



Magnolia Public Schools

Regular Board Meeting

Date and Time

Monday June 29, 2020 at 5:30 PM PDT

Location

Teleconference: Dial: 1-312-584-2401 Code: 1948435#

All members of the public can participate by calling in using the numbers provided above.

In compliance with the Americans with Disabilities Act (ADA) and upon request, Magnolia Public Schools may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Members of the public who need special accommodations or translation are strongly encouraged to contact Magnolia Public Schools at least 24 hours in advance of the Board meeting so assistance can be assured.

Any public records relating to an agenda item for an open session which are distributed to all, or a majority of all, of the Board Members shall be available for public inspection. Magnolia Public Schools values public comment during Board meetings. For members of the public who would like to speak, we have speaker cards to be filled out prior to the beginning of the meeting. For teleconference meetings you can email us your request for public comment. We limit individual speakers to three (3) minutes and speakers with interpreters to six (6) minutes. For any questions regarding this meeting email contact@magnoliapublicschools.org or call 213-628-3634 Ext. 100.

Board Members:

Mr. Haim Beliak, Chair
Dr. Umit Yapanel, Vice-Chair
Dr. Salih Dikbas
Ms. Diane Gonzalez
Ms. Sandra Covarrubias
Mr. Serdar Orazov
Mr. Mekan Muhammedov

CEO & Superintendent:

Mr. Alfredo Rubalcava

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
Opening Items			
A. Call the Meeting to Order			1 m
B. Record Attendance and Guests			1 m
C. Approval of Agenda	Vote		1 m

D. Public Comments			5 m
II. Closed Session			5:38 PM
A. Public Announcement of Closed Session	FYI		
B. Conference with Legal Counsel-Potential Litigation- Two Matters	Discuss	A. Rubalcava	15 m
C. Public Employment: Chief Executive Officer and Superintendent	Discuss	H. Beliak	10 m
D. Report Out From Closed Session	FYI		3 m
III. Consent Items			6:06 PM
A. Approval of 2020-21 MPS Employee Handbook	Vote	S. Acar	2 m
B. Approval of Revised 2020-21 MPS Board Meeting Calendar	Vote	A. Rubalcava	1 m
IV. Action Items			6:09 PM
A. Approval of the COVID-19 Operations Written Reports for MSA 1-8, MSA-Santa Ana, and MSA-San Diego	Vote	D. Yilmaz	5 m
B. Approval of MPS Summer School Policy	Vote	E. Acar	5 m
C. Approval of 2020-2021 EPA Spending Plans for all MPS	Vote	N. Montijo	5 m
D. Certification of Assurances, Protected Prayer Certification, Application for Funding	Vote	N. Montijo	2 m
E. 2020-21 Magnolia Public Schools Budget Including Master List of Contracts over \$25,000	Vote	N. Montijo	20 m
F. Approval of CEO Metrics, Evaluation Measures, and Contract Renewal	Vote	H. Beliak	10 m
V. Information Items			6:56 PM
A. Overview of Annual Authorizer Oversight Reports	Discuss	D. Yilmaz	8 m
VI. Closing Items			7:04 PM
A. Adjourn Meeting	Vote		

Cover Sheet

Approval of 2020-21 MPS Employee Handbook

Section: III. Consent Items
Item: A. Approval of 2020-21 MPS Employee Handbook
Purpose: Vote
Submitted by:
Related Material: III A Employee Handbook 2020-21.pdf



Board Agenda Item #	III A- Consent Item
Date:	06.29.2020
To:	Magnolia Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Derya Hajmeirza, Director of HR & Suat Acar, COO
RE:	2020-21 MPS Employee Handbook

Proposed Board Motion

I move that MPS Board of Directors approve the proposed 2020-21 MPS Employee Handbook as presented.

Introduction

The MPS Home Office worked with the legal counsel YM&C for the past 3 months to revise the handbook to be compliant with respect to labor codes and regulations as well as serve the emerging needs of our employees.

Background

HR Department goes over the Employee Handbook every year to reflect and address on all changes to labor codes, state or federal laws as well as changing conditions. The current handbook already had major changes last year. This presented 2020-21 handbook, however, has minor, minimal number of changes compared to 2019-20 handbook. Please see below analysis to check for major changes.

Analysis (If applicable)

All of the changes are listed in the **Appendix 3**. HR department collaborated with YM&C (The Legal Counsel we used to review the previous handbooks and this revised employee handbook). Please see the “TYPE of REVISION” column which defines what type of revision has been made to the 2019-20 handbook. There are 24 line items in this document. There are three types of revisions: Add, change, delete. The “PAGE 19/20” column is the cross reference in the 2019-20 handbook and the “PAGE 20/21” column is the cross reference in the 2020-21 handbook. The

biggest change is the additional clauses to address the COVID-19 Pandemic. The COVID-19 pandemic related updates, new policies such as Telework policy has been embedded into the new 2020-21 Handbook. Also necessary wording to address schools' reopening has been added.

Budget Implications

The proposed 2020-21 Employee Handbook does **not** have any **additional** budget impact to schools or MERF.

- CFO Review: Approved, no budget implications.
- Legal Review: General Counsel, has reviewed the updated employee handbook revised by outside legal counsel at Young Minney & Corr ("YMC") and found it to be acceptable.

Exhibits (attachments):

Appendix 1: Employee Handbook 2020-21

Appendix 2: Employee Handbook 2020-21 with red lines showing changes

Appendix 3: The document which shows all the changes made to 2019-20 handbook with cross references to the 2020-21 handbook.

Magnolia Public Schools

Employee Handbook 2020-2021

Magnolia Public Schools
250 East 1st Street
STE. 1500
Los Angeles, CA 90012
213-628-3666

www.magnoliapublicschools.org

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

PLEASE READ THE EMPLOYEE HANDBOOK AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE PRINCIPAL.

EMPLOYEE NAME: _____

I ACKNOWLEDGE that I have received a copy of the Employee Handbook. I have read and understood the contents of the Handbook, and I agree to abide by its directions and procedures. I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook. I also understand that if I am ever unclear on any language, or policies and procedures in this Handbook, it is my responsibility to seek clarification from the School.

I understand that the statements contained in the Handbook are guidelines for employees concerning some of the School's policies and benefits and are not intended to create any contractual or other legal obligations or to alter the at-will nature of my employment with the School. In the event I do have an employment contract which expressly alters the at-will relationship, I agree to the foregoing except with reference to an at-will employment status.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the School.

I understand that other than the CEO or the CEO designee, no person has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will. Only the CEO has the authority to make any such agreement and then only in writing

Employee's Signature: _____ Date: _____

Please review this Handbook carefully and acknowledge your receipt and understanding of it in Human Capital Management System.

