learned skills to new situations or problems.
 - d. Take ownership of their learning and modify their performance based on feedback and assessment to attain their goals.
 - e. Focus on learning state-adopted standards and demonstrate mastery in core content areas as evaluated through standardized assessments (CAASPP, STAR 360).

- 3. Effective communicators who will:**
 - a. Listen, speak, read, and write proficiently using standard English according to commonly accepted rubrics.
 - b. Articulate thoughts, rationale and logic with confidence in oral presentation.
 - c. Present work using a variety of media, including drawing, writing, short speech, or digital media.
 - d. Contribute effectively in collaborations during class, office hour discussions, and class discussion forums.

- 4. Responsible and self-directed citizens who will:**
 - a. Set attainable personal and academic goals through the Individual Learning Plan and the Individualized Graduation Plan.
 - b. Demonstrate integrity and respect within the academic and personal setting.
 - c. Become active members of the community through community service and volunteering.
 - d. Be cognizant of local and global issues.

SECTION 4 – EMPLOYMENT

EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

EQUAL EMPLOYMENT OPPORTUNITY

LVCS is an equal opportunity employer. In accordance with applicable law, LVCS prohibits discrimination against any employee or applicant for employment on the basis of an individual's protected status, including race/ethnicity (which includes, but is not limited to, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), color, religious creed (which includes, without limitation to religious dress and grooming practices), gender, gender identity, gender expression, color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, age, sexual orientation, marital status, parental status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity/expression, military service, veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), genetic information, protected medical leaves, domestic violence victim status, political affiliation, or any other consideration protected by applicable law. Also in accordance with applicable law, LVCS prohibits discrimination against any qualified disabled employee or applicant, against a disabled veteran, or against a veteran of the Vietnam era with a physical or mental disability. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics. LVCS will ensure that applicants and employees are treated in all aspects of employment without unlawful discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training. Additionally, in accordance with applicable law, LVCS prohibits all forms of unlawful harassment of a sexual or other discriminatory nature. Any conduct contrary to this policy is prohibited. This policy applies to all applicants and employees of LVCS.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, LVCS will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to LVCS. An applicant or employee who believes he or she requires an accommodation in order to perform the essential functions of the job should contact Human Resources and request such an accommodation, specifying what accommodation

he or she needs to perform the job. LVCS will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

If you believe you have been subjected to discrimination, please follow the complaint procedure outlined below.

HARASSMENT

It is the policy of LVCS to ensure equal employment opportunity without discrimination or harassment on the basis of race (which includes, but is not limited to, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), religious creed (which includes, without limitation, to religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

LVCS prohibits any such discrimination or harassment. In addition, we prohibit abusive conduct/workplace bullying in the work environment. It is our mission to provide a professional work and learning environment free of harassment, discrimination and/or workplace bullying that maintains equality, dignity, and respect for all. This policy protects all employees of the School as well as interns, volunteers, and potential employees (applicants). All employees of the School are required to abide by this policy, regardless of position or status, including supervisors, administration, and co-workers. In addition, this policy prohibits unlawful harassment by third parties, including students, parents, vendors or other third parties, who have workplace contact with our employees. This policy applies to all applicants and employees (or other listed individuals), whether related to conduct engaged in by fellow employees or someone not directly connected to LVCS (e.g. an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business or field trips, meetings and business or school-related social events.

What is Harassment?

Harassment can take many forms. As used in this Employee Handbook, the terms "discrimination" and "harassment" includes all unwelcome conduct that comprises the following behavior pertaining to any of the above protected categories or characteristics:

- Offensive remarks, comments, jokes or slurs pertaining to an individual's race, religion, sex, sexual orientation, gender or gender identity or gender expression, age, national

origin or ancestry, disability, citizenship, veteran status, or any other protected status as defined by law or regulation whether verbally or by electronic means including email, and/or text messages

- Offensive sexual remarks, sexual advances, flirtations, or requests for sexual favors regardless of the gender of the individuals involved and whether verbally or by electronic means
- Offensive physical conduct, including, but not limited to, touching, blocking normal movement or interfering with another’s work regardless of the gender of the individuals involved, including, but not limited to threats of harm, violence or assault
- Offensive pictures, drawings or photographs or other communications, including email, text messages, or other forms of electronic communication
- Holding work functions in inappropriate venues, such as a strip-club
- Sex or gender based practical jokes, sexual favoritism
- Threatening reprisals due to an employee’s refusal to respond to requests for sexual favors or for reporting a violation of this policy
- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, regardless of gender, when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
 - Submission to, or rejection of, such conduct by an individual is used as a basis for employment decisions affecting such individual;
 - Such conduct has the purpose or effect of substantially interfering with the individual’s work performance or creating an intimidating, hostile or offensive working environment.

What is abusive conduct/workplace bullying?

- Conduct of an employee in the workplace that a reasonable person would find hostile, threatening, intimidating, humiliating and unrelated to an employer’s legitimate business interests.
 - Use of derogatory remarks, insults and/or epithets.
 - Verbal or physical conduct that sabotages or undermines a person’s work performance that is threatening, humiliating or intimidating.
- Bullying, gossip, profanity, abusive conduct and negative comments are destructive to our School culture, create false rumors, disrupt school operations and interfere with the privacy of others.

What is Retaliation?

Retaliation against an individual for reporting harassment, discrimination, abusive conduct or for participating in an investigation of a claim of such is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately to Human Resources and will be promptly investigated and addressed.

As used in this policy, “retaliation” means taking any adverse employment action against an employee because the employee engaged in protected activity pursuant to this policy. Protected

activity may include, but is not necessarily limited to, opposing a practice or conduct the employee reasonably believes to be unlawful, reporting or assisting in reporting suspected violations of this policy, cooperating or participating in investigations or proceedings arising out of a violation of this policy, or engaging in any other activity protected by applicable law.

As used in this policy, an “adverse employment action” means 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 further protected activity. An adverse employment action may include, but is not limited to, the following: demotion, suspension, reduction in pay, denial of merit salary increase, failure to hire, refusing to promote, denying employment opportunities, changing work assignments or otherwise treating an employee differently.

Any retaliatory adverse action because of a protected activity will not be tolerated. If an employee believes he/she has been subjected to, has witnessed, or has knowledge of retaliation in violation of this policy, please follow the complaint procedure outlined below.

Responsibility

All LVCS employees have a responsibility for keeping our work environment free of harassment, discrimination, retaliation and abusive conduct in accordance with this policy.

Reporting

LVCS encourages reporting of all perceived incidents of discrimination, harassment, abusive conduct or retaliation, regardless of the offender’s identity or position. Individuals who believe that they have been subjected to such conduct should immediately discuss their concerns with their immediate supervisor, Executive Director or Human Resources. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint. In addition, LVCS encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. LVCS recognizes, however, that an individual may prefer to pursue the matter through formal complaint procedures. Every effort will be made to keep such reports as confidential as possible, although confidentiality cannot be guaranteed. LVCS is serious about enforcing its policy against harassment; however, LVCS cannot resolve a harassment problem that it does not know about. Therefore, employees are responsible for bringing any such problems to LVCS’ attention so it can take whatever steps are necessary to correct the problems.

Supervisors must report any and all conduct of which they are made aware, which violates, or may violate, policies regarding discrimination, unlawful harassment, or retaliation to Human Resources, the Executive Director or the Chair of the Board of Directors, if appropriate. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination.

Investigation/Complaint Procedure

All complaints of harassment, discrimination, retaliation or abusive conduct will be promptly investigated.

LVCS encourages the prompt reporting of complaints or concerns so that rapid and appropriate remedial action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

LVCS' investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter.

All employees are required to fully cooperate with LVCS' investigation, which includes, but is not limited to, providing all pertinent information in a truthful manner, submitting pertinent documents in their possession, not interfering with the investigation in any manner, and maintaining an appropriate level of discretion regarding the investigation. Failure to do so may result in disciplinary action, up to and including termination.

During the investigation, LVCS will provide regular progress updates, as appropriate, to those directly involved. LVCS will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected and credibility of the witnesses.

LVCS may investigate conduct in the absence of a formal complaint if LVCS has reason to believe that an individual has engaged in conduct that violates LVCS policies or applicable law. Further, LVCS may continue its investigation even if the original complainant withdraws his or her complaint during the course of the investigation.

Any conduct which LVCS believes constitutes harassment, discrimination, abusive conduct, or retaliation in violation of this policy will be dealt with appropriately. Corrective action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as LVCS believes appropriate under the circumstances. Due to privacy protections, LVCS may not be able to fully disclose its entire decision regarding corrective action to the complainant. False and malicious complaints of harassment, discrimination, abusive conduct, or retaliation as opposed to complaints, which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Title IX provides for separate processes and procedures for sexual harassment and sexual assault when the type of conduct falls within the definitions of sexual harassment and sexual assault as provided in 34 C.F.R. § 106.30. In addition, the conduct must have taken place at school locations, events, or circumstances over which the School exercised substantial control over both the individual who has been accused of sexual harassment and/or assault and the context in which the sexual harassment occurs. For these types of complaints, the School will follow the Title IX policy processes and procedures, which may be found in the School's Title IX grievance policy. If the conduct does not fall within Title IX, this policy will be followed. There may be instances where

the conduct falls within both policies and the School will follow both policies. The School's Title IX Coordinator is:

Title IX Coordinator - Julie Haycock

Email – Julie.Haycock@lakeviewcharter.org

Phone Number – (916) 660-2924

Conclusion

This policy was developed to ensure that all employees could work in an environment free from harassment, discrimination, abusive conduct and retaliation. LVCS will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has questions or concerns about these policies should talk with Human Resources or the Executive Director. Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of LVCS prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibitions against harassment, discrimination, abusive conduct, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

If you believe you have experienced discrimination, harassment, or abusive conduct you may file a Department of Fair Employment and Housing (“DFEH”) or Equal Employment Opportunity Commission complaint. For information contact the DFEH or EEOC. You may find their phone numbers in the phone directory.

Training Requirements

LVCS requires all employees to abide by California’s training requirements, which includes training within six months of hire and retraining every two years thereafter. Employees who fail to complete this required training will be subject to disciplinary action, up to and including termination.

AT WILL EMPLOYMENT

We believe that an employment relationship is successful as long as both parties are mutually satisfied. Accordingly, both you and LVCS will have the right to terminate your employment and all related compensation and benefits at any time, with or without cause and with or without notice. In addition, LVCS may eliminate or change any term or condition of your employment (including but not limited to your job assignment, duties, or salary) at will, at any time, for any reason not prohibited by law, with or without cause and with or without previous notice.

This is called “employment at will,” and no one other than the Executive Director of LVCS with the approval of the Board of Directors, has the authority to alter your employment at-will status,

to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Executive Director. Statements of specific grounds for termination set forth in this Handbook, or elsewhere, are not all-inclusive and are not intended to restrict LVCS' right to terminate at-will.

OPEN COMMUNICATION POLICY

We want to hear from you. LVCS strongly encourages employee participation in decisions affecting their employment and their daily professional responsibilities. Our greatest strength lies in our employees and our ability to work together. We encourage open communication about all aspects of our school and organization. Employees are encouraged to openly discuss with their supervisors any problems or suggestions they believe would make our organization better and stronger. LVCS is interested in all our employee's success and fulfillment. We welcome all constructive suggestions and ideas.

Employees who have work-related concerns or complaints are encouraged to discuss them with their supervisor or the Executive Director. Employees are encouraged to raise their work-related concerns as soon as possible after the events that cause concern. LVCS will attempt to keep the employee's concerns and complaints and any resulting investigation confidential to the extent feasible. However, in the course of an investigation and/or in resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law. Employees with concerns or complaints relating to harassment, discrimination or retaliation should follow the reporting procedure outlined in this Handbook.

LACTATION ACCOMMODATION POLICY

LVCS provides a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. The School will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area for the employee to express milk in private.

The School reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

Employees requesting an accommodation under this policy should comply with the following requirements:

1. The employee should complete an accommodation request form and contact the employee's supervisor or Human Resources to request designation of a location and time to express breast milk under this policy.
2. The requested break time should, if possible, be taken concurrently with other scheduled break periods. Nonexempt employees should clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

Retaliation for making a lactation accommodation request is strictly forbidden. If the employee believes she has been retaliated against it should be reported immediately to her supervisor, Human Resources or Executive Director. Discrimination against and harassment of lactating employees

in any form is unacceptable, a form of prohibited sex/gender discrimination, will not be tolerated at LVCS and will be handled in accordance with LVCS' policy on discrimination and harassment.

PUBLIC RELATIONS

The success of a school depends upon the quality of the relationship among the school, its employees, students, parents and the general public. The public impression of LVCS and its interest in our school will be formed in part, by LVCS employees. Our employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, LVCS and our School's services.

Below are several things employees can do to help leave people with a good impression of LVCS.

These are the building blocks for our continued success:

- Communicate with parents regularly
- Act competently and deal with others in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees, families and students at all times.
- Follow up on requests and questions promptly, provide professional and personable replies to inquiries and requests, and perform all duties in an orderly manner.
- Respond to email and voicemail within 24 hours during the workweek.
- Take great pride in your work and enjoy doing your very best.

WHISTLEBLOWER POLICY

LVCS is committed to maintaining a workplace where employees are free to raise good faith concerns regarding certain business practices, specifically: (1) reporting suspected violations of law, including but not limited to federal laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and (3) identifying potential violations of LVCS policy, specifically the policies contained in LVCS' Employee Handbook.

An employee who wishes to report a suspected violation of law or LVCS Policy may do so by contacting the Executive Director, Assistant Director or Human Resources.

LVCS expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of LVCS policy. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: the Executive Director, Assistant Director or Human Resources. Any supervisor,

manager, or human resources staff member that receives complaints of retaliation must immediately inform the Executive Director or Chair of the Board of Directors, if appropriate.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality as much as possible (although confidentiality cannot be guaranteed) and consistent with a full and fair investigation. Human Resources and a member of LVCS' administration will conduct the investigation or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings as appropriate.