TABLE OF CONTENTS

INTRODUCTION 1

CONDITIONS OF EMPLOYMENT 2

 Equal Employment Opportunity Policy..... 2

 At-Will Employment 3

 Child Abuse and Neglect Reporting 3

 Criminal Background Checks 4

 Tuberculosis Testing 4

 Immigration Compliance 4

 Professional Boundaries: Staff/Student Interaction Policy..... 5

 Certification and Licensure of Instructional Staff 8

 Policy Prohibiting Unlawful Harassment, Discrimination and Retaliation 8

 Whistleblower Policy 10

 Drug- and Alcohol-Free Workplace 11

 Confidential Information 11

 Conflict of Interest 11

 Relationships between Employees 12

 Smoking 12

GENERAL WORKPLACE POLICIES 13

 Workplace Violence 13

 Health, Safety and Security Policies..... 13

 Security Protocols 13

 Occupational Safety 13

 Accident/Incident Reporting 14

 Reporting Fires and Emergencies 14

 School Property Inspections 14

 Soliciting/Conducting Personal Business While on Duty 14

 Use of School Communication Equipment and Technology 15

 Telework Policy 15

 Use of Personal Property 19

 Security Cameras on Campus 20

 Social Media 20

 Personnel Files and Record Keeping Protocols..... 17

 Intellectual Property Rights 21

 Media Contacts..... 21

HOURS OF WORK, OVERTIME AND ATTENDANCE 22

 Employee Classifications 22

 Work Hours and Schedules..... 23

 Overtime..... 23

 Make Up Time 24

 Wage Attachments and Garnishments..... 24

 Meal and Rest Periods 24

 Lactation Accommodation..... 24

 Pay Days..... 25

 Payroll Withholdings..... 25

 Salary Compensation for Partial Pay Period 26

 Pay Rate Schedule 26

 Attendance Policy 26

 Timecards and Records..... 27

Mandatory Training and Meetings	27
Expense Reimbursements	28
STANDARDS OF CONDUCT	29
Personal Appearance/Standards of Dress	29
Prohibited Conduct.....	29
Off-Duty Conduct.....	31
EMPLOYEE BENEFITS	32
Holidays and Vacations.....	32
School Holidays.....	32
School Breaks.....	32
Floating Holidays	33
Vacation.....	33
Sick Leave.....	34
Personal Necessity Leave.....	31
INSURANCE BENEFITS	37
Health Insurance.....	37
Disability Insurance	37
Family Leave Insurance.....	37
Life Insurance	38
Workers' Compensation Insurance	38
COBRA Benefits	38
LEAVES OF ABSENCE	40
Family Care and Medical Leave	40
Pregnancy Disability Leave	44
Unpaid Leave of Absence	48
Funeral/Bereavement Leave	48
Military and Military Spousal Leave of Absence.....	48
Drug and Alcohol Rehabilitation Leave.....	49
Time Off for Adult Literacy Programs	50
School Appearance and Activities Leave	50
Time Off to Serve as Election Official	50
Time Off for Jury and Witness Duty.....	50
Victims of Abuse Leave.....	50
Time Off for Volunteer Firefighters	51
Time Off for Voting.....	51
Industrial Injury Leave (Workers' Compensation)	52
Bone Marrow and Organ Donor Leave.....	53
Returning from Leave of Absence	53
RETIREMENT	54
Certificated Staff Members	54
Classified Staff Members	54
MPS Home Office Staff Members.....	54
Oversight of Benefits	54
EMPLOYMENT EVALUATION AND SEPARATION.....	51
Employee Reviews and Evaluations.....	55
Discipline and Involuntary Termination	55
Voluntary Termination	55
Pay at Time of Separation.....	56
References.....	56

INTERNAL COMPLAINT REVIEW & OPEN DOOR	57
Open Door Policy	57
AMENDMENT TO EMPLOYEE HANDBOOK	59
APPENDIX A - HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM	
APPENDIX B - INTERNAL COMPLAINT FORM	

Magnolia Public Schools

The Vision

Graduates of Magnolia Public Schools (“MPS”) are scientific thinkers who contribute to the global community as socially responsible and educated members of society.

The Mission

MPS provides a college preparatory educational program emphasizing science, technology, engineering, arts, and math (STEAM) in a safe environment that cultivates respect for self and others.

Core Values

MPS has identified the following core values which are reinforced through its Life Skills curriculum, student learning outcomes (SLOs), and all school activities:

- *Excellence*
- *Innovation*
- *Connection*

Locations

<i>Magnolia Science Academy-1</i>	<i>18238 Sherman Way, Reseda, CA 91335</i>	<i>(818) 609-0507</i>
<i>Magnolia Science Academy-2</i>	<i>17125 Victory Blvd., Van Nuys, CA 91406</i>	<i>(818) 758-0300</i>
<i>Magnolia Science Academy-3</i>	<i>1254 East Helmick St., Carson, CA 90746</i>	<i>(310) 637-3806</i>
<i>Magnolia Science Academy-4</i>	<i>11330 W Graham Place, Los Angeles, CA 90064</i>	<i>(310) 473-2464</i>
<i>Magnolia Science Academy-5</i>	<i>18230 Kittridge St., Reseda, CA 91335</i>	<i>(818) 705-5676</i>
<i>Magnolia Science Academy-6</i>	<i>3754 Dunn Dr., Los Angeles, CA 90034</i>	<i>(310) 842-8555</i>
<i>Magnolia Science Academy-7</i>	<i>18355 Roscoe Blvd., Northridge, CA 91325</i>	<i>(818) 221-5328</i>
<i>Magnolia Science Academy-8 (Bell)</i>	<i>6411 Orchard Ave, Bell, CA 90201</i>	<i>(323) 826-3925</i>
<i>Magnolia Science Academy-San Diego</i>	<i>6525 Estrella Ave., San Diego, CA 92120</i>	<i>(619) 644-1300</i>
<i>Magnolia Science Academy-Santa Ana</i>	<i>2840 W 1st St., Santa Ana, CA 92703</i>	<i>(714) 479-0115</i>

INTRODUCTION

This Handbook summarizes the Magnolia Public Schools' (hereinafter referred to as "MPS" or "School") personnel policies applicable to all employees. Please review these policies carefully. If employees have any questions about the policies outlined in this Handbook, or if they have any other personnel related questions, whether related to policies specifically addressed in this Handbook or not, please consult the **MPS Home Office ("MERF") Human Resources Department**.

This Handbook is intended only as a guide to the School's personnel policies, outlining and highlighting those policies and practices. It is not, therefore, intended to create any expectations of continued employment, or an employment contract, express or implied. This Handbook supersedes any previously issued handbooks, policies, benefit statements and/or memoranda, whether written or verbal, including those that are inconsistent with the policies described herein.

With the exception of the at-will employment status of its employees, the School reserves the right to alter, modify, amend, delete and/or supplement any employment policy or practice (including, but not limited to, areas involving hiring policies and procedures, general workplace policies, hours of work, overtime and attendance, standards of conduct, employee benefits, employment evaluation and separation) with or without notice to you. Only **the Chief Executive Officer ("CEO") of MPS**, with the express written approval of the Board of Directors, may alter the at-will employment status of any of its employees.

After reviewing this Handbook, please e-sign the employee acknowledgement form **in the Human Resource Management System Employee Self Service Portal**. This signed acknowledgement demonstrates to the School that the employee has read, understood and agrees to comply with the policies outlined in the Handbook.

CONDITIONS OF EMPLOYMENT

Equal Employment Opportunity Policy

MPS is an equal opportunity employer. It is the policy of the School to afford equal employment and advancement opportunity to all qualified individuals without regard to:

- Race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists);
- Color;
- Gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned);
- Sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to such);
- Religious creed (including religious dress and grooming practices);
- Marital/registered domestic partner status;
- Age (forty (40) and over);
- National origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law);
- Physical or mental disability (including HIV and AIDS);
- Medical condition (including cancer and genetic characteristics);
- Taking of a leave of absence pursuant to the Family Medical Leave Act ("FMLA"), Pregnancy Disability Leave ("PDL") law, Americans with Disabilities Act ("ADA"), California Family Rights Act ("CFRA"), or the Fair Employment and Housing Act ("FEHA"), or laws related to domestic violence, sexual assault and stalking;
- Genetic information;
- Sexual orientation;
- Military and veteran status; or
- Any other consideration made unlawful by federal, state, or local laws.

This policy extends to all job applicants and employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, discipline, termination, compensation and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a School representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job, or if unknown, what job duties the disability impairs. MPS will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform the job. MPS will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

At-Will Employment

Except if stated expressly otherwise by employment contract, it is the policy of the School that all employees are considered “at-will” employees of the School. Accordingly, either the School or the employee can terminate this relationship at any time, for any reason, with or without cause, and with or without advance notice.

Nothing contained in this Handbook, employment applications, School memoranda or other materials provided to employees in connection with their employment shall require the School to have “cause” to terminate an employee or otherwise restrict the School’s right to release an employee from their at-will employment with the School. Statements of specific grounds for termination set forth in this Handbook or elsewhere are not all-inclusive and are not intended to restrict the School’s right to terminate at-will. No School representative, other than the Board of Directors or its designee, is authorized to modify this policy for any employee or to make any representations to employees or applicants concerning the terms or conditions of employment with the School that are not consistent with the School’s policy regarding “at-will” employment.

This policy shall not be modified by any statements contained in this Handbook or employee applications, School memoranda, or any other materials provided to employees in connection with their employment. Further, none of those documents whether singly or combined, or any employment practices shall create an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment.

Child Abuse and Neglect Reporting

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

Reporting the information regarding a case of possible child abuse or neglect to your supervisor, the School principal, a School counselor, coworker or other person shall not be a substitute for making a mandated report to Child Protective Services or law enforcement.

MPS will provide annual training on the mandated reporting requirements, using the online training module provided by MPS, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of employment.

By acknowledging receipt of this Handbook, the employee acknowledges he/she is a child care custodian and is certifying that he/she has knowledge of California Penal Code section 11166 and will comply with its provisions.

Criminal Background Checks

As required by law, all individuals working or volunteering at the School will be required to submit to a criminal background investigation. No condition or activity will be permitted that may compromise the School's commitment to the safety and the well-being of students taking precedence over all other considerations. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee, during his/her employment with the School, be charged or convicted of any offense, the employee must immediately report the charge or conviction to the Principal.

Tuberculosis Testing

All employees of the School must submit written proof from a physician of a risk assessment examination for tuberculosis (TB) within the last sixty (60) days prior to the date of hire. If TB risk factors are identified, a physician must conduct an examination to determine whether the employee is free of infectious TB. The examination for TB consists of an approved TB test, which, if positive will be followed by an x-ray of the lungs, or in the absence of skin testing, an x-ray of the lungs. All employees will be required to undergo TB risk assessments and, if risk factors are found, the examination at least once every four (4) years. Volunteers may be required to undergo a TB examination as necessary. The TB risk assessment and, if indicated, the examination is a condition of initial employment with the School.

Food handlers may be required to have annual TB exams. Documentation of employee and volunteer compliance with TB risk assessments and examinations will be kept on file in the office. This requirement also includes contract food handlers, substitute teachers, and student teachers serving under the supervision of an educator. Any entity providing student services to the School will be contractually required to ensure that all contract workers have had TB testing that shows them to be free of active TB prior to conducting work with School students.

The employee will not be required to submit a new TB exam if the employee can produce a current certificate showing they were found free of infectious tuberculosis within sixty (60) days of initial hire, or a California school previously employing the employee verifies it has a current certificate on file showing that the employee is free from infectious tuberculosis. The examination for applicants for employment is a condition of initial employment. Therefore, the expense incident thereto shall be borne by the applicant. The cost of the examination required of existing employees shall be a reimbursable expense. Employees should follow the MPS Purchase Policies & Procedures Manual while making their reimbursement requests. Employees may ask their supervisor for a copy of the MPS Purchase Policies & Procedures Manual.

The County Health Department may provide skin testing to employees at regular intervals at no cost to the employee. The availability of this testing may be announced by the School. Failure to maintain current TB test results may result in disciplinary action, up to and including release from at-will employment.

Immigration Compliance

MPS will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States. However, MPS will not check the employment authorization status of current employees or applicants who were

not offered positions with the School unless required to do so by law.

The School shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (*e.g.*, threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law. Further, the School shall not discriminate against any individual because he or she holds or presents a driver's license issued per Vehicle Code § 12801.9 to persons who have not established their federally-authorized presence in the United States. Finally, in compliance with the Immigrant Worker Protection Act, the School shall not allow a federal immigration enforcement agent to enter any nonpublic areas of the School without a judicial warrant, or voluntarily give consent to an agent to access, review or obtain employee records without a subpoena or judicial warrant.

If the employee has any questions or needs more information on immigration compliance issues, they should contact the Principal.

Professional Boundaries: Staff/Student Interaction Policy

MPS recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

Corporal Punishment:

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

Examples of PERMITTED actions (NOT corporal punishment):

- ☐ Restraining a student from fighting with another student;
- ☐ Preventing a pupil from committing an act of vandalism;
- ☐ Defending yourself from physical injury or assault by a student;
- ☐ Forcing a pupil to give up a weapon or dangerous object;
- ☐ Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
- ☐ Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

Examples of PROHIBITED actions (corporal punishment):

- ☐ Hitting, shoving, pushing, or physically restraining a student as a means of control;
- ☐ Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
- ☐ Paddling, swatting slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Acceptable and Unacceptable Staff/Student Behavior:

This policy is intended to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when the employee is unsure if certain conduct is acceptable, is to ask, "Would I be engaged in this conduct if my family or colleagues, including someone from my HR Department, were standing next to me?"

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

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable 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, sexual misconduct.

Staff must understand their own responsibility for ensuring that 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 disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

Examples of Specific Behaviors

The following examples are not an exhaustive list:

Unacceptable Staff/Student Behaviors (Violations of 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 the school;
- ☐ Making or participating in sexually inappropriate comments;
- ☐ Sexual jokes;
- ☐ Seeking emotional involvement with a student for your benefit;

- ☐ 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.

Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission:

(These behaviors should only be exercised when a staff member has parent and supervisor permission.)

- ☐ Giving students a ride to/from school or school activities;
- ☐ Being alone in a room with a student at school with the door closed;
- ☐ Allowing students in your home.

Cautionary Staff/Student Behaviors:

(These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence).

- ☐ Remarks about the physical attributes or development of anyone;
- ☐ Excessive attention toward a particular student;
- ☐ Sending emails, text messages or letters to students if the content is not about school activities.

Acceptable and Recommended Staff/Student Behaviors:

- ☐ Getting parents' written consent for any after-school activity;
- ☐ Obtaining formal approval to take students off school property for activities such as field trips or competitions;
- ☐ E-mails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (communication should be limited to school technology);
- ☐ Keeping the door open when alone with a student;
- ☐ Keeping reasonable space between the employee and the student;
- ☐ Stopping and correcting students if they cross the employees' personal boundaries;
- ☐ Keeping parents informed when a significant issue develops about a student;
- ☐ Keeping after-class discussions with a student professional and brief;
- ☐ Asking for advice from fellow staff or administrators when in a difficult situation related to boundaries;
- ☐ Involving a supervisor if a conflict arises with a student;
- ☐ Informing the Superintendent about situations that have the potential to become more severe;
- ☐ Making detailed notes about an incident that could evolve into a more serious situation later;
- ☐ Recognizing the responsibility to stop unacceptable behavior of students or coworkers;
- ☐ Asking another staff member to be present if the employee will be alone with any type of special needs student;
- ☐ Asking another staff member to be present if the employee must be alone with a student after regular school hours;
- ☐ Giving students praise and recognition without touching them;
- ☐ Pats on the back, high fives and handshakes are acceptable;
- ☐ Keeping professional conduct a high priority.

Certification and Licensure of Instructional Staff

All teachers are required to hold a current California teaching credential, certificate, permit or other document equivalent to that which a teacher in other public schools would be required to hold. MPS complies with all requirements of the authorizers regarding the certification and licensure of instructional staff. Paraprofessional staff may also be required to provide documentation proving that they meet the requirements for paraprofessional staff. It is the responsibility and a condition of continued employment for all instructional staff, including teachers and paraprofessionals to provide any necessary licensure to a **direct supervisor** no later than the close of business prior to the first day the employee reports for duty. If an instructional staff employee believes that he or she is assigned to teach in a subject in which he or she does not have subject matter competence, the employee should immediately report the same to **his or her direct supervisor**. Staff who are required to possess state and federal certification, expertise, and related requirements must timely maintain such qualifications as a condition of employment at the School. Failure to maintain the appropriate credential/certification required of the position may result in disciplinary action, up to and including release from at-will employment.

Policy Prohibiting Unlawful Harassment, Discrimination and Retaliation

MPS is committed to providing a work and educational atmosphere that is free of unlawful harassment, discrimination, and retaliation. MPS's policy prohibits unlawful harassment, discrimination, and retaliation based upon: race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists); color; gender (including gender identity, gender expression, and gender identity, whether or not the employee is transitioning or has transitioned); sex (including pregnancy, childbirth, breastfeeding, and related medical conditions); religious creed (including religious dress and grooming practices); marital/registered domestic partner status; age (forty (40) and over); national origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law); physical or mental disability (including HIV and AIDS); medical condition (including cancer and genetic characteristics); taking a leave of absence authorized by law; genetic information; sexual orientation; military and veteran status; or any other consideration made unlawful by federal, state, or local laws.

Employees, volunteers, unpaid interns, individuals in apprenticeship programs, and independent contractors shall not be harassed, discriminated, or retaliated against, based upon the characteristics noted above.

MPS does not condone and will not tolerate unlawful harassment, discrimination, or retaliation on the part of any employee (including supervisors and managers) or third party (including independent contractors or other person with which the School does business). Supervisors and managers are to report any complaints of unlawful harassment to the Principal or designee.

When MPS receives allegations of unlawful harassment, discrimination, or retaliation, the Board (if a complaint is about the CEO) or the MERF Human Resources or designee will conduct a fair, timely and thorough investigation that provides all parties an appropriate process and reaches reasonable conclusions based on the evidence collected. The investigation will be handled in as confidential a manner as possible, although complete confidentiality cannot be guaranteed. Complainants and witnesses shall not be subject to retaliation for making complaints in good faith or participating in an investigation. MPS is committed to remediating any instances where investigation findings demonstrate

unlawful harassment, discrimination, or retaliation has occurred.

Prohibited Unlawful Harassment

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

Prohibited Unlawful Sexual Harassment

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

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, when: (1) submission to the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; and/or (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

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

All employees will receive two (2) hours of sexual harassment prevention training within six (6) weeks of hire. Additionally, all returning employees will receive sexual harassment prevention training within six (6) weeks of the new school year. Such training will address all legally required topics, including information about the negative effects that abusive conduct has on both the victim of the conduct and others in the workplace, as well as methods to prevent abusive conduct undertaken with malice a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct includes but is not limited to repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of unlawful harassment. Other staff will receive sexual harassment prevention training as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Principal and/or MERF Human Resources. See **Appendix A** for the "Harassment / Discrimination / Retaliation Complaint Form." See **Appendix B** for the general "Internal Complaint Form."

Sexual harassment may include, but is not limited to:

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

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy. Moreover, please note that while in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities. As such, consensual relationships in the workplace may violate MPS policy.

Whistleblower Policy

MPS requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the School to

raise serious concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

All directors, officers, employees, and volunteers of the School have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted policy of the School, or local rule or regulation. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who the School believes disclosed or may disclose, information regarding alleged violations to a person with authority over the employee or another employee who had responsibility for investigating, discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action.