SECTION 5 – THE EMPLOYMENT PROCESS

EMPLOYEE STATUS AND CLASSIFICATIONS

Each LVCS employee is either a “full-time,” “part-time,” or “temporary” employee and either an “exempt” or “non-exempt” employee. Some of the policies and benefits described in this handbook depend on whether the employee is full-time or part-time. Full-time employees are those employees regularly scheduled to work 30 or more hours or more each week. Part-time employees are those regularly scheduled to work less than 30 hours each week. Temporary employees are those employed for short-term assignments or in connection with a specific project or event. Temporary employees are not eligible for employee benefits, except those mandated by applicable law.

Every member of the team is designated as a “Certificated employee” or “Classified employee.” Some of the policies and benefits described in this handbook depend on how the employee is designated.

Exempt

This category includes all regular employees who are determined by the School to be exempt from certain wage and hour provisions of state and federal laws. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Exempt employees will be expected to work the number of hours necessary to complete their assigned responsibilities. Because they are exempt, such employees are not entitled to additional compensation for extra hours of work. Typically, full-time Teachers and Administrators are exempt employees.

Non-Exempt

This category includes all regular employees who are covered by certain wage and hour provisions of state and federal laws. Non-exempt employees are entitled to overtime and doubletime pay as well as meal and rest breaks, as prescribed by law. Typically, all part-time and temporary employees are non-exempt. Additionally, most Classified staff are typically non-exempt employees.

Certificated Employee

Certificated Employees are teachers and administrators. Teachers are B-Basis (11 Months) or C-Basis (10 Months) employees. Administrators are A-Basis (12 Months).

Classified Employee

Classified Employees include those employees hired by LVCS that do not primarily instruct students, nor require state certification, such maintenance, assistants and other operational employees. Full-time Classified employees are A-Basis (12 Months), B-Basis (11 Months), D-Basis (11 months) or C-Basis (10 Months) employees.

WORK SCHEDULES

All employees will be assigned a work schedule suitable for their job assignment and will be expected to begin and end work according to the schedule. Please note that schedules may vary depending on a variety of factors including whether you work during the academic year or on an annual basis. The Executive Director or your supervisor will assign your individual work schedule. In order to accommodate the needs of our business, it may be necessary to change individual work schedules on either a short- term or long-term basis. All employees are expected to be at their desks or workstations at the start of their scheduled shift, ready to work. If you need to modify your schedule, request the change with Human Resources or your supervisor. All schedule changes or modifications must be approved by the Executive Director.

LVCS reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment.

Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically assigned by the supervisor. Non-exempt employees are not allowed to work “off the clock.” Attendance at School-sponsored functions is not compensated unless the supervisor has required you to attend. Employees violating these rules may be subject to disciplinary action up to and including termination.

WORKWEEK AND WORKDAY

Teachers are expected to complete their LVCS employment duties from 8:30 a.m. – 5:00 p.m. Monday- Friday excluding holidays.

VIRTUAL ACADEMY CLASSROOM EMPLOYMENT CONDITIONS

Position Responsibilities:

1. Teachers selected for special assignment including High School Virtual Academy and Junior High Virtual Academy be assigned a “Virtual Class” or “Virtual Classes”
2. Teachers are provided, at LVCS’ expense, a computer capable of maintaining a high speed internet connection for conducting virtual class and other duties. Other office equipment and supplies will be provided as needed.
3. Teachers must be available each school day from 8:30 a.m. – 5:00 p.m. Monday - Friday by internet and/or phone.
4. Teachers **assigned to virtual classes will** be required to conduct a virtual classroom session **up to** two (2) hours per day for grades TK – 8 and **up to** three (3) hours per day for grades 9 – 12.
5. Teachers must have access to a phone for calling/responding to students/parents during the teacher’s scheduled time within two (2) hours by phone or four (4) hours by internet.

6. Teachers will use the tracking and monitoring system integrated into the student's assigned course. Teachers will provide continual monitoring of the student's progress and their scheduled benchmarked progress status.
7. Teachers will be responsible for all virtual school required record keeping and reporting.

Training:

Teachers are required to attend training sessions hosted virtually or in-person. Mileage reimbursement will follow standard LVCS protocols and procedures.

Worksites:

Most classes will be held virtually. Teachers may work from home.

SPECIAL EDUCATION TEACHING EMPLOYMENT CONDITIONS

Special Education Teachers/ Case Managers

1. Special Education Teachers/ Case Managers teach specialized academic instruction (SAI) sessions as well as credit bearing courses virtually.
2. Teachers are provided, at LVCS' expense, a computer capable of maintaining a high speed internet connection for conducting virtual class and other duties.
3. Teachers must be available each school day from 8:30 a.m. – 5:00 p.m. Monday - Friday by internet and/or phone.
4. Special Education Teachers are required to teach in virtual classrooms/ sessions **up to** four (4) hours per day.
5. Teachers must have access to a phone for calling/responding to students/parents during the teacher's scheduled time within two (2) hours by phone or four (4) hours by internet.
6. Teachers will use the tracking and monitoring system in google classroom and/or curricular program as well as SEIS. Teachers will provide continual monitoring of the student's progress and their scheduled benchmarked progress status.
7. Teachers will be responsible for all special education required record keeping and reporting.

Training:

Teachers are required to attend training sessions hosted virtually. Special Education Teachers are required to attend two in-person Charter wide meetings/trainings per year. Mileage reimbursement will follow standard LVCS protocols and procedures.

State-wide Assessments:

Special Education Teachers are required to proctor 5 days (maximum) of state-wide assessments per year.

Worksites:

Special Education Teachers work remotely as all classes and sessions are taught virtually.

ATTENDANCE AND PUNCTUALITY

Employees are expected to observe regular attendance and be punctual. Each of our employees is critical to our success. Therefore, regular attendance and punctuality is considered an essential function of all positions. If you are unable to report for work on any particular day, you must call your supervisor at least one hour before the time you are scheduled to begin working for that day. If you call in less than one hour before your scheduled time to begin work, you will be considered tardy for that day. Absent extenuating circumstances or a medical provider's order excusing you from work for a period of time, you must call in on any day you are scheduled to work and will not report to work. The School understands that in some cases, advance notice is not possible. In these cases, notify your supervisor personally at the earliest possible moment. In some circumstances, you may be required to provide verification of the reason or documentation for your absence.

More than three instances of tardiness by a non-exempt employee or instructional employee during any twelve-month period are considered excessive. Any unexcused absence is considered excessive.

If you fail to report for work without any notification to your supervisor and the absence continues for a period of three business days, the School will determine that you have abandoned your job and voluntarily terminated your employment.

PROFESSIONAL DEVELOPMENT

Employees are expected to attend and participate in all professional development sessions and other school sponsored trainings that may be scheduled. While we understand that scheduling conflicts may arise, consistent tardiness, absenteeism or early departures may result in disciplinary action.

When an employee attends a school sponsored professional development and/or training, the time spent in attendance shall be counted as time worked. For virtual attendance, zoom registration/chat or signing in on a Google Doc will serve as attendance. For in-person meetings, either online document or paper documentation will be required for the purpose of record keeping. These records will serve as the official roster of attendance.

LVCS will pay hourly employees for attendance at mandatory trainings, lectures and meetings outside of regular working hours at the employee's hourly rate. As exempt employees, salaried staff may be required to attend training seminars that may be outside of LVCS' normal business hours with no additional pay.

In the event that an employee must leave early or is unable to attend a scheduled training (i.e. Professional Development sessions), during their normal work hours, an employee MUST put in a time-off request according to the time-off policy. Employees may also be required to attend make-up sessions of any missed training.

Failure to comply with this policy may result in disciplinary action.

TIME RECORDS (NON-EXEMPT EMPLOYEES)

Non-exempt employees must accurately complete time records within the School's time keeping system on a daily basis. Each time record must show the exact time work began and ended, the meal periods taken, and employee signature. Absences and overtime must be accurately identified on your time record. Non-exempt employees are not allowed to work "off the clock." All time actually worked must be recorded. You cannot record time and/or submit a time record for another employee. Each employee must sign and submit his or her own time record. Employees must record all time actually worked.

Exempt employees must report full days of absence from work. Deductions from an exempt employee's salary will be made only in accordance with applicable law. Employees should immediately contact Human Resources with any questions concerning their pay so that inadvertent errors can be corrected.

OVERTIME

All non-exempt employees are required to obtain approval from their supervisor prior to working overtime or double-time. Failure to obtain such approval may subject an employee to discipline, up to and including termination. However, in all cases, the School will compensate its non-exempt employees for all hours worked.

OFF THE CLOCK WORK

LVCS prohibits all non-exempt employees from working off the clock at any time. All time worked must be recorded on the employee's timesheet. This includes the use of laptops, computers, PDAs or cell-phones to check work email, voicemail or to send text messages after hours.

MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)

All non-exempt employees are provided with an opportunity to take meal and rest periods consistent with the law. During your meal periods and rest periods, you may not work at all. You are excused from all duties. In addition, please understand that you may not combine required meal or rest periods in order to take a longer break. Also, you may not miss a required meal or rest period in order to start work later or leave work earlier. In the rare event that you believe you cannot take a meal or rest period, or you are unable to take a full meal or rest period pursuant to School policy or you must begin your meal period more than five hours after your work period began, you must notify Human Resources in advance whenever possible (and, in any event, as soon as possible) so that the proper measures may be taken.

Failure to comply with the School's policy regarding meal and/or rest periods can lead to discipline, up to and including termination.

Meal Periods

Non-exempt employees (hourly employees) scheduled to work more than five hours in a day are given a 30-minute duty-free unpaid meal period. The meal period must be taken before the end of the fifth (5th) hour of work. For example, if the employee begins working at 7:00 a.m., then the employee must clock out to begin his or her meal period no later than 12:00 p.m. (noon). The employee may waive this meal period if his/her workday will be completed within a total of six hours or less. To waive a meal period, the employee must receive prior written approval from their supervisor and complete a “Meal Period Waiver” form.

If an employee’s day exceeds ten hours of work time, the employee is entitled to an additional 30-minute duty-free meal break. The employee only may waive this second meal period if he/she has taken the required first meal break of at least 30 minutes and his/her workday will not exceed 12 hours. To waive the second meal period, the employee must receive prior written approval from their supervisor and complete a “Second Meal Period Waiver” form.

Non-exempt employees must observe assigned working hours, the time allowed for meal periods, and report any missed, late or short meal periods on that days’ time record and to the employee’s supervisor immediately. The meal period must be accurately recorded on the employee’s time sheet. Meal periods are unpaid time and employees are free to leave the premises. Meal periods may not be combined with rest periods or used to come in later or leave earlier on a workday.

Rest Periods

Non-exempt employees are authorized and permitted to take a 10-minute rest period for each four (4) hours of work or major portion thereof. Your supervisor may schedule your rest periods. Rest periods should be taken as close to the middle of a work period as possible and cannot be taken in conjunction with a meal period. Rest periods are paid work time; they cannot be waived by the employee in order to shorten the workday or used towards additional time off.

<u>Hours Worked</u>	<u>Number of Rest Periods</u>
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3.5 hours to 6 hours	1, 10-minute rest period
Over 6 hours to 10 hours	2, 10-minute rest periods
Over 10 hours to 14 hours	3, 10-minute rest periods

Non-exempt employees must observe assigned working hours, the time allowed for rest periods, and report any missed rest period immediately as set forth below. Employees are encouraged to report any concerns regarding meal or rest periods to Human Resources.

Reporting Missed, Late or Short/Interrupted Meal and Rest Periods

Any employee who misses a meal or rest period or who experiences a late, short, or interrupted meal period – for any reason – must immediately report this issue in writing (via email) to Human Resources on the same workday that he or she experienced the non-compliant meal or rest period. The employee must include a description providing a thorough explanation for the non-compliant meal or rest period.

If an employee voluntarily chooses to miss a meal or rest period or take a late, short, or interrupted meal period (e.g., I chose to take my lunch later in the day or I chose to refuse an “authorized” meal period at the time provided by LVCS), the employee is not entitled to premium pay (one additional hour of pay). If an employee involuntarily experiences a missed meal or rest period or a late, short, or interrupted meal period (e.g., my supervisor asked me to handle a client call or meeting that caused me to miss or take a late meal period), the employee is entitled to premium pay. Employees must report the reason for the non-compliant meal or rest period to Human Resources.

PAYDAYS

Employees are paid semi-monthly in accordance with the School’s payroll schedule. The Payroll Coordinator or his or her designee will distribute checks to those who do not have direct deposit. If a normally scheduled pay day falls on a weekend or holiday, paychecks will be distributed the preceding business day.

A written, signed authorization is required for mail delivery or for delivery of your paycheck to any other person. If you have automatic deposit for your paycheck, your funds will be deposited to the financial institution you requested by the end of business on the scheduled payday. While an automatic deposit may actually credit to your account before your actual “payday,” the School is not responsible for automatic payments or withdraws dated prior to your actual payday and you should not depend on early deposits of your pay.

If a wage garnishment order is received by LVCS for one of our employees, we are obligated by law to comply with the demand. The affected employee will receive notice from his or her supervisor or Human Resources as soon as possible.

PAYROLL WITHHOLDINGS

LVCS is required by law to withhold Federal Income Tax, State Income Tax, Social Security (FICA), State Teachers Retirement Service (STRS for eligible credentialed faculty) and State Disability Insurance from each employee’s paycheck as outlined below. Additionally, if a garnishment, tax levy, or an order to withhold child support payments should be delivered, LVCS must comply with that order within the time allowed by law, and cannot postpone the payroll deduction for any reason. Voluntary deductions, which must be authorized in writing by employees, may include retirement plans, employee portion of insurance premiums, or any other benefit made available to employees.

If an employee believes an error has been made in his or her pay or deductions LVCS will work in good faith to resolve errors as soon as possible. The employee should notify the Payroll Coordinator or his or her designee of any errors in pay or deductions withheld within seven (7) days from the date paid.

Every deduction from the employee’s paycheck is explained on the check voucher/paystub. If the employee does not understand the deduction, then he or she should ask Human Resources to explain it. The employee may change the number of withholding allowances he or she wishes to

claim for Federal and/or State Income Tax purposes before any pay period by filling out a new W4 form and submitting it to Human Resources.