Drug- and Alcohol-Free Workplace

MPS is committed to providing a drug and alcohol-free workplace and to promoting safety in the workplace, employee health and well-being, stakeholder confidence and a work environment that is conducive to attaining high work standards. The use of drugs and alcohol by employees, whether on or off the job, jeopardizes these goals, since it adversely affects health and safety, security, productivity, and public confidence and trust. Drug or alcohol use in the workplace or during the performance of job duties is extremely harmful to employees and to other MPS stakeholders.

The bringing to the workplace, possession or use of intoxicating beverages or drugs on any School premises or during the performance of work duties is prohibited and will result in disciplinary action up to and including termination.

Confidential Information

All personnel information and information relating to students, including personal information, schools attended, addresses, contact numbers and progress information is confidential in nature, and may not be shared with or distributed to unauthorized parties. All records concerning special education pupils shall be kept strictly confidential and maintained in separate files. Failure to maintain confidentiality may result in disciplinary action, up to and including release from at-will employment.

Employees at the worksite and teleworking must ensure confidential information is maintained in a secure location restricted from access by unauthorized third-parties.

Conflict of Interest

All employees must avoid situations involving actual or potential conflict of interest. An employee involved in any relationships or situations which may constitute a conflict of interest, should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or any other appropriate supervisor, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the School may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts related to a potential or actual conflict of interest shall constitute grounds for disciplinary action.

Relationships between Employees

While the School's policies do not permit discrimination based on an individual's marital status, the individual's relations to another School employee or his or her lawful off duty conduct, some situations can create conflicts of interest requiring the School to take the employee's relationship with another employee into account.

An employee should not be in a supervisory role with another employee who is a relative (i.e., sibling, parent, spouse, domestic partner, etc.). Supervisors should avoid situations that result in actual or perceived conflicts of interest with supervised employees and avoid situations of favoritism.

A supervisor should avoid forming special social relationships or dating employees under his or her direct supervision, or with other employees that would create actual or perceived conflicts of interest and situations of favoritism. If such relationship arises, both employees should notify the School so that appropriate measures can be taken to prevent actual or perceived conflicts of interest or favoritism.

The School reserves the right to take appropriate action if employee relationships interfere with the safety, morale or security of the School, or if the relationships create an actual or perceived conflict of interest or favoritism.

No Smoking

All School buildings and facilities are non-smoking facilities.

GENERAL WORKPLACE POLICIES

Workplace Violence

The School takes the safety and security of its employees seriously. The School does not tolerate acts or threats of physical violence, including but not limited to intimidation, harassment and/or coercion, that involve or affect the School or that occur, or are likely to occur, on School property. Any act or threat of violence must be immediately reported to **the Principal (or MERF Human Resources)**.

Health, Safety and Security Policies

The School is committed to providing and maintaining a healthy and safe work environment for all employees. Accordingly, the School has instituted an Injury and Illness Prevention Program designed to protect the health and safety of all personnel. Every employee will receive a copy of the Injury and Illness Prevention Program, which is kept by **the Principal** and is available for your review. Additionally, the School has adopted a reopening plan to address the safe reopening and operating of MPS schools following the school closure due to COVID-19. Employees must carefully review and comply with the reopening plan for which they will receive training and further instruction during Professional Development training and as needed.

Employees are required to know and comply with the School's general safety rules and to follow safe and healthy work practices at all times. Any potential health or safety hazards and all injuries or accidents must be immediately reported to a supervisor. In compliance with Proposition 65, the School will inform all employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Security Protocols

MPS has developed guidelines to help maintain a secure workplace. Employees are encouraged to be aware of their surroundings and be on the lookout at all times for any unusual circumstances, such as unknown persons loitering in parking areas, walkways, entrances and exits and service areas. Report any suspicious persons or activities to **the Principal (or MERF Human Resources for MERF employees)**. Employee desks and offices should be secured at the end of the day. When an employee is called away from his or her work area for an extended length of time, valuable or personal articles should not be left around a work station that may be accessible. The security of facilities as well as the welfare of employees depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify **the Principal (or MERF Human Resources for MERF employees)** when keys are missing or if security access codes or passes have been breached.

Occupational Safety

MPS is committed to the safety of its employees, vendors, contractors and the public and to providing a clear safety goal for management.

The prevention of accidents is the responsibility of every School employee and supervisor. It is also the duty of all employees to accept and promote the established safety regulations and procedures. Every effort will be made to provide adequate safety training. If an employee is ever in doubt how to perform a job or task safely, the employee should request assistance from a supervisor. Unsafe conditions must be reported immediately.

Employees shall be observant of any workplace conditions that may be a cause or contributor to the spread of illness caused by virus and disease, including unclean surfaces, personal illness or the possible illness of others, or work conditions that may seem unsanitary or in violation of any active public health or government order.

To maintain occupational safety, the School may adopt and enforce any government or agency approved measures for evaluating and enforcing employee health and wellness, including health screenings, assessments, or checks.

It is the policy of the School that accident prevention shall be considered of primary importance in all phases of operation and administration. MPS's management is required to provide safe and healthy working conditions for all employees and to establish and require the use of safe practices at all times.

Failure to comply with or enforce School safety and health rules, practices and procedures could result in disciplinary action up to and including possible termination.

Accident/Incident Reporting

It is the duty of every employee to immediately or as soon as is practical report any accident, injury, or possible cause of COVID-19 occurring during work or on School premises so that arrangements can be made for medical or first aid treatment, as well as for investigation and follow-up purposes.

Reporting Fires and Emergencies

It is the duty of every employee to know how to report fires and other emergencies quickly and accurately. Employees should report any such emergency by calling management. In addition, all employees should know the local emergency numbers such as 911.

School Property Inspections

The School is committed to providing a work environment that is safe and free of illegal drugs, alcohol, firearms, explosives and other improper materials. Additionally, the School provides property and facilities to its employees to carry out business on behalf of the School. Accordingly, employees do not have a reasonable expectation of privacy when using any School property or facilities. All School facilities and property, including all items contained therein, may be inspected by the School at any time, with or without prior notice to the employee or employee permission. School property includes all desks, electronic devices, storage areas, work stations, lockers, file cabinets, computers, telephone systems, email systems and other storage devices.

The School reserves the right to deny entry to School property to any person, including those who refuse to cooperate with any inspections by the School. Any employee who fails to cooperate with inspections may be subject to disciplinary action, up to and including dismissal.

Soliciting/Conducting Personal Business While on Duty

Employees are not permitted to conduct personal business or solicit personal business for any cause or organization while on-duty, or when the employee being solicited is supposed to be working. This prohibition includes distributing literature and other material. Distribution of materials is also against the School's policy if it interferes with access to facility premises, if it results in litter, or if it is conducted

in areas where other employees are working. Solicitation during non-work time, e.g., paid breaks, lunch periods or other such non-work periods, is permissible. Entry on the School premises by non-employees is not permitted, unless related to official School business. Solicitation or distribution of written materials by non-employees is strictly prohibited.

Use of School Communication Equipment and Technology

All School owned communications equipment and technology, including computers, electronic mail systems, voicemail systems, internet access, software, telephone systems, document transmission systems and handheld data processing systems remain the property of the School and are provided to the employee to carry out business on behalf of the School, unless previously authorized for non-business use. Employees have no expectation of privacy in any communications made using School owned equipment and technology. Communications (including any attached message or data) made using School owned communications equipment and technology are subject to review, inspection and monitoring by the School.

Employees should not use personal devices or email accounts for MPS-related communications. Such communications should only take place using MPS-issued devices and via the employee's MPS email account. **Employees are required to promptly respond to work emails and communications. Exempt employees must respond within 1 day, and nonexempt employees must respond within 1 business day.**

Additionally, the School uses technology protection measures that protect against internet access (by both minors and adults) to visual depictions that are obscene, pornographic, and/or harmful to minors. These measures may include, but are not limited to, using a spam filter, installing a blocking system to block specific internet sites, setting internet browsers to block access to adult sites, using a filtering system that will filter all internet traffic and report potential instances of misuse to the School.

Passwords used in connection with the School's communications equipment and technology are intended to restrict unauthorized use only, not to restrict access of authorized School employees. Therefore, employees are required to provide **the I.T. Coordinator** with all passwords used in connection with the School's communications equipment and technology any time the employee's passwords are created or change. In addition, employees are required to safeguard their passwords to limit unauthorized use of computers by minors in accordance with the Student Internet Use Policy and Agreement. Employees that do not safeguard their passwords from unauthorized student use, or that allow a student to access computers in violation of the Student Internet Use Policy and Agreement, will be subject to discipline, up to and including termination.

Internet use is for business purposes only. All employees using the internet through the School's communications equipment and technology must respect all copyright laws. Employees are not permitted to copy, retrieve, modify, or forward copyrighted materials unless authorized by law or with express written permission of the owner of the copyright.

Employees are not permitted to use the School's communications equipment and technology to view content or images that are obscene, pornographic, and/or harmful to minors. The email system and internet access are not to be used in any way that may be disruptive, harassing or offensive to others, illegal or harmful to morale. For example, sexually explicit images, ethnic slurs, racial epithets or anything else that may be construed as harassment or disparagement of others based on their race, national origin, gender, sexual orientation, age, religious beliefs or political beliefs with little or no

educational value may not be displayed or transmitted. The e-mail system and internet access are not to be used in any manner that is against the policies of the School, contrary to the best interest of the School or for personal gain or profit of the employee against the interests of the School. Employees must not use the School's communications equipment and technology for the unauthorized disclosure, use and dissemination of personal information regarding students.

Telework Policy

Purpose

MPS recognizes approved teleworking as a necessary work arrangement while Magnolia school campuses and the home office are closed during the ongoing coronavirus ("COVID-19") pandemic. This policy details conditions and requirements which apply to all temporary telework assignments during Magnolia school closures due to COVID-19.

Definition

Teleworking allows employees to work at home or in an approved remote location for all or part of their regular workweek. Teleworking is not an entitlement, nor is it a Magnolia-wide benefit. This temporary arrangement in no way alters or changes the terms and conditions of employment with Magnolia, and the promulgation of this Policy creates no employee rights in relation to teleworking. Furthermore, Magnolia has the right to refuse to make telework available to an employee and to terminate a telework assignment without cause at any time in its sole and unreviewable discretion.

General Requirements

Except for employees who are otherwise notified, all Magnolia employees are expected to continue performing their work duties via teleworking. Employees shall make arrangements with their supervisor and co-workers to address on-site job demands that arise, including returning to the work site to perform certain job duties as needed or as directed by their supervisor. Employees shall be responsible for following all Magnolia policies and procedures when teleworking, including all of the foregoing set forth in Magnolia's most recent Employee Handbook. Employees shall also be solely responsible for the performance of their telework duties; assistance from third parties is strictly prohibited.

Nonexempt employees will be required to (1) record all hours worked as assigned by Magnolia and (2) take and document applicable meal/rest periods. Nonexempt employees must also receive prior written approval from a supervisor prior to working additional hours or overtime. Failure to comply with timekeeping and work hours requirements may result in disciplinary action, up to and including termination from employment.

Eligibility Considerations

Consideration will be given to employees who work in positions adaptable for telework assignments, particularly those who have demonstrated work habits and performance well-suited to successful teleworking. In the sole discretion of Magnolia and its management, the following eligibility factors will be considered:

- The employee has a position where effective communication can be accommodated electronically;
- The employee's telework assignment will not be detrimental to the productivity or work quality of other employees or the effective operation of Magnolia;

- The employee must be able to perform work from home or an approved remote location without distractions or unnecessary risk to the security of Magnolia data, records, networks, or confidentiality generally;
- The employee's equipment and software must meet Magnolia's guidelines/standards, and the employee's needs for Information Technology ("IT") support must be minimal;
- Telework sites must be in California;
- The employee must be effective at working independently for extended periods of time;
- The employee has demonstrated or can demonstrate effective time-management skills by completing tasks efficiently and within any required deadlines;
- The employee must maintain connections with work groups or teams from their remote work location; and
- The employee has no recent or pending corrective or disciplinary actions.

Supervisor Responsibilities

Supervisors managing employees who have been permitted to telework must effectively:

- Implement the telework policy/guidelines;
- Conduct remote supervision;
- Understand the technology and tools necessary for successful remote supervision; and
- Establish communication protocols with telework employees, including making continued efforts to involve teleworking employees in office/department events, meetings, messages, etc., as applicable, to preserve teamwork.

Supervisors will assess each employee's progress on a telework assignment periodically to ensure the employee's compliance with telework requirements, and address any work-related issues, including completing evaluations and other performance management as appropriate.

Communication And Accessibility

Employees and supervisors must determine how communication between the teleworking employee, the worksite, and/or other employees also teleworking will be handled. Employees shall keep their supervisor and as needed, their co-workers or other Magnolia stakeholders (e.g., students and/or parents), informed of their availability so these individuals know how and when to reach the employee during the employee's telework assignment. Employees must be accessible by phone and email at all times to their supervisor, co-workers, Magnolia stakeholders, and Magnolia generally during assigned work hours. Employees must notify their supervisors if they leave their telework site during agreed upon hours, aside from applicable meal and rest periods. Employees must post their telework schedule on their calendar, including applicable meal and rest periods. Employees must also remain flexible in their scheduling, and shall be available to attend staff meetings and other meetings as required by their supervisor.

Safety

The telework space is considered an extension of Magnolia's worksite. Employees will have the same responsibility for safe practices, accident prevention, and accident/injury reporting as in the regular worksite. In case of injury, accident, theft, loss, or tort liability related to telework, the employee must immediately report the event to their supervisor and allow Magnolia or its authorized agent to investigate and/or inspect the telework site as needed.

Employees are responsible for establishing and maintaining a designated, adequate workspace at their telework location. When the telework location is the employee's home, the employee is responsible for ensuring the location is safe (free from hazards and other dangers to the employee or equipment), clean, professional, and free of distractions (e.g., children, pets, electronic devices, etc.).

Supplies, Equipment, And Furniture

Magnolia will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, facsimile equipment or software, and photocopiers) for each telework assignment on a case-by-case basis. Magnolia will not provide office furniture for the workspace at home and the employee's home work-site must be minimally equipped to serve as a remote workspace.

Laptop devices and internet hotspots will be supplied and maintained by the Magnolia, subject to availability. Any equipment provided by Magnolia to the employee shall remain the property of Magnolia. Equipment supplied by Magnolia is to be used for work purposes only. Employees must sign an inventory of all Magnolia property and agree to protect the items from damage or theft. Employees shall not be entitled to reimbursement for their use of Magnolia property. Employees shall be held liable to Magnolia whenever their wrongful or negligent act or omission causes loss, theft, disappearance, damage to, or destruction of Magnolia property. Upon cessation of a telework assignment, all Magnolia property must be returned to Magnolia.

All other necessary technology shall be supplied by the employee as approved by Magnolia. All technology supplied by the employee shall be maintained by the employee. Magnolia accepts no responsibility for damage or repairs to employee-owned equipment. Employees who supply personal technology for a Magnolia-related use shall be eligible for a reimbursement pursuant to the "Reimbursement" section below. Any employee who proposes to supply their own personal technology for Magnolia related work shall notify their supervisor of the same and provide an inventory of such personal technology.

Reimbursement

Magnolia shall reimburse employees for actual and necessary expenses incurred by the employee for purposes of carrying out Magnolia business when such expenses are expressly authorized and preapproved by Magnolia. Such reimbursement shall be calculated as follows:

Magnolia shall reimburse an employee's costs for internet based upon a reasonable percentage of work-related use, up to \$15 per month. Additionally, Magnolia will reimburse an employee's cell phone bill based upon a reasonable percentage of work-related use, up to \$10 per month. Phone expenses are limited to the *employee's share* of the plan, taxes, and access fees. For example, an employee on a "family plan" may receive reimbursement only for the cost of their phone line.

Employees who believe their expenses exceed the reimbursement amounts described above shall be required to submit copies of their expenses, such as the internet and/or cell phone bill at issue, for review. Such bills may be redacted as needed to remove any private/confidential information.

Information Security And Confidentiality

Employees must never provide any third parties access to Magnolia network or share network access passwords, and must comply with all policies and procedures related to information security and network access, including policies and procedures contained in the Magnolia Employee Handbook.

Consistent with Magnolia's expectations of information security for employees working at the office, teleworking employees must ensure that their telework location is secure and communications provided or sensitive work performed from the telework location remain confidential, away from the presence of family members or guests. Any Magnolia materials taken home, such as confidential personnel or pupil records, must be kept in a secure space within the telework location and shall not be made accessible to any third parties, including the employee's family members or guests. Steps which employees may take to increase security of Magnolia materials/information include use of locked file cabinets and desks, regular password maintenance, shielding computer monitors, and any other actions appropriate for the position and the telework location.

Performance Standards

Employees must maintain the same or an improved level of productivity and work quality while teleworking. If productivity and/or work quality begin to decline, the telework assignment will be reevaluated to determine if changes can be made or termination of the telework assignment is warranted. Telework allows a high amount of flexibility for an employee to complete their work in a timely and proper manner, and it is expected that employees will not abuse this opportunity by allowing their productivity or work quality to decline.