SECTION 6 - CONDITIONS OF EMPLOYMENT

IMMIGRATION LAW COMPLIANCE

LVCS employs only those authorized to work in the United States in compliance with the Immigration and Control Act of 1986. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present original documentation establishing identity and employment eligibility as outlined on the I-9 instruction forms. Former employees who are rehired must also complete the form if they have not completed an I-9 with LVCS within the past three years or if their previous I-9 is no longer retained or valid.

CREDENTIAL REQUIREMENTS

If you are a credentialed team member, you must provide copies of your credential, official transcripts, and/or test scores prior to your first day of actual work. Failure to provide these documents may delay your ability to begin work.

You are also responsible for keeping required certificates, credentials, and registrations current and in good standing, for paying the costs associated with renewal, and for providing both your Executive Director and the School with verification of renewals. Failure to provide these updated documents to the School may result in suspension without pay until such time as the necessary documentation has been provided.

If a teacher fails to obtain the appropriate credential, or allows a credential, certificate, registration, or required course deadline to expire, or fails re-certification, training, or testing, the School reserves the right to suspend the teacher without pay until the teacher's credential is cleared, or release the teacher from at-will employment as necessary.

RESIDENCY REQUIREMENTS

All employees of Lake View Charter School with in-person requirements as part of their job description are required to live and reside in California, in the region where students are served. Employees are not permitted to work for Lake View Charter School while out of the state of California, unless on a pre-approved basis.

TUBERCULOSIS TEST

Before the first day of employment, all new employees must have had a tuberculosis test as described in Education Code 49406 or a TB Risk Assessment (pursuant to AB1667) within the past 60 days. Employees transferring from other public or private schools within the State of California must either provide proof of an examination or a completed Risk Assessment within the previous 60 days or a certification showing that he or she was examined within the past four (4) years and was found to be free of communicable tuberculosis. The current physician's statement or Risk Assessment must be on file in the office before the first day of employment. Failure to provide documentation on time may result in delay of your ability to begin work or termination.

TB Clearance is good for four years and it is the employee's responsibility to remain in compliance and ensure the School has a valid certificate on file.

CRIMINAL BACKGROUND CHECK

As required by law, all individuals working or volunteering at the School will be required to submit to fingerprinting and a criminal background investigation.

The School shall, on a case-by-case basis, determine whether a volunteer will have more than limited contact with pupils or consider other factors requiring a criminal background check for such a volunteer.

CHILD ABUSE AND NEGLECT REPORTING ACT

Since our employees work directly with children, they are in a position to detect instances of child abuse and neglect. It is LVCS' policy that all School employees shall comply with the California State law regarding child abuse reporting procedures. Section 11166 of the California Penal Code mandates the reporting to designated authorities of cases of suspected child abuse as follows:

“Any child care custodian, health practitioner, or employee of a child protective agency 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 shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.”

While each employee has the responsibility to ensure the reporting of any child he/she suspects is a victim of abuse, the employee is not to verify the suspicion or prove that abuse has occurred. Teachers or staff who become aware of suspected child abuse should report the suspicions as required.

It is extremely important that LVCS' employees comply with the requirements of the Child Abuse and Neglect Reporting Act (CANRA). No mandated reporter can be held civilly or criminally liable for any report required or authorized by CANRA. In addition, any other person who voluntarily reports a known or suspected incident of child abuse or neglect will not incur civil or criminal liability unless it is proven that the report was false and the person knew the report was false or made the report with reckless disregard of its truth or falsity.

Your direct supervisor is available to answer any questions employees may have about their responsibilities under CANRA, or to assist an employee in making a report under CANRA. If an employee makes a report pursuant to CANRA without LVCS' assistance, he or she is required to notify LVCS of the report if it is based on incidents he or she observed or became aware of during the course and scope of his or her employment with LVCS.

PERSONNEL FILES

An employee or former employee (or designee) has the right to inspect or receive a copy of his or her personnel records at reasonable times, at a reasonable place, and on reasonable advance notice

to Human Resources. All requests should be put in writing preferably on the form maintained by LVCS. If the request includes a request for copies the employee or former employee may be required to pay for the actual costs of copying. Employer will respond to such a request within 30 days of receipt of the written request.

Employees are not entitled to inspect or copy: letters of reference, records that relate to an investigation of possible criminal activity, ratings, reports, or records obtained prior to employment, prepared by examination committee members or obtained in connection with a promotional examination.

CHANGES IN EMPLOYEE INFORMATION

An employee is responsible for notifying Human Resources about changes in the employee's personal information and changes affecting the employee's status (ex. name changes, address or telephone number changes, marriages or divorces, etc.). This notification by the employee must occur as close to the change as possible, but no later than 30 days following the change.

SECTION 7 – PERFORMANCE

PERFORMANCE EVALUATIONS

Performance evaluations generally are conducted annually to provide both employees and supervisors with the opportunity to discuss the employee’s position, tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss methods for improving performance. 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 an increase in salary or promotional opportunities, or even continued employment. Salary increases and promotions are solely within the discretion of LVCS and depend upon many factors in addition to performance.

Teachers:

At the start of each academic year, each Teacher will meet with their Supervisor to establish Performance Objectives or SMART Goals for that school year. The Teacher will put these objectives in writing in accordance with a template to be provided by their Supervisor

The Supervisor will generally evaluate the Teacher’s performance at least once a year formally and on an ongoing basis informally. The evaluation will be based on factors including the Teacher’s job description, accomplishment of the Performance Objectives, the LVCS’ charter, and standards for teaching performance developed by the Executive Director, the LVCS Board of Directors, and/or other LVCS staff.

In addition to these more formal performance evaluations, LVCS encourages you and your supervisor to discuss your job performance on an ongoing basis.

LVCS’ provision of performance evaluations does not alter the at-will employment relationship. Nothing in this policy shall limit the right to terminate employment at-will or limit LVCS’ right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. Employment is at the mutual consent of the employee and LVCS. Accordingly, either the employee or LVCS can terminate the employment relationship at-will, at any time, with or without reason and with or without notice.

Classified Staff:

Formal evaluations are generally held once each year. You will be provided a copy of the evaluation tool and as part of the process you will do a self-evaluation. Your supervisor may schedule your evaluation time in advance so that you are prepared for the process.

In addition to these more formal performance evaluations, LVCS encourages you and your supervisor to discuss your job performance on an ongoing basis.

SECTION 8 – LEAVES

FAMILY MEDICAL LEAVE ACT/CALIFORNIA FAMILY RIGHTS ACT¹

Eligible employees may request a family and medical leave of absence under the circumstances described below. Eligible employees are those who have been employed by the School for at least 12 months (not necessarily consecutive), have worked at least 1250 hours during the 12 months immediately prior to the family and medical leave of absence, and are employed at a worksite where there are 50 or more employees of the School within 75 miles (for FMLA).

Ordinarily, you must request a planned family and medical leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as possible. You should use the School’s request form, which is available upon request from Human Resources. Failure to comply with this requirement may result in a delay of the start of the leave.

A family and medical leave may be taken for the following reasons:

1. The birth of an employee’s child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth or placement of the child;
2. The care of the employee’s spouse, child, parent, or registered domestic partner with a “serious health condition” for FMLA/CFRA;
3. The care of the employee’s siblings, grandparents, grandchildren with a “serious health condition” for CFRA only;
4. The “serious health condition” of the employee;
5. The care of the employee’s spouse, child, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
6. Any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee’s spouse, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

A “serious health condition” is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave

¹ Employees may qualify for FMLA Leave only if the School has 50 or more employees, the employees work within 75 miles of their respective worksites and meet other eligibility requirements set forth above. Please check with Human Resources to determine whether you are eligible for FMLA/CFRA leave.

under paragraph (2) above only if due to a serious health condition, your spouse, child, parent, or registered domestic partner requires your care or assistance as certified in writing by the family member's health care provider. If you are seeking a leave under paragraph (3) above, you must provide the School with a medical certification from your health care provider establishing eligibility for the leave, and you must provide the School with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to the School in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from Human Resources.

Family and medical leave is unpaid and may be taken for up to 12 workweeks during the designated 12-month period (with the exception of qualifying leaves to care for a member of the Armed Services who has a serious illness or injury, which may be taken for up to a total of 26 workweeks of leave during a single 12-month period). The 12-month period will be defined as a "rolling twelve months" looking backward over the preceding 12 months to calculate how much family and medical leave time has been taken and therefore determine the amount of leave that is available. Qualifying leaves to care for a member of the Armed Services who has a serious illness or injury will be calculated on the 12-month period looking forward. All time off that qualifies as family and medical leave will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law.

You will be required to use any available PTO during unpaid family and medical leave. You will also be required to use any available paid sick leave during unpaid family and medical leave that is due to your own or a family member's serious health condition. However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program) or workers' compensation insurance plan, the employee and the School may mutually agree to supplement such benefit payments with available PTO and/or paid sick leave.

Benefit accrual, such as PSL, PTO, and holiday benefits, will be suspended during the approved leave period and will resume upon return to active employment. During a family and medical leave, group health benefits will be maintained as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

If you do not return to work on the first workday following the expiration of an approved family and medical leave, you will be deemed to have resigned from your employment. Upon returning from such a leave, you will normally be reinstated to your original or an equivalent position and will receive pay and benefits equivalent to those you received prior to the leave, as required by law. In certain circumstances, "key" employees may not be eligible for reinstatement following a family and medical leave. The School will provide written notice to any "key" employee who is not eligible for reinstatement.

If you have any questions concerning, or would like to submit a request for a family and medical leave of absence, please contact Human Resources.

NEW PARENT LEAVE ACT²

Pursuant to the California New Parent Leave Act (“NPLA”), eligible employees may request a new parent leave of absence pursuant to this policy. Eligible employees are those who have been employed by the School for at least 12 months, have worked at least 1,250 hours during the 12 months immediately prior to the new parent leave of absence, and are employed at a worksite where there between 20 and 49 employees of the School within 75 miles.

If an employee is employed at a worksite where there are 50 or more employees of the School within 75 miles, and is otherwise eligible for leave pursuant to the federal Family and Medical Leave Act (“FMLA”) and the California Family Rights Act (“CFRA”), the employee will be eligible for leave pursuant to FMLA and CFRA in lieu of being eligible for leave pursuant to NPLA. In other words, an employee cannot be eligible for leave under both NPLA and FMLA/CFRA. While the School is subject to compliance with FMLA and CFRA, it is the School’s belief that none of its employees are currently eligible for FMLA/CFRA pursuant to the qualifying conditions set forth in applicable statutes/regulations. If an employee has questions about eligibility under NPLA, FMLA, or CFRA, please contact Human Resources.

An employee may request leave under this policy for the following baby-bonding reasons: the birth of an employee’s child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth or placement of the child. This leave may be taken for up to 12 workweeks during the designated 12-month period, which will be defined as a “rolling twelve months” looking backward over the preceding 12 months to calculate how much leave time has been taken and therefore determine the amount of leave that is available. This leave may be taken in addition to the Pregnancy Disability Leave set forth below, subject to those terms and conditions.

Notwithstanding the previous paragraph, if both of the child’s parents work for the School, the parent-employees dually share the 12-week leave entitlement under NPLA. In other words, each parent-employee is not separately entitled to 12 weeks of leave. Each parent does not get 12 weeks of leave. The School may grant simultaneous leave to both parents.

Ordinarily, you must request a planned new parent leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as practicable. You should use the School’s request form, which is available upon request from Human Resources. Failure to comply with this requirement may result in a delay of the start of the leave.

When an approved new parent leave ends, the employee will be reinstated to the same position or a comparable position, unless the job ceased to exist because of legitimate business reasons. An employee has no greater right to reinstatement to the same position or to other benefits and

² Employees may qualify for NPLA Leave only if the School has between 20 and 49 employees, the employees work within 75 miles of their respective worksites and meet other eligibility requirements set forth above. Please check with Human Resources to determine whether you are eligible for NPLA leave.

conditions of employment than if the employee had been continuously employed in this position during the new parent leave. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable position or to other benefits or conditions of employment than an employee who has been continuously employed in another position that is being eliminated.

New parent leave is unpaid. However, you may utilize any available PTO and PSL during your leave. If an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program), the employee and the School may mutually agree to supplement such benefit payments with available PTO/PSL. The use of such benefits does not extend the length of the leave.

Benefit accrual, such as PTO and holiday pay, if any, will be suspended during new parent leave and will resume upon return to active employment. Group health benefits will be maintained during the approved new parent leave as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

For more information on new parent leave, please contact Human Resources.

PREGNANCY DISABILITY LEAVE

The School provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions. Employees should make requests for pregnancy disability leave to their supervisor at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider's statement must be submitted, verifying the need for such leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to Human Resources. Employees returning from pregnancy disability leave must submit a health care provider's verification of their fitness to return to work.

The School will make a good faith effort to provide reasonable accommodations and/or transfer requests when such a request is medically advisable based on the certification of a health care provider. When an employee's health care provider finds it is medically advisable for an employee to take intermittent leave or leave on a reduced work schedule and such leave is foreseeable based on planned medical treatment because of pregnancy, the School may require the employee to transfer temporarily to an available alternative position. This alternative position will have equivalent rate of pay and benefits and must better accommodate recurring periods of leave than the employee's regular job.

Eligible employees are normally granted unpaid leave for the period of disability, up to a maximum of four months (or 17 1/3 weeks or 693 hours) per pregnancy. Employees will be required to use any unused allotted sick time during any unpaid portion of pregnancy disability leave. Employees may also elect to use any available PTO during any unpaid portion of pregnancy disability leave. If an employee is receiving benefit payments pursuant to a disability insurance plan (such as

California's State Disability Insurance plan or Paid Family Leave program), the employee and the School may mutually agree to supplement such benefit payments with available PTO and/or sick leave.

Benefit accrual, such as PTO, sick leave, and holiday benefits, will be suspended during the approved pregnancy disability leave period and will resume upon return to active employment. Group health benefits will be maintained during the approved pregnancy disability leave as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide the School with at least one week's advance notice of the date she intends to return to work.