Professional Boundaries

Employees must maintain appropriate levels of professionalism when interacting remotely with students and/or student's family members, including as detailed in the "Professional Boundaries: Staff/Student Interaction" policy. Employees who fail to demonstrate acceptable professional boundaries during a telework assignment may be subject to disciplinary action, up to and including termination from employment.

Evaluation & Duration

Evaluation of employee performance during the teleworking assignment may include daily interaction by video, phone and/or email between the employee and the supervisor, and weekly face-to-face and/or video meetings whenever possible to discuss work progress and problems, as needed.

Magnolia may modify or terminate telework assignments at any time, with or without cause or advance notice. Although not required, Magnolia shall endeavor to provide seven (7) days' notice of the modification or termination of any telework assignment whenever possible. All telework assignments shall be subject to termination upon resumption of regular onsite duties at Magnolia following the COVID-19 pandemic.

Use of Personal Property

Employees are not encouraged to bring in personal property or materials for use in the School setting. If an employee has a personal property item he or she would like to bring in for School use, the employee must first gain approval by MPS. MPS will not be responsible or liable for the property item. The employee assumes all liability for any damage or injury caused by bringing in a personal property item. The employee may be subject to discipline for a violation of this policy. The School will not be liable for

lost, stolen or damaged person property items, and such items are brought in at the employee's own risk.

Security Cameras on Campus

MPS has authorized the use of security cameras in public areas of MSA-2, including in and around School buildings and on School property. The purpose of this program is to promote and maintain a safe, secure, and healthy environment for students and staff.

Private areas of campus, such as private employee offices, restrooms, and locker rooms will not be subject to security camera recording. Additionally, MPS will post signage indicating the areas of campus where security cameras are in use.

Security cameras will not be used to record audio or live footage, and footage will be kept private and destroyed after thirty (30) days, unless the preservation of the footage is otherwise needed. While MPS will not use the security camera footage to evaluate employee performance, it may be used by MPS or law enforcement in cases of suspected illegal or inappropriate conduct. In such cases, MPS cannot guarantee that security camera footage will be kept private.

Employees are prohibited from tampering with the MPS's security cameras, systems, and/or footage. "Tampering" includes any unauthorized use, access, or physical damage, or any attempt to interfere, block or prevent the security camera from recording footage. Any employee found to have tampered with MPS security monitoring system may be disciplined, up to and including termination, and they may also be liable for any damage to the system.

Social Media

If an employee decides to post information on the Internet (i.e., blog, Facebook, Instagram, Twitter, etc.) that discusses any aspect of his/her workplace activities, the following restrictions apply:

- ☐ School equipment, including its computers and electronics systems, may not be used for these purposes;
- ☐ Employees may not use or post images of students or student information or work;
- ☐ Student and employee confidentiality policies must be adhered to;
- ☐ Employees must make clear that the views expressed in their blogs are their own and not those of the School;
- ☐ Employees may not use the School's logos, trademarks and/or copyrighted material and are not authorized to speak on the School's behalf;
- ☐ Employees are not authorized to publish any confidential information maintained by the School;
- ☐ Employees are prohibited from making discriminatory, defamatory, libelous or slanderous comments when discussing the School, the employee's supervisors, co-workers and competitors;
- ☐ Employees must comply with all School policies, including, but not limited to, rules against sexual harassment and retaliation.

The School reserves the right to take disciplinary action against any employee whose social media postings are disruptive to the School or violate this or other School policies.

Personnel Files and Record Keeping Protocols

At the time of employment, a personnel file is established for each employee. It is each employee's responsibility to keep **the Principal (or MERF Human Resources for MERF employees)** advised of changes that should be reflected in their personnel file by making the changes in the Human Capital Management System Employee Self Service Portal. Such changes include: change in name, address, telephone number, personal information if required for insurance purposes (e.g., marital/domestic partnership status, number of dependents) and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable the School to contact an employee should the change affect their other records.

Employees have the right to inspect documents in their personnel file, as provided by law, in the presence of a School representative, at a mutually convenient time. Employees also have the right to obtain a copy of their personnel file as provided by law. Employees may add comments to any disputed item in the file. MPS will restrict disclosure of personnel files to authorized individuals within the School. A request for information contained in the personnel file must be directed to **the Principal (or MERF Human Resources for MERF employees)**. Only **the Principal and MERF Human Resources** or designee is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, the School will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations or as otherwise legally required. Credible complaints of substantiated investigations into or discipline for egregious misconduct will not be expunged from an employee's personnel file unless the complaint is heard by an arbitrator, administrative law judge, or the Board and the complaint is deemed to be false, not credible, unsubstantiated or a determination was made that discipline was not warranted.

Intellectual Property Rights

Any intellectual property, such as trademarks, copyrights and patents, and any work created by an employee in the course of employment at the School shall be the property of the School and deemed a work made for hire and the employee is deemed to have waived all rights in favor of the School. Work, for the purpose of this policy refers to written, creative or media work. All source material used in presentation or written documents must acknowledged the author or owner.

Media Contacts

All media inquiries regarding the School and its operations must be referred to the **CEO**. Only the **CEO** is authorized to make or approve public statements pertaining to the School or its operations, although, public employees do not lose the right to speak on matters of public importance. No employee, unless specifically designated by the **CEO**, is authorized to make statements to the media on behalf of the School. Any employee who would like to write and/or publish an article, paper, or other publication on behalf of the School must obtain approval from the **CEO** before publication.

HOURS OF WORK, OVERTIME AND ATTENDANCE

Employee Classifications

An employee's salary and benefits depend on a wide range of factors, including base scale, qualifications, additional duties, and performance. Employees who have any questions about their salary, should speak to the Principal or the Human Resources Department for more details.

Classification Type	Definition	Eligible Benefits
Full-Time Salaried	Employed on a regularly scheduled 30+ hours per week basis for a non-specified period.	<ul style="list-style-type: none"> - STRS/PERS/401K Retirement Plan - Personal Necessity/Sick Leave/Floating Holiday - 100% Health Benefits Coverage (including family members) - Life insurance Plan - Vacation Hours (12-months employees only) - Tuition Reimbursement Program
Full-Time Hourly	Employed on a regularly scheduled 30+ hours per week basis for a non-specified period.	<ul style="list-style-type: none"> - STRS/PERS/401K Retirement Plan - Personal Necessity/Sick Leave Hours/Floating Holiday - 100% Health Benefits Coverage (including family members) - Life insurance Plan - Vacation Hours (12-months employees only) - Tuition Reimbursement
Part-Time Hourly	Employed on a regularly scheduled basis of 20.00 to 29.99 hours per week for a non-specified time.	<ul style="list-style-type: none"> - STRS/PERS - Sick Leave
Part-Time Hourly	Employed on a regularly scheduled basis of 19.99 or less hours per week for a non-specified time.	<ul style="list-style-type: none"> - Sick Leave - Not eligible for any other benefits
Temporary/Seasonal Full-Time	Employed on a regularly scheduled basis of 30+ hour per workweek for a finite period of time (though they are still at-will employees).	<ul style="list-style-type: none"> - Sick Leave - Some full-time temporary and seasonal employees may also be eligible for employer-sponsored health benefits, as required by law.
Temporary/Seasonal Part-Time	Employed on a regularly scheduled basis of 29 or less hours per week for a finite period of time (though they are still at-will employees).	<ul style="list-style-type: none"> - While this position may be eligible for Sick Leave, it is not eligible for any benefits.
Independent Contractor	Independent Contractors are non-employees.	Not eligible for any benefits.

Work Hours and Schedules

The School's normal operating hours are from ***7:30 a.m. to 4:00 p.m.**, Monday through Friday. The work schedule for hourly non-exempt employees may vary. Each employee will be assigned a work schedule by their supervisor. *Typical working hours for hourly non-exempt employees may be as follows:

REGULAR WORKING HOURS*	
School Level: Full-time office staff	7:30 a.m. – 4:00 p.m. (may include a meal break for thirty (30) minutes and two ten (10) minute breaks)
School Level: All other full-time employees	7:45 a.m. – 4:00 p.m. (may include a meal break for thirty (30) minutes and two ten (10) minute breaks)
CMO Level: All full-time MERF employees	8:30 a.m. – 5:00 p.m. (may include a meal break for thirty (30) minutes and two ten (10) -minute breaks)

* Working hours may vary from one School site to another.

Employee work schedules and pay may fluctuate depending on the workload:

- ☐ Employees may have to work hours beyond their normal schedules as work demands require.
- ☐ Hourly employees will only be paid for the hours actually worked unless accrued paid leave is used or during a paid holiday for eligible employees.
- ☐ Employees are expected to attend weekly staff meetings and other mandatory training and meetings.
- ☐ Full-time teachers may be required to supplement regular curricular activities through after school programs, including tutoring and clubs. Each full-time teacher is expected to offer at least two after school programs per week.
- ☐ As directed by the **Principal**, employees may be required to conduct home visits to develop a positive school-home relationship that supports student achievement.
- ☐ As directed by the **Principal**, employees may also be required to attend school events and activities, including but not limited to, parent conferences, student/parent orientation, back-to-school nights, parent/community meetings, and any other school events and activities that occur during or outside of the normal school day, as indicated in the work year calendar. This required work is distinguishable from the employee's involvement in non-work volunteer activities, which are not required by the employee's employment.
- ☐ Employees are expected to perform other duties as requested by their **direct supervisor**.