When an approved pregnancy disability leave ends, the employee will be reinstated to the same position, unless the job ceased to exist because of legitimate business reasons. An employee has no greater right to reinstatement to the same position or to other benefits and conditions of employment than if she had been continuously employed in this position during the pregnancy disability leave or transfer. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable position or to other benefits or conditions of employment than an employee who has been continuously employed in another position that is being eliminated.

If you have any questions regarding pregnancy disability leave, please contact Human Resources.

ADDITIONAL LEAVES

Some of the following leaves are designated with asterisks, which means that application and employee eligibility requirements of the leave (either in part or in whole) depends on whether the School employs the minimum number of employees indicated below. Policies without an asterisk apply regardless of the number of School employees.

*The School has 15 or more employees

**The School has 16 or more employees

***The School has 25 or more employees

Should you have any questions as to eligibility requirements of any leave policy, please contact Human Resources.

MILITARY SPOUSE LEAVE***

An eligible employee-spouse of a qualified service member is entitled to take ten (10) days unpaid leave during a period when the spouse is on leave from deployment during a period of military conflict.

An eligible employee must work an average of 20 hours per week; must provide notice of his or her intention to take the leave within two (2) business days of receiving official notice that the service member will be on leave; and submit written documentation certifying that the service member will be on leave during the time the leave is required.

The employee may use available PSL or PTO for this leave.

WORKERS' COMPENSATION LEAVE

Employees that are temporarily disabled due to a work-related illness or injury will be placed on workers' compensation leave. The duration leave will depend upon the rate of recovery and the medical provider's recommendation. Workers' compensation leave will run concurrently with any other applicable medical leave of absence (i.e. FMLA/CFRA if applicable). Human Resources will reach out to employees that have requested a workers' compensation leave regarding employer provided health insurance benefits. If you have any questions concerning this leave and/or any benefit related questions, please contact Human Resources.

BEREAVEMENT LEAVE

LVCS provides regular full-time employees up to three (3) days of paid bereavement leave, beyond sick or personal time, due to the death of an immediate family member. This includes a parent (including an in-law and step-parent), spouse, domestic partner, dependent, sibling, stepsibling, grandparent or grandchild. If a funeral is more than 500 miles from your home, you may receive paid leave for five (5) days with prior approval from your supervisor.

JURY DUTY LEAVE

All employees who receive a notice of jury/witness duty must notify their supervisor as soon as possible so that arrangements may be made to cover the absence. In addition, employees must provide a copy of the official jury/witness duty notice to their supervisor. Employees must report for work whenever the court schedule permits. Either the School or the employee may request an excuse from jury/witness duty if, in the School's judgment, the employee's absence would create serious operational difficulties.

Non-exempt employees who are called for jury/witness duty will be provided time off without pay. Exempt employees will receive their regular salary unless they do not work any hours during the course of a workweek. Employees may elect to use any available PTO during jury/witness duty leave.

In the event that the employee must serve as a witness within the course and scope of his or her employment with the School, the School will provide time off with pay.

TIME OFF TO VOTE

The School will allow any non-exempt employee who is a registered voter and does not have enough time outside of working hours to vote in a statewide election up to two (2) hours of work time without loss of pay to vote. The request must be made at least two (2) working days in advance. The time must be at the beginning or end of the employee's regular shift, whichever

allows the most free time for voting and the least time off from work unless the School and the employee agree otherwise. The employee may be required to prove he or she is a registered voter.

An employee may also serve as an election official on Election Day without being disciplined, however the School will not pay the employee for this time off. Available PTO may be used for this time off.

SCHOOL ACTIVITIES LEAVE***

The School encourages employees to participate in the school activities of their child(ren). If you are the parent or guardian of a child who is in school up to grade 12, or who attends a licensed daycare facility, you may take up to 40 hours of unpaid leave per year to participate in the activities of the school or daycare facility, to find, enroll or reenroll your child in a school or with a licensed childcare provider and/or to address a childcare provider or school emergency.

The leave is subject to all of the following conditions:

- The time off for school activity participation cannot exceed eight (8) hours in any calendar month, or a total of forty (40) hours each year;
- Unless it is an emergency, employees planning to take time off for school visitations must provide as much advance notice as possible to their supervisor;
- If the School employs both parents, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his or her supervisor;
- Employees must use existing PTO in order to receive compensation for this time off;
- Employees who do not have paid time off available will take the time off without pay.
- Documentation of participation may be requested and will be sufficient if it is provided in writing by the school or the licensed child care/day care facility.

SCHOOL APPEARANCE/SUSPENSION LEAVE

If the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In compliance with California Labor Code section 230.7, no discriminatory action will be taken against an employee for taking time off for this purpose.

This leave is unpaid but the employee may choose to use available PTO. You will not be discharged or discriminated against because of an absence protected by this law.

CRIME VICTIM LEAVE

Employees are allowed to be absent from work to attend judicial proceedings related to a violent felony, serious felony (as defined by the California Penal Code) or felonies related to theft or embezzlement if they are:

- A victim of such a crime;
- An immediate family member (i.e., spouse, registered domestic partner, child, step-child, sibling, step-sibling, parent, step-parent, or the child or a registered domestic partner) is a victim of such a crime.

An employee must give reasonable advanced notice to the School by providing documentation of the proceeding. Documentation may be from any of the following:

- Notice from the court or government agency setting the hearing;
- The district attorney or prosecuting attorney's office; or
- The victim/witness assistance office advocating on the victim's behalf.

This leave is unpaid but the employee may choose to use available PSL or personal time off (PTO). You will not be discharged or discriminated against because of an absence protected by this law.

DOMESTIC VIOLENCE LEAVE/SEXUAL ASSAULT LEAVE***

If you are a victim of domestic violence, you may take unpaid time off to obtain or attempt to obtain judicial relief, such as obtaining restraining orders, to help insure your health, safety or welfare or that of your child(ren). Employees may use available PTO (if applicable) or PSL. Otherwise, the time off is unpaid. All employees can take time off from work to get medical attention or services from a domestic violence shelter, program, or rape crisis center, or receive psychological counseling, or safety planning related to domestic violence, sexual assault, or stalking.

You must give the School reasonable notice unless advance notice is not feasible, and provide certification that you are seeking such assistance.

Certification may be sufficiently provided by any of the following:

- A police report indicating that you were a victim of domestic violence or sexual assault;
- A court order protecting or separating you from the perpetrator of an act of domestic violence or sexual assault, or other evidence from the court or prosecuting attorney that you appeared in court; or
- Documentation from a medical professional, domestic violence advocate, health care provider, or counselor that you are undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence or sexual assault.

Employees have the right to ask the School for help or changes in their workplace to make sure they are safe at work. The School will work with its employees to see what changes can be made. Changes in the workplace may include putting in locks, changing shifts or phone numbers, transferring or reassigning the employee, or help with keeping a record of what happened to the employee. The School may ask the affected employee for a signed statement certifying that this request is for a proper purpose and may also request proof showing the need for an accommodation. The School will maintain confidentiality to the extent possible regarding any requests for accommodations under this policy.

The School will also, to the extent allowed by law, maintain the confidentiality to the extent possible of an employee requesting leave under this provision. The School will not discharge, discriminate, or retaliate against an employee who exercises their rights under this law. Domestic violence, sexual assault, and stalking victim's leave for medical treatment does not exceed or add to the unpaid leave time that FMLA/CFRA allows.

LVCS is committed to ensuring employees are not treated differently or retaliated against because of any of the following:

- The employee is a victim of domestic violence, sexual assault, or stalking.
- The employee asked for time off to get help.
- The employee asked LVCS for help or changes in the workplace to ensure safety at work.

Employers are prohibited from discharging, discriminating, or retaliating against an employee who is a victim of domestic violence, the victim of sexual assault or stalking for taking time off to seek medical attention, obtain services from a domestic violence shelter or program or rape crisis center, obtain psychological counseling, participate in safety planning, or temporary or permanent relocation.

MILITARY LEAVE

California's military leave laws, found at Military & Veterans Code section 389 et seq. and the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), found at 38 U.S.C. Section 4301 et seq., ensure that employees are not adversely affected in their employment after taking leave for military service. Employees who serve in the military and are entitled to a military leave of absence without pay from the School under applicable laws should notify Human Resources regarding the need for military leave.

Please see Human Resources for more information regarding job reinstatement rights upon completion of military service.

ADULT LITERACY LEAVE***

Pursuant to California law, the School will reasonably accommodate any eligible employee who seeks to enroll in an adult literacy education program, provided that the accommodation does not impose an undue hardship on the School. The School does not provide paid time off for

participation in an adult literacy education. However, you may utilize available PTO if you want compensation for this time off. If you do not have any PTO available, you will be permitted to take the time off without pay.

ORGAN DONOR / BONE MARROW DONOR LEAVE*

If you donate an organ to another person you may take up to thirty (30) days paid leave per year for this process or up to five (5) days paid leave for the donation of bone marrow.

You must give as much notice as is practicable and must provide certification of the medical necessity of the procedure. You will be required to use up to ten (10) days of any available paid leave (sick and/or PTO) for organ donation and up to five (5) days of available paid leave (sick and/or PTO) for bone marrow donation. This leave does not run concurrently with FMLA/CFRA. You must have been employed for at least a 90-day period immediately preceding the beginning of the leave, if otherwise eligible.

You may take this leave incrementally, as medically necessary, or all at one time. All health benefits shall be maintained during this leave to the extent they exist at the time of the leave. This leave shall not be considered a break in service and the employee shall continue to receive paid time off and other benefits as if they had continued working. The employee shall be required to pay any portion of their benefits they are currently paying.

An employee shall not have any greater rights during this leave than if he or she had been actively working during this time, but will be reinstated to their same or equivalent job prior to the leave. No employee shall be discriminated or retaliated against for taking an organ donation or bone marrow leave.

DRUG & ALCOHOL REHABILITATION LEAVE***

LVCS will reasonably accommodate any employee who volunteers to enter an alcohol or drug rehabilitation program, if the reasonable accommodation does not impose an undue hardship on the School. Reasonable accommodation includes time off without pay and adjusting work hours. You may use allotted and unused sick leave. All reasonable measures to safeguard your privacy will be maintained.

This policy in no way restricts LVCS' right to discipline an employee, up to and including termination of employment, for violation of LVCS' Substance and Alcohol Policy.

VOLUNTEER CIVIL SERVICE LEAVE

You are allowed to be absent from work to engage in volunteer emergency duty as a volunteer firefighter, reserve police officer, or emergency rescue personnel. This is an unpaid leave, but the employee may use any earned sick, and/or PTO.

CIVIL AIR PATROL LEAVE**

LVCS provides eligible employees who are volunteer members of the California Wing of the Civil Air Patrol and are called to emergency operational missions up to (10) days of unpaid leave per

calendar year. Leave for a single emergency operational mission will generally be limited to three days unless an extension is granted by appropriate government entities and approved by the School.

To be eligible, employees must have been employed with LVCS for 90 days immediately preceding the commencement of leave. Additionally, the School may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave requested or taken.

Employees may use available paid time off for leave taken under this policy. The notice and eligibility requirements for any such paid time off will generally apply to an employee's request for use of PTO under this policy.

SECTION 9 – BENEFITS

SCHOOL HOLIDAYS

The School observes 12 paid holidays during the year:

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

To be eligible for holiday pay, an employee must be full-time and non-exempt and must work both the business day before and after the holiday. Part-time employees, temporary employees, exempt employees and teachers are not eligible for holiday pay. Exempt employees and teachers will receive their regularly scheduled pay during holidays.

Eligible employees will receive time off with pay at their regular rate of pay on the School-observed holidays listed above. When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or following Monday. However, the School may close on another day. Holiday observance will be announced in advance. The School reserves the right to change this policy at any time, with or without notice.

Holiday hours do not count as hours worked for purposes of calculating overtime. For example, if you receive 8 hours of holiday pay on Monday and work 40 hours Tuesday-Saturday (8 hours/day), you will not be eligible for overtime.

Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to their supervisor. The employee may use paid time off (PTO) if the employee has unused PTO available, otherwise the holiday will be unpaid. All steps will be taken to reasonably accommodate a religious holiday (or practice) absent an undue hardship.

To qualify for holiday pay, all employees must work the last scheduled day before and the first scheduled day after the holiday unless the employee is absent:

- At the Supervisor's request/approval
- Due to closure of schools because of inclement weather
- Due to sickness with a doctor's note verifying need for absence
- Prior to or following Jury Duty or Bereavement Leave

- Due to a previously scheduled and approved time off

PAID TIME OFF (PTO) - A BASIS ONLY

Full-time A-Basis (12 Months) school based employees are entitled to paid time off (PTO) according to this policy. PTO days may be used for vacation, personal time, illness, or time off to care for family or dependents. All other employees, including teachers, temporary employees, part time employees are not eligible to receive or accumulate PTO.

PTO must be scheduled at least five (5) days in advance and approved by your supervisor, except in the case of an illness or emergency. In the case of illness or emergency you are required to contact your immediate supervisor at least one (1) hour before your shift begins, if possible or otherwise as soon as practicable. Employees using extended PTO time (in excess of three (3) days) must submit a request at least two (2) weeks before the extended PTO or, if used as sick time, the employee may be required to submit a doctor's release upon return to work. Your supervisor uses his/her discretion to approve PTO without advance notice.

Unless used for illness related purposes, PTO may not be taken the last week of the school year, or on scheduled in-service and/or training days, testing administration day, or immediately before or after holidays without supervisor's permission.

All full-time A-Basis (12 Months) employees may be eligible to receive up to ten (10) days (i.e., 80 hours) of PTO each school year (July 1- June 30). Once an employee's PTO balance reaches twenty (20) days (i.e., 160 hours), the employee stops receiving any additional PTO until PTO is used and the employee's balance falls below the 20-day cap. PTO days will not accumulate during any unpaid leave of absence.