Overtime

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis. Generally, teachers and administrators are exempt from earning overtime pay. Exempt employees may have to work hours beyond their normal schedules as work demands require, thus, no overtime compensation will be paid to exempt employees. Non-exempt employees may be eligible to earn overtime if required to work beyond the regularly scheduled workday or workweek. Only actual hours worked in a given workday or workweek can apply in calculating overtime for non-exempt employees. MPS will attempt to distribute overtime evenly and accommodate individual schedules, however, the operational needs of the School are

paramount. All overtime work must be previously authorized in writing by **the Principal (or MERF Human Resources for MERF employees.)** MPS provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law.

Make Up Time

An employee may make a written request to make up work time that is or would be lost as a result of a personal obligation. It is at the sole discretion of the School to approve or reject the request. The hours of that make up work may only be performed in the same workweek in which the work time was lost and may not result in the employee earning overtime. The makeup time must not exceed eleven (11) hours of work in one day or forty (40) hours of work in one week. The employee is responsible for recording time worked and taking all applicable rest and meal breaks during make up time. Make up time is not encouraged, and is based on the availability of work.

Wage Attachments and Garnishments

Under normal circumstances, the School will not assist creditors in the collection of personal debts from its employees. However, creditors may resort to certain legal procedures such as garnishments, levies or judgments that require the School, by law, to withhold part of an employee's earnings in their favor. The School will comply with such legal procedures.

Employees are strongly encouraged to avoid such wage attachments and garnishments.

Meal and Rest Periods

Nonexempt employees working at least five (5) hours are provided with a thirty (30) minute meal period, to be taken approximately in the middle of the workday, but by no later than the end of the fifth (5th) hour of the workday. An employee may waive this meal period if the day's work will be completed in no more than six (6) hours, provided the employee and MPS mutually consent to the waiver in writing.

Nonexempt employees are also provided with a ten (10) minute rest period for every four (4) hours worked which should be scheduled towards the middle of the four (4) hour work period as practicable. Employees are prohibited from combining meal and rest period time. An employee's supervisor must be aware of and approve scheduled meal and rest periods. Employees must immediately inform their supervisor if they are prevented from taking their meal and/or rest periods. Employees are expected to observe assigned working hours and the time allowed for meal and rest periods.

Lactation Accommodation

MPS accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the non-exempt employee shall be unpaid.

MPS will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Such room/location shall not be a bathroom, and shall have electricity. Employees shall also be given access to a sink with running water and a refrigerator. Employees with private offices will be required to use

their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

Pay Days

Paydays are scheduled twice per month for **all employees**. The pay periods run from the 1st of the month to the 15th of the month (with paychecks available on the 20th of the month) and the 16th of the month to the end of the month (with paychecks available on the 5th of the following month). For 12 month employees, the School pays up to twenty-four (24) pay periods. For 11 month employees, the School pays up to twenty-two (22) pay periods. The total number of pay periods may vary depending on the starting and ending date of employment, and whether the employee performed work, used time from the accrued leave (paid sick leave, vacation leave, PTO), or is eligible for a paid holiday during the pay period. The last pay period of the school year ends on June 30th. Each paycheck will include earnings for all reported work performed through the end of the payroll period and is subject to regular withholdings. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive their pay no later than the next day of work after the day(s) off.

Employees should promptly notify **the Principal (or MERF Human Resources for MERF employees)** with questions regarding the calculations of their paycheck. Any corrections will be noted and will appear on the following payroll check.

Payroll Withholdings

As required by law, the School shall make all required withholdings, including:

Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.

State Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.

Social Security (FICA): The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School.

State Disability Insurance (SDI): This state fund is used to provide benefits to those out of work because of illness or disability.

Every payroll deduction is explained on the check voucher. Employees are directed to contact Human Resources with questions.

Employees may change the number of withholding allowances claimed for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to **the Principal (or MERF Human Resources for MERF employees) and by updating the Human Capital Management System Employee Self Service Portal**. The Human Resources Department also maintains a supply of forms.

It is the employee's responsibility to report any changes in filing status to **the Principal (or MERF Human Resources for MERF employees) by updating his/her Human Resource Management System Employee Self Service Portal**.

At the end of the calendar year, a "withholding statement" (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows Social

Security information, taxes withheld and total wages.

The School offers programs and benefits beyond those required by law. Employees who wish to participate in these programs may voluntarily authorize deductions from their paychecks.

Salary Compensation for Partial Pay Period

Salary payments to employees who are employed for less than a full pay period because of leave without pay, separation from employment for any reason, or employment at dates other than the beginning or the end of the pay period are computed on the basis of actual working days in the month. For this purpose, working days are considered to be forty (40) hours Monday through Friday unless otherwise specified.

For teaching staff, the actual working days start on the first day of summer teacher in-service and end on the last day of school or on the end-of-year school wrap-up day, whichever is later.

Pay Rate Schedule

Pay is primarily determined by the work classification, employee qualifications, years of service, and individual performance. The School uses the Board approved employee pay raise scales to determine the salaries for **full-time teaching staff and non-classroom based academic personnel and school leaders**. MERF employees and classified employees pay are determined by the MPS Board approved salary band. Please refer to the scales for details. For school level classified employees, the pay is primarily determined by the work classification and individual performance.

Attendance Policy

Employees are expected to adhere to regular attendance and to be punctual. School and MPS organized In-Service and Professional Development days are considered regular working days, employees are expected to be present on those days. If it is necessary to be absent or late, the employee must arrange it in advance with a **direct supervisor**. If it is not possible to arrange the absence or tardiness in advance, the employee must notify a **direct supervisor** no later than one-half (1/2) hour before the start of the workday. Teachers are also responsible to have a substitute folder for use when they are absent from school. If the employee is absent from work longer than one day, they must keep their **direct supervisor** sufficiently informed of the situation.

Excessive absenteeism and tardiness will not be tolerated and will lead to disciplinary action, as shown below in the Disciplinary Action Chart for Tardiness.

As noted in the section of this Handbook concerning prohibited conduct, excessive or unexcused absences or tardiness may result in disciplinary action up to and including release from at-will employment with the School. Absence for more than three (3) consecutive days without notifying the Principal will be considered a voluntary resignation from employment. The actual amount of time used during the tardiness will be subtracted from employee's vacation or sick leave hours (if related to a sick leave purpose) for each tardiness, in one (1) hour increment. Once all sick leave/vacation is used, employee's tardy hours will be reflected as unpaid time off.

CHART OF CONSEQUENCES FOR TARDINESS AND ABSENCES		
	OCCURRENCES/DAYS	STEP AND ACTION
TARDINESS	1 -3 tardiness	Verbal Warning
	The 4th tardy	Written Warning.
	The 5th tardy	Staff member will also be placed on an Improvement Plan.
	6th and subsequent tardiness	Disciplinary: The employee may be subject to further discipline or dismissal.
ABSENCES	After all sick leave/vacation days are used	For exempt employees, a full day of pay will be deducted for each full days' absence. For nonexempt employees, no deduction will be made, but the employee will not earn wages during their absence.
NO CALL/NO SHOW	3 consecutive days	Considered job abandonment, which can lead to termination.

Timecards and Records

By law, MPS is obligated to keep accurate records of the time worked by non-exempt employees. Such employees shall be required to utilize the School's time card system.

Non-exempt employees must accurately clock in and out of their shifts as this is the only way the payroll department knows how many hours each employee has worked and how much each employee is owed. The time card indicates when the employee arrived and when the employee departed. All non-exempt employees must clock in and out for arrival and departure, along with lunch and for absences like doctor or dentist appointments. All employees are required to keep the office advised of their departures from and returns to the school premises during the workday.

Non-exempt employees are solely responsible for ensuring accurate information on their time cards and remembering to record time worked. If an employee forgets to mark their time card or makes an error on the time card, the employee must contact the Principal to make the correction and such correction request must be approved by the Principal.

Non-exempt employees are prohibited from performing off-the-clock work, including but not limited to checking emails before/after work hours, performing work in the morning before logging in, and running School errands after logging out.

No one may record hours worked on another's time card. Any employee who violates any aspect of this policy may be subject to disciplinary action, up to and including release from at-will employment with the School.

Mandatory Training and Meetings

Employees may be required to attend online/onsite trainings, lectures and meetings outside of regular

working hours. All teaching staff and school administrators are required to attend summer in-services, weekly staff meetings, and other mandatory training and meetings as directed by the **Principal**.