The following terms also apply to PTO:

- For both non-exempt and exempt employees, vacation time may be taken in minimum increments of .25 hours. If an exempt employee absents himself or herself from work for part or all of a workday, he or she will be required to use available PTO to make up for the absence.
- In the event an employee has exhausted his or her PTO, any additional time off must be approved by their supervisor and will be taken without pay.
- Any employee who misses three (3) consecutive days of work without notice to their supervisor may be deemed to have abandoned his/her job and voluntarily resigned from employment.
- Upon separation of employment, employees will be paid their earned PTO based on their date of separation and their regular rate of pay.
- To the extent permitted by law, PTO accumulated prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.

As with all of its policies and procedures, the School reserves the right to modify, alter, or otherwise eradicate this policy at its sole and absolute discretion to the extent allowed by law.

SICK LEAVE

The School enacted this policy in accordance with the California Healthy Workplaces, Healthy Families Act to provide paid sick leave (“PSL”) to eligible employees.

Eligible Employees

All employees (including teachers, part-time and temporary employees) who work for the School more than 30 days within a year in California are allotted PSL as set forth in this policy.

Permitted Use

Eligible employees may use their allotted PSL to take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventive care for) the employee or the employee’s family member. For purposes of this policy, “family member” means a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling of the employee. “Child” means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis. “Parent” means a biological, foster, or adoptive parent, a step-parent, or a legal guardian of the employee or the employee’s spouse or registered domestic partner. “Spouse” means a legal spouse, as defined by California law.

Employees may also use their PSL to take time off from work for reasons related to domestic violence, stalking, or sexual assault.

Allotment

PSL days are allotted as set forth below to eligible employees:

- Full-time A-Basis, B-Basis, C-Basis, and D-Basis school based employees:

On July 1 of each year, eligible employees will be allotted ten days (80 hours) of PSL per school year (July 1 – June 30), which unused PSL days will carryover year to year subject to a cap of 18 days (144 hours). Employees hired after July 1 but before December 31 will receive ten days (80 hours) of PSL on his or her first day of employment. Employees hired after December 31 will receive five days (40 hours) of PSL on his or her first day of employment.

- All other eligible employees:

All other eligible employees will be allotted three days (24 hours) of PSL each school year (July 1 – June 30) on July 1 or on his or her first day of employment, even if hired mid-year. PSL days are “use it or lose it” and, as such, do not carry over from year to year.

Limits on Use

Eligible employees may use PSL beginning on the 90th day of employment.

PSL may be taken in minimum increments of .25 hours. If an exempt employee absents himself or herself from work for part or all of a workday for a reason covered by this policy, he or she will be required to use PSL to make up for the absence.

Notification

The employee must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable.

Termination

Employees will not receive pay in lieu of unused PSL. Unused PSL will not be paid out upon termination.

No Discrimination or Retaliation

The School prohibits discrimination or retaliation against employees for using their PSL.

PAID SICK LEAVE DONATION POLICY

Personal Hardship

Employees who have exhausted all paid sick leave (PSL) may request donations from co-workers through this policy. The PSL donation policy applies to employees suffering from a catastrophic illness or other medical emergency, which for the purposes of this policy, constitutes an employee's or a family member's medical condition that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all PSL available.

Eligibility

Employees who are experiencing hardship due to a catastrophic illness or medical emergency are eligible to request and receive donations of PSL from other employees who have agreed to surrender leave to the School sponsored leave bank.

Requests for Donations

A written request for PSL donations that describes the specific medical emergency or medical condition must be submitted to Human Resources. Human Resources will verify the employee's eligibility, and make a written determination which will be given to the employee as soon as practical.

Donations of Paid Leave

Employees who have more than 24 hours of PSL and who wish to donate PSL to the School sponsored leave bank on behalf of an eligible employee shall complete a PSL Donation Form indicating the number of PSL hours to be donated and the employee, if any, who the employee requests receive the benefit of the donation. All such donations are voluntary and irrevocable.

1. Donating employees must maintain a minimum of 24 hours of PSL after reducing their leave balance to effect the donation.
2. In any 12-month period, no employee may donate more than 40 hours.

3. Voluntary donations of PSL are final upon submission of a signed PSL Donation Form that satisfies the conditions established by this policy. The donating employee's PSL balance account shall thereupon be reduced by the hours donated.
4. Donated hours not used by the eligible employee during the hardship period shall remain in the eligible employee's PSL account balance.
5. The names of donating employees, hours donated, and the value of such donations shall be kept confidential to the extent possible.

Valuation of Donated PSL

The value of the donated paid leave shall be determined by multiplying the number of hours donated by the donating employee's current hourly rate to determine the value of the donation in dollars ("Donation Value"). The Donation Value shall then be divided by the eligible employee's current hourly rate to determine the number of hours to be added to the eligible employee's PSL balance. Human Resources shall periodically notify the eligible employee of donations made pursuant to this policy. The eligible employee may then request to receive payment for these hours, which will be treated as taxable "wages" to such eligible employee for the payroll period utilized. No employee shall receive payment for more than 40 hours of paid leave, whether allotted or donated, during any week unless required by state or federal law.

INSURANCE BENEFITS

Full-time employees are entitled to insurance benefits offered by LVCS. These insurance benefits will include medical, dental, and vision. The School will set a defined contribution towards the employee's insurance premiums that are sponsored by LVCS. This amount will be determined on an annual basis. The employee's portion of the monthly premiums will be deducted from the employee's paycheck on a pre-tax basis.

If medical insurance premium rates increase, employees may be required to contribute to the cost of the increase to retain coverage. Unless otherwise mandated by law, employees on a leave of absence may be responsible for selecting continuing health coverage and paying the premium for such coverage through COBRA. If you have any benefit related questions while on a leave of absence, please contact Human Resources.

Full-time employees will also be covered under an insurance policy that includes Life, Short-term Disability and Long-Term Disability at no cost to the full-time employee. Additional voluntary insurance plans will be offered through the School that will be the employee's responsibility to purchase and pay for.

COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under LVCS' health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee, a reduction in an employee's hours or leave of absence, divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at LVCS group rates plus an administration fee. LVCS or our carrier provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under LVCS' health insurance plan. The notice contains important information about the employee's rights and obligations.

SOCIAL SECURITY/MEDICARE

If you are a full time regular employee contributing to a teacher's retirement system (PERS/STRS), your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your spouse, or former spouse, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected.

LVCS withholds income tax from all employees' earnings and, if elected, participates in FICA (Social Security), for temporary employees and Medicare withholding and matching programs as required by law.

STATE DISABILITY INSURANCE (WAGE SUPPLEMENT)

All employees are enrolled in California State Disability Insurance (SDI), which is a partial wage replacement insurance plan for California workers. Employees may be eligible for SDI when they are ill or have non-work related injuries, or may be eligible for work related injuries if they are receiving workers' compensation at a weekly rate less than the SDI rate. Specific rules and regulations relating to SDI eligibility are available from Human Resources.

PAID FAMILY LEAVE (WAGE SUPPLEMENT)

Under California law, eligible employees may participate in the Paid Family Leave ("PFL") program, which is part of the state's unemployment compensation disability insurance program. The PFL program provides up to six weeks of partial wage replacement benefits to employees who take time off to care for a seriously ill or injured child, spouse, parent, registered domestic partner, siblings, grandparents, grandchildren, or parents-in-law or to bond with a new child (birth, foster care, adoption) The PFL program does not provide job protection or reinstatement rights. It is a wage supplement provided concurrently while an employee takes an eligible leave of absence under LVCS policy and applicable law.

LVCS will require you to take up to two weeks of unused PTO prior to your receipt of benefits under the PFL program.

The program will be administered in a manner consistent with California law. For more information regarding this program, you may contact the California Employment Development Department.

WORKER'S COMPENSATION INSURANCE

Eligible employees are entitled to workers' compensation insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee.

In the event of an occupational injury or illness (as defined under Workers' Compensation Law) an employee may be covered by workers' compensation insurance instead of group insurance.

If an employee should become injured or in any way disabled on the job, he or she must report the injury immediately to his or her supervisor. It is a felony to file a fraudulent or false workers' compensation claim.

SECTION 10 – EMPLOYEE COMMUNICATIONS POLICY

COMMUNICATIONS POLICY

Every employee is responsible for using LVCS' computer system, including, without limitation, its computers, laptops, iPads, tablets, cellular phones, electronic mail (Email) system, telephone, video conferencing, voicemail, facsimile systems and the Internet ("Communications Systems"), properly and in accordance with this policy. Any questions about this policy should be addressed to the employee's immediate supervisor.

The Communication Systems are the property of LVCS and have been provided for use in conducting LVCS business. All communications and information transmitted by, received from, created, or stored in its LVCS' Communication Systems are records and property of LVCS. The Communication Systems are to be used for School purposes only. Employees may, however, use LVCS technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with LVCS business, and does not violate any LVCS policies:

- To send and receive necessary and occasional personal communications;
- To use the telephone system for brief and necessary personal calls; and
- To access the Internet for brief personal searches and inquiries during meal periods or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

No Expectation of Privacy

LVCS has the right, but not the duty, to monitor any and all of the aspects of its Communication Systems, including, without limitation, reviewing documents created and stored on its Communication Systems, deleting any matter stored in its system (including, without limitation, its Email and word processing systems), monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing Email and instant messages sent and received by users and/or voicemails. Further, LVCS may exercise its right to monitor its Communications Systems for any reason and without the permission of any employee. Employee use of LVCS' Communication Systems constitutes consent to all the terms and conditions of this policy.

Even if employees use a password to access the Communication Systems (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from LVCS' Communication Systems is not assured. Use of passwords or other security measures does not in any way diminish LVCS' right to monitor and access materials on its Communication Systems, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed LVCS upon request for any reason that LVCS, in its discretion, deems appropriate. Further, employees should be aware that deletion of any Email messages, voicemails or files would not truly eliminate the messages from the system. All Email

messages, voicemails and other files may be stored on a central back-up system in the normal course of data management.

Employees have no expectation of privacy in anything they view, create, store, send, or receive on the Communication Systems.

Notwithstanding the foregoing, even though LVCS has the right to retrieve, read, and delete any information viewed, created, sent, received, or stored on its Communication Systems, Email messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any Email messages that are not sent to them or by them. Any exception to this policy must receive the prior approval of the Executive Director.

Professional Use of Communication Systems Required

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails and other text communications, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write Email communications with no less care, judgment, and responsibility than they would use for letters or internal memoranda written on LVCS letterhead.

Offensive and Inappropriate Material

LVCS' policy against discrimination and harassment, sexual or otherwise, applies fully to LVCS' Communication Systems, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no Email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law. Further, material that is fraudulent, harassing, abusive, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, unlawful, inappropriate, or offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law) may not be downloaded from the Internet or displayed or stored in LVCS' computers. Employees encountering or receiving this kind of material should immediately report the incident to their Executive Director and Human Resources.

LVCS may (but is not required) to use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by LVCS networks. Employees who encounter inappropriate or sexually explicit material while browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to LVCS' blocking software.

Solicitations

LVCS' Communication Systems may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job-related solicitations. Approval from the Executive Director is required before anyone can post any information on commercial on-line systems or the Internet.

Licenses and Fees

Employees may not agree to a license or download any material over the Internet for which a registration fee is charged without first obtaining the express written permission of his/her Executive Director.

Games and Entertainment Software

Employees may not use a LVCS Internet connection to download games or other entertainment software, or to play games over the Internet.

Confidential Information

Employees may not transmit information over the Internet or through email that is confidential or proprietary. Employees are referred to LVCS' "Confidential Information" policy, contained herein, for a general description of what LVCS deems confidential or proprietary. When in doubt, employees must consult their immediate supervisor and obtain approval before transmitting any information that may be considered confidential or proprietary.

Copyrights and Trademarks

LVCS' Communication Systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from his/her Executive Director. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult a supervisor.

Any LVCS approved material that is posted or sent via its computer system should contain all proper copyright and trademark notices. Absent prior approval from a supervisor to act as an official representative of LVCS, employees posting information must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of LVCS."

Maintenance and Security of the System

Employees must not deliberately perform acts that waste resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, streaming video or audio files, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video, and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. In addition, employees should routinely delete outdated or otherwise unnecessary voicemails, Emails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to LVCS' network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to LVCS' network.

Files obtained from sources outside LVCS including disks brought from home; including files downloaded from the Internet, news groups, bulletin boards, or other online services; files attached to email; and files provided by customers or vendors, may contain dangerous computer viruses that may damage LVCS' computer network. Employees should never download files from the Internet, accept email attachments from outsiders, or use disks from non-LVCS sources, without first scanning the material with LVCS approved virus checking software. If you suspect that a virus has been introduced into LVCS network, notify technology personnel immediately.

Violations of this Policy

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

Amendment and Modification of this Policy

LVCS reserves the right to modify this policy at any time, with or without notice. LVCS may require employees to acknowledge and comply with a separate Acceptable Use Policy for Internet and Network Resources, which shall control in the event of a conflict.

SOCIAL MEDIA POLICY

LVCS has adopted the following policy with regard to employees' behavior on social networking sites including but not limited to Facebook, Twitter, LinkedIn, Pinterest, Instagram, SnapChat and YouTube. If you wish to use networking protocols or set up a social media site as a part of the educational process, please work with your administrators and technology staff to identify and use a restricted, School-endorsed networking platform. Such sites will be the property of the School who will have unrestricted access to, and control of, such sites.

Employees shall not accept students as friends on any personal social networking sites and are to decline any student-initiated friend requests. Teachers are not to initiate "friendships" with students or parents. Employees must delete any students already on their "friends" list immediately.

With regard to social networking content, employees should not use commentary deemed to be defamatory, obscene, proprietary, or libelous with regard to any School-related business or policy, employee, student, or parent. Additionally, employees should exercise caution with regards to exaggeration, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations. Employees should weigh whether a particular posting puts his/her effectiveness as a School employee at risk. LVCS encourages employees to post only what they want the world to see. Imagine that students, their parents, or administrators will visit your site as most information is available to the general public even after it is removed from the site. Employees may not discuss students nor post images that include students.

Due to security risks, employees must be cautious when installing the external applications that work with the social networking site. At a minimum, it is recommended that all employees should have all privacy settings set to "Only Friends". The settings "Friends of Friends" and "Networks and Friends" open your content to a large group of unknown people, including students.

Personal or Professional Blogs

If you are developing a website or writing a blog that will mention LVCS, you must identify that you are an employee of the organization and that the views expressed on the blog or web site are yours alone and do not represent the views of LVCS. Unless given permission by your Executive Director, you are not authorized to speak on behalf of LVCS or to represent that you do so. If you are developing a site or writing a blog that will mention LVCS, as a courtesy to the organization, please let your Executive Director know in advance of publication. Your Executive Director may choose to visit your blog or social networking site from time to time.

You may not share information that is confidential and proprietary with regard to LVCS. This includes, but is not limited to, information about curriculum, School dynamics, School programs, future goals, or current challenges within the organization. These are given as examples only and do not cover the range of what LVCS considers confidential and proprietary. If you have any questions about whether information has been released publicly or doubts of any kind, speak with your Executive Director and Human Resources.

When writing a blog or participating in any other social networking site, employees should speak respectfully about LVCS and our current and potential employees, students, parents, and competitors. Name-calling or behavior that will reflect negatively on the organization's reputation is discouraged. Note that the use of copyrighted materials, unfounded, harassing, libelous, or derogatory statements, or misrepresentation is not viewed favorably by LVCS and can result in disciplinary action, up to, and including termination.

All employees who engage in social networking may be legally liable for anything he/she writes or presents online. Employees can be disciplined, if appropriate, by LVCS for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

This policy should not be construed, and will not be applied, in a manner that violates employee rights under the National Labor Relations Act.

Employees may not comment on a student's blog or a student's other social networking commentaries.

Employees may not use trade names, or logos belonging to the School without express written permission of the Executive Director.

Failure to comply with LVCS' social media policy will result in disciplinary action, up to, and including, immediate termination.

EQUIPMENT POLICY

LVCS attempts to provide all staff members with the equipment and supplies needed to do their job. Providing equipment is a great expense to the School. It is expected that everyone will protect and care for all equipment and supplies issued to them. Staff members are responsible for the cost of lost, stolen, or broken items issued to them including: keys, textbooks, teacher guides, laptops,

and any other equipment that may be assigned to them if the loss is due to willful misconduct or gross negligence.

Laptop Computers

Each staff member assigned a laptop for professional use shall be required to sign a laptop Agreement Form and will be charged for any damages, loss or theft to the laptop caused by willful misconduct or gross negligence.

Although issued to an individual employee, all computing devices are considered the personal property of the primary organizational unit to which the receiving employee belongs and shall be returned upon termination of employment with the School, after reassignment of job duties or immediately upon request at any time by an official of the School.

Employees are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use of such equipment. Such precautions shall include, but not be limited to the following:

- Keep the computing device in a locked and secured environment when not being used;
- Do not leave the computing device for prolonged periods of time in a vehicle, especially in extreme temperatures;
- Keep food and drinks away from all computing devices and work areas;
- Do not leave the computing device unattended at any time in an unsecured location (e.g., an unlocked empty office); and
- Keep the computing device in sight at all times while in public places, such as public transportation, airports, restaurants, etc. Should an employee's computing device be lost or stolen, the employee must:
 - Immediately report the incident to his/her immediate supervisor and IT.
 - Obtain an official police report documenting the theft or loss; and
 - Provide a copy of the police report to his/her immediate supervisor, or Executive Director and IT.

If the employee fails to adhere to these procedures, the employee may be held legally and financially responsible to the School for the replacement of such equipment.

The School is under no legal, financial or other obligation to provide for a replacement computing device to any employee whose device is lost, stolen or damaged.

There is no expectation of privacy in School equipment. The School may add security and other tracking technology to any and all computing devices issued by it and any and all such usage is subject to management review, monitoring, and auditing by the School. Other audits may be performed on the usage and internal controls as deemed necessary.

Non-compliance with any policies or procedures regarding Employee Computers and Portable Computing Devices issued by the School will result in appropriate disciplinary action and/or reimbursement of any and all costs to the School.

CELL PHONE POLICY

Personal cell phone use is not permitted while you are working, if you are required to report to a specific location. Cell phones should be turned off and stored with your other personal belongings while you are working.

If you are required to perform business on a cell phone for LVCS while driving, you must utilize the hands-free option on the cell phone or a headset/earpiece device. Sending, writing, or reading text based communications on your cell phone while driving a School vehicle or your own vehicle to conduct School business is prohibited. Text based communications include, but are not limited to, text messages, instant messages, and email.

If you are assigned a School cell phone to conduct School business, please notify your supervisor if the cell phone is misplaced, stolen, or damaged. Personal calls, received or placed, are not allowed on School cell phones.

Telephone Calls and Texting

While at work and during staff meetings, the employee's undivided attention is expected. Cell phones, texting, and pagers are not allowed so that the activities or discussion are not disturbed. Employees should wait to make personal phone calls during breaks.

NO SOLICITATION/DISTRIBUTION POLICY

In order to minimize non-work-related activities that could interfere with providing quality education, teamwork, and safety, LVCS has established the following policy concerning solicitation and the distribution of written materials other than those directly related to the School's business.

Non-employees may not solicit or distribute written materials of any kind at any time on premises that are owned, leased, operated, managed, or controlled by LVCS.

Employees may not solicit other employees during the workday when either the person doing the solicitation or the person being solicited is engaged in or required to be performing work tasks.

Employees may not distribute written materials of any kind during the workday when either the distributing employee or the employee receiving the materials is engaged in or required to be performing work tasks.

Additionally, distribution of written materials of any kind by LVCS employees is prohibited at all times in all working areas on School premises.

Employees may solicit other employees when both parties are on non-work time. Employees may distribute written materials in non-work areas during non-work time.

The sole exceptions to this policy are charitable and community activities supported and approved by LVCS.

School bulletin boards are the only areas where any merchandise or notices may be placed. Such items must meet the guidelines established by the School. LVCS must approve any postings prior to posting.

LVCS reserves the right to discontinue any solicitation or distribution if the activities become disruptive to employees or the efficient operation of the School's business.

Employees are required to leave School premises and other work areas at the completion of their workday. Employees are not permitted to enter or remain on School premises or work areas unless the employee is on duty, scheduled for work, coming to or departing from scheduled work, or otherwise has specific authorization from their supervisor.

Definitions

School "premises": property owned, leased, operated, managed, or controlled by the School, including buildings, parking lots, and play areas that the School has the right to use exclusively or in common with others, vehicles owned or operated by the School.

Work time: any time when employees are engaged in or required to be performing work tasks. Work time does not include break periods, meal times, or other periods during the workday when employees are properly not engaged in performing their work tasks.

Work areas: all areas controlled by the School where employees are performing work, except cafeterias, employee break areas, and parking lots (non-work areas).

Employee Responsibility

If you have a need to solicit and/or distribute materials on School premises, it must be in compliance with this policy. If you have questions, talk with Human Resources. If solicitation or distribution is conducted within the parameters of this policy, the manner of activities must not harass or intimidate other employees. If you are subjected to such behavior at any time, report the activity to your supervisor. If solicitation or distribution occurs while you are working, report the activity to your supervisor.

ANTI -NEPOTISM POLICY

Policy Statement

It is the policy of LVCS to avoid Nepotism, which means to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts of interest, or management disruptions exist due to a relationship between a LVCS decision-maker and his or her Family Member. This policy is to ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace and to avoid the potential for problems of actual or perceived favoritism, conflicts in loyalty, discrimination, and appearances of impropriety or conflict of interest. This policy applies to all LVCS board members, employees, individual consultants hired or retained by LVCS, and School Services Providers hired or retained by LVCS.

Relationships between LVCS board members, employees, consultants, or School Services Providers are permissible under the following circumstances:

- (a) Family Members of LVCS board members, employees, individual consultants, or School Services Providers shall not be hired for or retained in an employment position if one Family Member would have the authority or be in a position to directly supervise, hire, or discharge the other.
- (b) Any time a board member, employee, individual consultant, or School Services Provider is a Family Member of another, the relationship shall not result in an adverse impact on work productivity or performance. The determination of whether there is an adverse impact shall be in the discretion of the supervisor(s) of the employee(s), consultant(s), or School Services Provider(s), or in the case of a board member, in the discretion of the LVCS board of directors.
- (c) Any time a board member, employee, individual consultant, or School Services Provider is a Family Member of another, the relationship shall not create an actual conflict of interest under the law, and shall not create a detrimental perceived conflict of interest. The determination of whether there is a detrimental perceived conflict of interest shall be in the discretion of the supervisor(s) of the employee(s), consultant(s) or School Services Provider(s), or in the case of a board member, in the discretion of the LVCS board of directors.

Definitions

“Family Members” include an employee's parent, child (natural, adopted, or legal guardianship), spouse, domestic partner, brother, sister, grandparent, grandchild, step-relationships within the preceding categories, brother-in-law, sister-in-law, son-in-law, daughter-in-law and father-in-law.

“Nepotism” describes a work-related situation in which there is the potential for favoritism toward a Family Member (such as giving a job, promotion, biased performance reviews, or more favorable working conditions) on the basis of the familial relationship.

“School Services Provider” shall mean any provider of school services to LVCS, and in the case of an organization shall mean be the responsible individual at such organization that provides school services to LVCS.

Procedures

When a Family Member of a current LVCS board member, employee, individual consultant, or School Services Provider applies to become a board member or employee, or requests to be a consultant or School Services Provider, the Family Member’s application/request must be denied if a conflict under this policy exists (*e.g.*, if one Family Member would have the authority or be in a position to directly supervise, hire, or discharge the other). Special circumstances may be reviewed by the Board in the event that LVCS’ best interests would be served otherwise.

When a Family Member of a current LVCS board member, employee, individual consultant, or School Services Provider applies for a transfer to a new employment position within LVCS, the

Family Member's application must be evaluated to determine whether a conflict under this policy exists. If a conflict exists, the application for transfer must either be denied or one of the Family Members must seek a position transfer to avoid the conflict, if any such opportunity exists. In the event that no such opportunity exists, the application for transfer must be denied.

In implementing this policy, it is permissible to ask an applicant, potential consultant, or School Services Provider to state whether he or she has a Family Member who is presently employed by or on the board of LVCS, but such information may not be used as a basis for an employment decision except as stated herein.

When a relationship that creates a conflict with this policy occurs during employment, LVCS will attempt to arrange a transfer or change in position/duties to eliminate the conflict. If a suitable transfer/change in position/duties is not available, one of the employees may be separated from service. Every attempt will be made to effect transfer or separation on the basis of agreement between the employees involved and LVCS. If a mutual agreement is unattainable, the Board will determine, in LVCS' best interest, which employee is to be transferred or separated.

Responsibilities

The Executive Director or designee shall coordinate with the current employee's direct supervisor to develop appropriate plans to ensure that a Family Member's employment does not conflict with this policy. If the situation cannot be resolved by a transfer, then the Executive Director or designee will deny the application for employment. Special circumstances may be reviewed by the Board in the event that LVCS' best interests would be served by the employment of a Family Member.

The Executive Director or designee shall investigate reports of Nepotism and take appropriate action. Employees are required to disclose changes in their personal situations to the Executive Director or designee which may be covered by this policy. Supervisors may inquire about the family relationship between employees to determine the appropriateness of the working relationship under this policy. The Board shall make the final determination concerning potential conflicts with this policy involving the Executive Director.

VIOLENCE IN THE WORKPLACE

LVCS has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, bullying, and/or coercion, which involve or affect LVCS or which occur on LVCS property will not be tolerated. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on LVCS premises, regardless of the relationship between LVCS and the parties involved
- All threats or acts of violence occurring off LVCS premises involving someone who is acting in the capacity of a representative of LVCS

Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual
- Threatening an individual or his/her family, friends, associates, or property with harm
- Intentional destruction or threatening to destroy LVCS property
- Making harassing or threatening phone calls
- Harassing surveillance or stalking (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapons

LVCS' prohibition against threats and acts of violence applies to all persons involved in LVCS' operation, including but not limited to all personnel, contract, unpaid interns, volunteers and temporary workers, and anyone else, including parents on LVCS property. Violations of this policy by any individual on LVCS property will lead to disciplinary action, up to and including termination and/or legal action as appropriate. All employees are encouraged to report incidents of threats or acts of physical violence of which they are aware to their supervisors to their Executive Director and Human Resources.

If an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should contact the law enforcement authorities by dialing 911. Immediately after contacting the law enforcement authorities, the employee must report the

There will be no retaliation against any employee who brings a complaint in good faith under the Violence in the Workplace Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

SECTION 11 – STANDARDS OF CONDUCT

PERSONAL STANDARDS

Each employee must be neatly groomed and wear clothing that is professional and appropriate for the employee's position. Your Executive Director or immediate supervisor will inform you of any special clothing requirements. Employees will not be permitted to wear clothing or otherwise present an appearance that may cause disruption, be taken as offensive, or reduce productivity.

Consult your supervisor if you have any questions regarding appropriate attire.

TEACHER-STUDENT INTERACTIONS

Boundaries Defined

For the purposes of this policy the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a student-teacher relationship is deemed an abuse of power and a betrayal of public trust.

Acceptable and Unacceptable Behavior

Some activities may seem innocent from a staff member's perspective, but some of these activities can be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, inappropriate or sexual misconduct.

Staff members must understand their own responsibilities for ensuring they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

Unacceptable Behaviors

These lists, and any subsequent lists, are not meant to be all-inclusive, but rather illustrative of the types of behavior addressed by this policy.

- Giving gifts to an individual student that are of a personal and intimate nature
- Kissing of ANY kind
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres

- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator
- Listening to or telling stories that are sexually oriented
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from school or school activities without parental permission
- Being alone in a room with a student at school with the door closed
- Allowing students in your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or other responsible adult
- Remarks about the physical attributes or physiological development of anyone
- Excessive attention toward a particular student
- Sending emails, text messages, Facebook responses, or letters to students if the content is not about school activities

Acceptable and Recommended Behaviors

- Obtaining parent's written consent for any school activity (exclusive of tutorials)
- Obtaining formal approval (site and parental) to take students off school property for activities such as field trips or competitions
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via school-based technology and equipment)
- Keeping the door open when alone with a student
- Keeping reasonable and appropriate space between you and the student
- Stopping and correcting students if they cross your own personal boundaries
- Keeping parents informed when a significant issue develops about a student
- Keeping after-class discussions with a student professional and brief
- Immediately asking for advice from senior-staff or administration if you find yourself in a difficult situation related to boundaries

- Involving your supervisor in discussion about boundaries that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)
- Making detailed notes about an incident that in your best judgment could evolve into a more serious situation later
- Recognizing the responsibility to stop unacceptable behavior of students and/or co-workers
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career

Reporting

When any staff member becomes aware of another staff member, volunteer, guest or vendor having crossed the boundaries specified in this policy, or has a reasonable suspicion of misconduct, he or she must report the suspicion to their immediate supervisor, Human resources or the Executive Director promptly. Reasonable suspicion means it is based on facts which would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the School as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

Investigating

The School will promptly investigate and document the investigation of any allegation of sexual misconduct or inappropriate behavior, using such support staff or outside assistance, as it deems necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating administrator, and all other privy to the investigation, shall protect the privacy interests of any affected student(s) and/or staff member(s) including any potential witnesses, as much as possible.

Consequences

Staff members who have violated this policy will be subject to appropriate disciplinary action, and where appropriate, will be reported to authorities for potential legal action.

CUSTOMER & PUBLIC RELATIONS

The School's image in front of students, parents (i.e. our "customers") and the general public is critical to our success. All employees are expected to be prompt, polite, courteous and attentive to our customers and the public. It is possible an employee may come into contact with a

dissatisfied or hostile individual based on the nature of the employee's work. If this happens, you should immediately notify your supervisor, Human Resources, or the Executive Director. We will absolutely not tolerate conduct toward our customers or the general public that might be interpreted as unlawful discrimination or harassment. Human resources will open an investigation into the instance and document any findings. After the investigation has concluded the report and the findings will be filed with Human Resources. If you witness conduct in violation of this policy, you should immediately bring it to the attention of your supervisor or the Executive Director. A Report will be created and documentation will be filed with Human Resources.

PROHIBITED CONDUCT

The following is a list of conduct that is prohibited and will not be tolerated by the School. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by the School.

- Falsification of employment records, employment information, or other School records
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's
- Theft, deliberate or careless damage, or loss of any School property or the property of any employee or customer
- Provoking a fight or fighting during working hours or on School property
- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive
- Carrying firearms or any other dangerous weapons on School premises at any time or while acting on behalf of the School
- Violation of the Substance and Alcohol policy
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of administration, or the use of abusive or threatening or abusive language toward a supervisor or member of administration
- Unreported absence on scheduled workdays unless otherwise excused
- Excessive tardiness or absenteeism unless otherwise excused
- Unauthorized use of School equipment, time, materials, facilities, or the School name
- Sleeping or malingering on the job
- Failure to observe working schedules, including the required rest and meal periods

- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited
- Distributing unauthorized literature or any written or printed material during working time or in work areas (“Working time” does not include your meal and break periods.)
- Failure to timely notify your supervisor when you are unable to report to work
- Failure of an employee to obtain permission to leave work for any reason during normal working hours
- Abuse of sick leave
- Violation of the Communications Policy
- Failure to provide a physician’s certificate when requested or required to do so
- Violating the School’s Personal Standards or dress code
- Breaching confidentiality
- Making derogatory racial, ethnic, religious, or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours
- Violation of any safety, health, security, or School rule
- Negligence or other conduct leading to the endangerment of harm of a child or children
- Working overtime without authorization or refusing to work assigned overtime
- Unsatisfactory job performance
- Willfully or maliciously making false statements regarding any co-worker or submitting a complaint known to be false.

CONFIDENTIAL INFORMATION

It is important to the School to protect and preserve its trade secrets and confidential information. Confidential information includes, but is not limited to, student information, all student lists, techniques and concepts, marketing plans, design specifications, design plans, strategies, forecasts, bid plans, bid strategies, bid information, contract prices, new products, software, computer programs, writings, and all know-how and show-how whether or not protected by patent, copyright, or trade secret law.

The School prohibits audio or video recordings in the workplace, during working hours, without authorization of the School due to privacy and confidentiality concerns and protections.

The School devotes significant time, energy, and expense to develop and acquire its trade secrets and confidential information. As an employee of the School you will, during the course of your employment, have access to and become familiar with various trade secrets and confidential information that are owned by the School. An employee shall not, directly or indirectly, disclose or use any of the foregoing information other than for the sole benefit of the School, either during the term of your employment or at any other time thereafter. This information shall not be disclosed except through normal channels and with authorization. Any and all trade secrets or confidential information shall be returned to the School during extended leaves of absence or upon termination.

During your employment with the School, you will not be permitted nor required to breach any obligation to keep in confidence proprietary information, knowledge, or data acquired during your former employment. You must not disclose to the School any confidential or proprietary information or material belonging to former employers or others.

Violations of this policy may result in disciplinary action, up to and including termination.

CONFLICTS OF INTEREST

All employees must avoid situations that result in actual or even potential conflicts of interest. Personal, social, and economic relationships with competitors, suppliers, customers, parents, or co-employees that may impair an employee's ability to exercise good judgment on behalf of the School or which give the appearance of such impairment create an actual or potential conflict of interest. For example, romantic or personal relationships between a supervisor and subordinate employee can lead to supervisory problems, claims of harassment, and morale problems.

Any employee involved in such situations or relationships must immediately and fully disclose the nature of the situation or relationship to the Executive Director so a determination can be made as to whether an actual or potential conflict exists, and if so, how to correct the situation.

LVCS expects employees to devote their best efforts to the interests of our school. LVCS recognizes your right to engage in activities outside of your employment, which are of a private nature and unrelated to our business. However, outside activities (second jobs, side businesses, clubs, etc.) must not interfere with your ability to fully perform your job duties at LVCS or create a conflict of interest with your statutory duty of loyalty to the School. The School prohibits employees from working with another School or external organization that competes with LVCS whether as a regular employee or as a consultant.

If you have any questions whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact the Executive Director to obtain advice on this issue. A violation of this policy will result in immediate and appropriate discipline, up to and including, immediate termination.

This policy is in addition to LVCS' Revised Nonprofit Conflict of Interest Policy and Conflict of Interest Code.

Outside Employment

If you are a full time employee we expect that you devote your full professional effort to your position at LVCS. If you wish to participate in outside work activities you are required to obtain written approval from the Executive Director prior to starting those activities. Approval will be granted unless the activity conflicts with LVCS' interests. In general, outside work activities are not allowed when they:

- Prevent you from performing work for which you are employed at LVCS.
- Involve organizations that are doing or seek to do business with LVCS including actual or potential vendors.
- Violate provisions of law or LVCS policies or rules.
- When the employee is on a medical leave (FMLA/CFRA/PDL or any other medical leave).

Your obligations to LVCS must be given priority. Full time employees are hired and continue employment with the understanding that LVCS is their primary employer and that other employment, commercial involvement or volunteer activity that is in conflict with the business interests of the school is strictly prohibited.

POLICY REGARDING INCONSISTENT, INCOMPATIBLE OR CONFLICTING EMPLOYMENT, ACTIVITY OR ENTERPRISE BY SCHOOL PERSONNEL

Policy Statement

It is the policy of LVCS that its officers and employees may not engage in any outside activity, employment, or enterprise for compensation which is inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of LVCS. During working hours or on school premises, officers or employees shall not engage in political or religious activities, or recruit or solicit students or members of the public for political or religious activities.

An officer's or employee's outside activity, employment, or enterprise for compensation shall be determined to be inconsistent, incompatible with, or in conflict with, his or her duties as an officer of employee of LVCS if any of the following apply:

1. It involves the use of LVCS time, facilities, equipment, supplies, or the officer's or employee's position or influence with LVCS, for private gain or advantage.
2. It involves receipt or acceptance by the officer of employee of any money or other consideration for the performance of an act that would otherwise be required within the scope of the officer or employee's duties with LVCS.
3. It involves the performance of an act as part of the outside activity that involves services performed for LVCS.

4. It affects the officer's or employee's work hours, interferes or conflicts with the officer's or employee's job duties, raise any ethical or conflict of interest concerns, or create any conditions that impact the officer's or employee's job performance.

Officers and employees may not use LVCS' name, logo, supplies, equipment or other property in connection with any outside activities.

Procedure

In the event that an officer or employee believes that an outside activity for compensation may be inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of LVCS, the officer or employee shall obtain a written determination of the Executive Director or his or her designee that the outside activity is not in violation of this policy before engaging in such activity.

EXPENSE REIMBURSEMENT POLICY

LVCS will reimburse employees for certain reasonably necessary business expenses incurred in the furtherance of LVCS business. In order to be eligible for reimbursement, employees must follow the protocol set forth in the school's relevant fiscal and accounting policies and procedures. In general, the immediate supervisor must have previously approved all expenses, prior to the employee spending money. All receipts pertaining to the reimbursement must be original and detailed, and should be submitted to the appropriate supervisor for review and approval, prior to submission for final approval and payment.

POLICY CONFIRMING RESTRICTION ON THE PROVISION OF FUNDS OR OTHER THINGS OF VALUE TO STUDENTS, PARENTS OR GUARDIANS

Policy Statement

It is the policy of LVCS that LVCS shall not provide any funds or thing of value to any student or his or her parent or guardian that a school district could not legally provide to a similarly situated student, or his or her parent or guardian. LVCS does not and shall not provide, for example, "sign up bonuses" to parents or guardians or other incentives unrelated to education.

Additionally, a student, parent or guardian shall not use his or her status as a student, parent or guardian with LVCS in order to obtain funds or thing of value from LVCS. For example, this policy prohibits an individual from utilizing his or her status as a parent or guardian to obtain a vendor contract with LVCS for compensation. It also prohibits an individual from utilizing his or her status as a parent or guardian to refer or encourage any students enrolled in LVCS, or their parents or guardians, to select that individual or his or her company or another provider of services, in connection with the student's education at LVCS, resulting in the individual's receipt of funds or thing of value from LVCS.

Procedures

The prior approval of the Executive Director or his or her designee must be obtained for any of the following in order to ensure that it does not conflict with this policy:

1. Any funds or thing of value provided to a student, parent or guardian which has not previously been approved. This applies in any situation in which a student, parent or guardian would any funds or thing of value, whether in their capacity as a student, parent, guardian, vendor, service provider or other circumstance.
2. Any proposed incentive to be offered to students or parents.

In requesting approval, the educational purpose of any such funds, thing of value or incentive must be provided to the Executive Director or his or her designee.

SECTION 12 – SAFETY

SUBSTANCE AND ALCOHOL POLICY

It is the intent of LVCS to promote a safe, healthy and productive work environment for all employees. The School recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions, employees' health, efficient operations, or School success.

For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, marijuana (including medicinal marijuana and marijuana vaping or other recreational marijuana use), and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). "Drug paraphernalia" means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. "Under the influence" means that the employee is affected by alcohol, prescription medication that impairs cognitive or physical functions, and/or illegal drugs in any detectable manner.

The School complies with all Federal and State regulations regarding drug use while on the job. This policy prohibits the following:

- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol during working hours, including meal and break periods, or in the presence of pupils;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol on School property at any time;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol while attending a School function or event;
- Storing alcohol (if unauthorized), illegal drugs, or drug paraphernalia in a locker, desk, automobile, or other repository on the School's premises;
- Refusing to submit to an inspection or testing when requested by administration;
- Being under the influence of illegal drugs, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on the School's premises and/or attending a School function or event.

Employees taking physician-prescribed medications, which impairs the employee's job performance, (including medical prescribed marijuana) should not report to work. In addition, if you are required to take any kind of prescription or nonprescription medication that will affect your ability to perform your job, you are required to report this to Human Resources. Human Resources will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect your safety and the safety of other employees and students. Employees taking physician-prescribed medication which will not impair their job performance

may be required to present a statement from the prescribing physician to the employee's supervisor indicating the duration of the prescription and stating that the use of the prescription will not impair the employee's ability to perform his or her specific job duties. This policy does not require or request the prescribing physician or the employee to identify any prescription drug or the medical condition for which it is prescribed. No employee shall use or have in his or her possession on the School premises any prescription medication other than medications currently prescribed by a physician for the employee.

This policy will not be construed to prohibit the use of alcohol at social or business functions. However, employees must remember their obligation to conduct themselves appropriately at all times while at School-sponsored functions or while representing the School.

The School may at times conduct unannounced searches of School property for alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with any other School-related policy. As a result, employees do not have an expectation of privacy in this regard.

Violation of this Substance and Alcohol Policy may result in disciplinary action, up to and including termination, at the School's sole discretion.

Employees should be aware that participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

Compliance with this Substance and Alcohol Policy is a condition of employment at the School. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection, or follow any prescribed course of substance abuse treatment will result in discipline, up to and including termination.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, the School may report such illegal drug activities to an appropriate law enforcement agency.

The School may require a test by intoxicator, blood test, urinalysis, medical examination of those persons whom the School reasonably suspects of using, possessing, or being under the influence of a drug or alcohol or is acting in such manner that they may harm themselves or another employee.

Any refusal to submit to such testing will be considered a positive screen. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination for a first refusal or any subsequent refusal. The School shall determine the manner in which such testing is conducted with the goal being to ensure that the test results are accurate.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee or other employees was jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

SMOKING

All School buildings and facilities are non-smoking facilities. This includes nicotine and non-nicotine cigarettes including (herbal cigarettes) as well as e-cigarettes, vaping and/or pipes (both tobacco and marijuana products). Smoking is prohibited within 20 feet of a school building and within 25 feet of a school playground or event location.

PARKED VEHICLES

Employees are responsible for their own parked vehicles and the personal possessions within while parked on LVCS property. Be cautious: keep school property and/or personal possessions out of sight and lock your car. Insuring your vehicle and personal property against loss and damage is recommended for your protection.

PERSONAL AUTOMOBILE

Employees who use their own automobiles for travel on authorized school business will be reimbursed for mileage at the rate established by the Internal Revenue Services and in accordance with the School's Reimbursement policies. Employee must have prior supervisory approval for the use of personal vehicles and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

PERSONAL PROPERTY

LVCS cannot be responsible and will assume no liability for any loss or damage to employee personal property resulting from theft, fire, or any other cause on LVCS' premises, including the parking area, or away from school property while on school business. LVCS employees are prohibited from using personal property for work-related purposes unless approved in advance by the Executive Director.

SAFETY POLICY

LVCS is firmly committed to maintaining a safe and healthy working environment. All employees of the School are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Report all unsafe conditions or hazards to your supervisor or Executive Director immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on School premises, or in a product, facility, piece of equipment, process, or business practice for which the School is responsible, bring it to the attention of your supervisor or Executive Director immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact the Executive Director regarding the problem.

All workplace injuries and illnesses must be immediately reported to your supervisor and Human Resources.

LVCS has in place a written Injury and Illness Prevention Program as required by law. It is located in the main office for review.

ERGONOMICS

LVCS has invested in providing a work environment that is safe for all employees. To lessen the risk of ergonomic hazards, the School will make necessary adjustments to an individual's workstation, educate employees on ergonomic safety, and modify processes when deemed necessary to ensure the well-being and safety of our employees. You should report any ergonomic concerns to your Executive Director.

CHEMICAL EXPOSURE WARNING

Employees should be aware that work areas might contain chemicals known to the State of California to cause cancer or to cause birth defects or other reproductive harm. If you have any questions or concerns about possible chemical exposure in your work area, contact your Executive Director.

SECTION 13 – TERMINATION

VOLUNTARY TERMINATION

LVCS will consider an employee to have voluntarily terminated his or her employment if the employee does any of the following: (1) elects to resign from LVCS; (2) fails to return from an approved leave of absence on the date specified without notifying the school for the need for continued leave including failure to communicate with the School; or (3) fails to report for work without notice to LVCS for three consecutive work days. LVCS requests that employees provide at least two weeks written notice of a voluntary termination. All LVCS property must be returned immediately upon terminating employment. LVCS retains the right to accept resignation immediately and pay the amount of straight time compensation an employee would have earned in lieu of further performance.

INVOLUNTARY TERMINATION

An employee may be terminated involuntarily for, among other reasons, poor performance, misconduct or other violations of LVCS' Rules of Conduct as set forth herein. Notwithstanding the foregoing, or anything else contained in this handbook, LVCS reserves the right to terminate any employee at any time, with or without advance notice and with or without cause.

EXIT INTERVIEWS

All employees who leave employment at LVCS may be asked to take part in an exit interview with their supervisor to communicate their challenges and growth while employed at LVCS. Information shared during an exit interview will be treated as confidential to the extent possible.

VERIFICATION AND REFERENCE POLICY

All requests for employment verification, references or personal information verification or disclosures must be directed to Human Resources. Only Human Resources is authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees.

With respect to verification requests, LVCS will disclose only the dates of employment and the title of the last position held. LVCS will verify or disclose additional information about the employee only if the employee provides written authorization for LVCS to provide the information. However, LVCS will provide information about current or former employees as required by law or court order. LVCS will not provide any letters of reference for current or former employees. Please refer all questions about this policy to Human Resources.

COVID-19 RELATED EMPLOYMENT LEAVE POLICIES

EMERGENCY PAID SICK LEAVE (“COVID-PSL”)

1. **Purpose**

Lake View Charter School (“School”) enacted this policy in accordance with the Families First Coronavirus Response Act (“FFCRA”) to provide emergency paid sick leave (“COVID-PSL”) to eligible employees.

2. **Eligible Employees**

All employees (including part-time and temporary employees) who work for the School are eligible to use COVID-PSL beginning on the first day of employment as set forth in this policy.

3. **Definitions**

For purposes of this policy, the following definitions are incorporated:

“Caring for an individual” relates to the care for an employee’s immediate family member, a person who regularly resides in the employee’s home, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she were quarantined or self-quarantined.

“Health care provider” means a doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices; or any other health care provider as authorized by statute.

“Seeking a medical diagnosis” for COVID-19 is limited to time the employee is unable to work or telework because the employee is experiencing symptoms such as a fever, dry cough, shortness of breath or any other symptoms identified by the U.S. Centers for Disease Control and Prevention and the employee is taking affirmative steps to obtain a medical diagnosis, such as making, waiting for, or attending an appointment for a test for COVID-19.

The definitions of “child care provider,” “school,” and “son or daughter” are the same as those set forth in the School’s E-FMLA policy below.

4. **Permitted Use**

Eligible employees may use COVID-PSL to take paid time off if an employee is unable to work (or telework) due to any of the six qualifying reasons set forth below:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.

2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19. This includes situations in which the employee has been advised to self-quarantine because the employee has COVID-19, it is believed the employee may have COVID-19 due to known exposure or symptoms or the employee is deemed particularly vulnerable to COVID-19.
3. The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in subparagraph (2).
5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID–19 precautions. This may be taken if no other suitable person is available to care for the child during the period of the leave.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

5. **Hours of Paid Leave Received**

Full-time employees are entitled to 80 hours of COVID-PSL.

Part-time employees are entitled to the number of hours they work on average over a two-week period. For those with varying schedules, the School will determine the number of hours, which generally includes a backward looking calculation of hours worked in the previous six months.

6. **Caps on Amount of Paid Leave Received**

For qualifying reasons 1-3, the employee will receive their regular rate of pay up to \$511 daily and an aggregate total of \$5,110. For qualifying reasons 4-6, the employee will receive their regular rate of pay up to \$200 daily and an aggregate total of \$2,000.

7. **Limits on Use**

COVID-PSL is only available for use while qualifying reasons exist or through December 31, 2020, whichever is earlier. If an otherwise eligible employee received COVID-PSL from a prior employer, the employee may not be entitled to COVID-PSL under this policy.

8. **Intermittent Leave**

If the School and the employee agree, an employee may take the leave intermittently for any qualifying reason.

9. **Use Of Paid Benefits**

Employees may elect to use other accrued unused School paid leave benefits pursuant to those applicable policies before using COVID-PSL, although employees are not required to do so. If the School and the employee agree, employee's accrued unused paid benefits through applicable School policies may supplement the amount the employee receives under COVID-PSL up to the full amount of the employee's regular compensation for time taken off under this policy.

10. **Maintenance of Health Benefits**

The School will provide continued coverage under the School's group health plan if employee participates in the group health plan at the time leave is taken. The employee is responsible for paying the same portion of the premium costs the employee paid prior to COVID-PSL. Unless otherwise noted, the employee's portion of contributions will be deducted from the employee's pay.

11. **Notification**

The employee must completely fill out and submit a Request for Leave Form and provide reasonable advance notification of the need to use COVID-PSL, if foreseeable. Additional documentation supporting the need for leave may be requested. If the need to use COVID-PSL is not foreseeable, the employee must submit the Request for Leave Form as soon as practicable. However, *paid* leave may not be provided until the requested certification is submitted and approved. If you need assistance in completing or submitting your form, please contact Human Resources.

12. **Termination**

Employees will not receive pay in lieu of unused COVID-PSL. Unused COVID-PSL will not be paid out upon termination.

13. **No Discrimination or Retaliation**

The School prohibits discrimination or retaliation against employees for using their COVID-PSL.

This COVID-PSL policy may be modified, altered, or otherwise amended or deleted in the School's sole and absolute discretion.

EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT ("E-FMLA")

14. **Purpose**

Lake View Charter School ("School") enacted this policy in accordance with the Families First Coronavirus Response Act ("FFCRA") to provide paid time off to eligible employees for qualifying child care reasons.

15. **Eligible Employees**

All employees (including part-time and temporary employees) who work for the School for a minimum of 30 days are eligible to use E-FMLA as set forth in this policy.

16. **Definitions**

For purposes of this policy, the following definitions are incorporated:

“Child care provider” means a provider who receives compensation for providing child care services on a regular basis, including an ‘eligible child care provider’ (as defined in section 658P of the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858n).

“Public health emergency” means an emergency with respect to COVID-19 declared by a Federal, State or local authority.

“School” means an ‘elementary school’ or ‘secondary school’ as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

“Son or Daughter” is the employee’s own child, which includes a biological, adopted, foster child, stepchild, a legal ward, or a child for whom you are standing in loco parentis who is under the age of 18 years of age; or 18 years or older who is incapable of self-care because of a mental or physical disability.

17. **Permitted Use**

Eligible employees may use E-FMLA if they are unable to work (or telework) due to a need for leave to care for their son or daughter if their child’s school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency. This may be taken if no other suitable person is available to care for the child during the period of the leave.

18. **Paid Leave Received**

Employees are entitled to up to twelve weeks of time off under E-FMLA. The first two weeks are unpaid, but may be paid if the employee elects to use COVID-PSL or other applicable School paid benefits during this time. The remaining ten weeks are paid at two-thirds of the employee’s regular rate of pay, up to a daily maximum of \$200 and an aggregate total of \$10,000. The amount paid is also based on the number of hours the employee would otherwise normally be scheduled to work.

Part-time employees are entitled to the number of hours they work on average over a two-week period. For those with varying schedules, the School will determine the number of hours, which generally includes a backward looking calculation of hours worked in the previous six months.

19. **Limits on Use**

E-FMLA is only available for use while qualifying reasons exist or through December 31, 2020, whichever is earlier. Please also note that any time off for FMLA reasons during the relevant period will count against remaining availability of E-FMLA. For instance, if an employee took

three weeks of FMLA during the relevant time period, the employee will have nine weeks available under E-FMLA for use. In this example, the first two weeks of the available nine weeks would be unpaid and the remaining seven weeks would be paid in accordance with the above calculations.

20. **Intermittent Leave**

If the School and the Employee agree, an employee who needs time off for E-FMLA, may take time off intermittently.

21. **Use Of Paid Benefits**

After the first two workweeks (10 work days), employees may elect to use, or the School may require the use of, other applicable accrued unused School's paid leave benefits concurrently with E-FMLA. If the School and the employee agree, employee's accrued unused paid leave benefits through the School may supplement the employee's two-thirds pay pursuant to E-FMLA up to the full amount of the employee's regular compensation for time taken off under this policy.

22. **Maintenance of Health Benefits**

The School will provide continued coverage under the School's group health plan if the employee participates in the group health plan at the time leave is taken. The employee is responsible for paying the same portion of the premium costs the employee paid prior E-FMLA. Unless otherwise noted, the employee's contribution portion will be deducted from the employee's pay. The School will provide instructions to employees as their payment for benefit contributions during any unpaid time off under E-FMLA.

23. **Notification**

The employee must completely fill out and submit a Request for Leave Form and provide reasonable advance notification of the need to use E-FMLA, if foreseeable. Documentation from the employee's school or child care provider regarding the closure or unavailability must be submitted with the Request for Leave Form.

If the need to use E-FMLA is not foreseeable, the employee must submit the Request for Leave Form as soon as practicable. However, *paid* leave may not be provided until the requested certification is submitted and approved. If you need assistance in completing or submitting your form, please contact Human Resources.

24. **Termination**

Employees will not receive pay in lieu of unused E-FMLA. Unused E-FMLA will not be paid out upon termination.

25. **Restoration to Position**

Generally, an employee who takes E-FMLA leave shall be entitled, upon return from such leave, to be restored either (A) to the position of employment held by the employee when the leave commenced; or (B) to an equivalent position with equivalent employment benefits, pay and other

terms and conditions of employment. In accordance with applicable law, restoration to a position may not be possible if certain conditions exist which include, but are not limited to, economic conditions or other changes in operating conditions of the School that affect employment and are caused by a public health emergency.

26. **No Discrimination or Retaliation**

The School prohibits discrimination or retaliation against employees for requesting or using E-FMLA.

27. **Other**

Please note that under certain circumstances, the School may be exempt from the requirements of E-FMLA. In addition, employees may be eligible for time off under the School's FMLA policy if the employee has a serious health condition related to COVID-19, or to care for the employee's spouse, son, daughter or parent with a serious health condition related to COVID-19.

Other terms and conditions of FMLA may apply to this leave. Please see Human Resources for additional information.

This E-FMLA policy may be modified, altered, or otherwise amended or deleted in the School's sole and absolute discretion.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have received a copy of Lake View Charter School's ("LVCS") Employee Handbook, on the date indicated below and agree to my at-will employment as described below. I acknowledge that it is my responsibility to read and review the Employee Handbook carefully. I also acknowledge that it is my responsibility to ask for clarification if I do not understand any of the policies included in the Employee Handbook.

I understand that the Employee Handbook contains important information regarding LVCS' expectations, policies and guidelines and that I am expected to comply with these expectations, policies and guidelines at all times. I understand that the Employee Handbook does not provide a binding contract, but provides guidelines for personnel concerning some of LVCS' policies.

In particular, I have read and understand LVCS' Anti-Nepotism Policy, Policy Regarding Inconsistent, Incompatible or Conflicting Employment, Activity or Enterprise by School Personnel, Policy Confirming Restrictions on the Provision of Funds or Other Things of Value to Students, Parents or Guardians, and restrictions and procedures to avoid Conflicts of Interest.

Just as I am free to terminate the employment relationship with LVCS at any time, LVCS, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me at any time for any or no reason and with or without notice. Further, there is no agreement, express or implied, written or verbal, between the employee and LVCS for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment. No one other than the Executive Director of LVCS, with the approval of the Board of Directors, has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Executive Director. This is the entire agreement between LVCS and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded. If I have an individually negotiated written employment agreement with LVCS, then the terms and conditions of that agreement will prevail to the extent it differs from the policies in this Handbook.

LVCS reserves the right to modify, alter, add to or delete any of the policies, guidelines or benefits contained in this handbook at any time with or without notice.

Other than LVCS Board of Directors, no other entity or person has the authority to modify this employee handbook.

Employee Name (print): _____

Employee Signature: _____

Date: _____