The School will pay non-exempt employees for attendance at mandatory trainings, lectures and meetings outside of regular working hours. All staff will be paid for the total hours of mandatory trainings plus travel time and mileage reimbursement (if applicable) with respect to MPS Reimbursement Policy.

All mandatory trainings, lectures and meetings will be identified as such. The School will not pay non-exempt employees for attendance at voluntary trainings. If the employee is unsure about the characterization of an offered training, lecture or meeting, they should contact their **direct supervisor** before attending.

All non-exempt employees must accurately reflect attendance at all mandatory trainings, lectures and meetings outside of regular working hours on their time records.

Expense Reimbursements

The School may reimburse employees for certain reasonably necessary expenses incurred in the furtherance of School business, including, but not limited to, fingerprint processing fees, TB test fees, First Aid & CPR fees, fees of exams that lead to professional certification (CSET, CBEST, RICA, CTEL, CLAD, CPACE, etc.) and other approved School business and profession related expenses. Credential fees, university entrance exam fees, and US Constitution exam fees are not reimbursable. Please refer to the MPS Tuition Reimbursement policy for professional development opportunities and certification programs reimbursed by the School.

In order to be eligible for reimbursement, employees must follow the protocol set forth in the MERF's policy regarding expenditures, a copy of which may be obtained from the **Principal (or MERF Human Resources for MERF employees)**.

MERF Purchase Policies and Procedures Manual requires all employee expense or purchase plans to be pre-approved by his/her supervisor.

All new and continuing tuition reimbursement requests must be pre-approved annually by employee's supervisor as stated in the MPS Tuition Policy.

STANDARDS OF CONDUCT

Personal Appearance/Standards of Dress

MPS employees serve as role models to the School's students. All employees should therefore maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

Employees are encouraged to wear clothing that will add dignity to the educational profession, will present an image consistent with their job responsibilities, and will not interfere with the learning process. Accordingly, all employees shall adhere to the following standards of dress:

- 1) Clothing and jewelry must be safe and appropriate to the educational environment. All clothing must be clean and in good repair. Slits or tears in pants or other articles of clothing are not permitted except for modest slits in women's dresses or skirts that are no higher than three (3) inches above the knee.
- 2) Head coverings, including hats of any kind, except those worn for religious or safety reasons, are not to be worn inside school buildings including assemblies, classrooms, labs and offices. Hats may be worn outside for sun protection. All hats are to be removed upon entering school buildings. For exceptions to this policy, prior approval must be granted by the Principal.
- 3) Slacks and shorts are to be worn on the waist with no portion of an undergarment showing. Shorts should be modest in length and should be no higher than three (3) inches above the knee.
- 4) Skirts and dresses should be no higher than three (3) inches above the knee.
- 5) All tops must be appropriate to the work environment, and should be clean, neat, and provide proper coverage.
- 6) For safety purposes, earrings must not dangle more than one (1) inch below the ear.
- 7) Clothing or jewelry with logos that depict and/or promote gangs, drugs, alcohol, tobacco, sex, violence, illegal activities, profanity, or obscenity are not permitted.
- 8) Appropriate shoes must be worn at all times.
- 9) Employees may not display tattoos on their bodies. If an employee has a tattoo that is visible, it is the employee's responsibility to ensure that it is not visible during working hours.
- 10) Supervisors will inform employees of any specific dress requirements for their position.

Prohibited Conduct

The School expects that all employees will conduct themselves in a professional and courteous manner while on duty. Employees engaging in misconduct will be subject to disciplinary action up to and including termination of employment. The following is a list of conduct that is prohibited by the School. This list is not exhaustive and is intended only to provide examples of the type of conduct that will not be tolerated by the School. The specification of this list of conduct in no way alters the employment

relationship the employee has with the School.

- ☐ Insubordination - refusing to perform a task or duty assigned or act in accordance with instructions provided by the School;
- ☐ Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities;
- ☐ Unacceptable job performance;
- ☐ Improper use or release of confidential information without authorization;
- ☐ Unexcused/unreported absence and/or lack of punctuality;
- ☐ Improper use of sick leave;
- ☐ Working unauthorized overtime or refusing to work assigned overtime;
- ☐ Misuse of School property or funds;
- ☐ Improper use of School equipment, materials, time or property;
- ☐ Damaging, defacing, unauthorized removal, destruction or theft of another employee's property or of School property.
- ☐ Failure to maintain a required license, certification or permit current and in good standing;
- ☐ Horseplay or other unnecessary or inappropriate physical contact;
- ☐ Sleeping or malingering on the job;
- ☐ Refusal to communicate with students, parents, supervisors, or other employees;
- ☐ Conducting personal business during business hours and/or unauthorized use of School property for non-School reasons;
- ☐ Posting any notices on School premises without prior written approval of management unless posting is on a School bulletin board designated for employee postings and is otherwise non-offensive and appropriate for the workplace;
- ☐ Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter, is strictly prohibited on School property by non-employees and by employees. This rule does not cover periods of time when employees are off their jobs such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks;
- ☐ Failure to comply with the School's safety procedures;
- ☐ Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment;
- ☐ Immoral or indecent conduct;
- ☐ Fighting or instigating a fight on School premises;
- ☐ Gambling on school premises;
- ☐ Use of profane, abusive or threatening language in conversations with other employees and/or intimidating or interfering with other employees;
- ☐ Possession of alcohol or illegal drugs and controlled substances at work, or reporting to work while under the influence of the same;
- ☐ Dishonesty;
- ☐ Falsification, fraud or omission of pertinent information when applying for a position;
- ☐ Recording the work time of any other employee, or allowing any other employee to record time on your time record or falsifying any time record;
- ☐ Theft or embezzlement;
- ☐ Willful destruction of School property;
- ☐ Conviction of a crime making the employee unfit for the position, or failure to report a criminal charge or conviction to the School;
- ☐ Possession of firearms, or any other dangerous weapon, while on campus or while working for the School;

- ☐ Violation of the discrimination, harassment or retaliation policy;
- ☐ Engaging in sabotage or espionage (industrial or otherwise);
- ☐ Any willful act that endangers the safety, health or wellbeing of another individual;
- ☐ Any act of sufficient magnitude to cause disruption of work or gross discredit to the school;
- ☐ Failure to follow any known policy or procedure of the School or gross negligence that results in a loss to the School; and
- ☐ Failure to respond to work-related communications within 1 day for exempt employees and 1 business day for nonexempt employees.
- ☐ Violations of federal, state or local laws affecting the organization or the employee's employment with the organization.

Off-Duty Conduct

While the School does not seek to interfere with the lawful off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the School legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the School or its own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the School's legitimate business interests or the employee's ability to perform his or her work will not be tolerated.

While employed by the School, employees are expected to devote their energies to their jobs with the School. For this reason, second jobs are strongly discouraged. The following types of additional employment elsewhere are strictly prohibited:

- ☐ Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at the School;
- ☐ Additional employment that creates a conflict of interest or is incompatible with the employee's position with the School;
- ☐ Additional employment that impairs or has a detrimental effect on the employee's work performance with the School;
- ☐ Additional employment that requires the employee to conduct work or related activities on the School's property during the employer's working hours or using our School's facilities and/or equipment; and
- ☐ Additional employment that directly or indirectly competes with the business or the interests of the School.

Employees who wish to engage in additional employment must submit a written request to the School explaining the details of the additional employment. The School will advise the employee of whether a conflict appears to exist based on the information provided. The School assumes no responsibility for this determination or the employee's other employment. MPS shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of the additional employment. Authorization to engage in additional employment can be revoked at any time if a conflict is suspected.

EMPLOYEE BENEFITS

Holidays and Vacations

School Holidays

The School recognizes the following holidays. All **regular/full-time** employees will receive the following paid holidays in 2020-2021:

<u>School Holidays</u>	<u>Dates</u>
Labor Day	September 7, 2020
Veterans Day	November 11, 2020
Thanksgiving Day*	November 26, 2020
Day after Thanksgiving*	November 27, 2020
Christmas Day**	December 25, 2020
Winter Break Holiday**	December 28, 2020
Winter Break Holiday**	December 29, 2020
New Years Eve**	December 31, 2020
New Year's Day**	January 1, 2021
M. L. King Day	January 18, 2021
Presidents' Day	February 12, 2021 (Only Santa Ana and San Diego) and February 15, 2021 (All MPS)
Cesar Chavez Day	March 26, 2021 (excluding San Diego)
Spring Break Holiday***	March 31, 2021 (April 7, 2021 for Santa Ana only)
Spring Break Holiday***	April 1, 2021 (April 8, 2021 for Santa Ana)
Memorial Day	May 28, 2021 (Only San Diego) and May 31, 2021 (All MPS)
Independence Day	July 2, 2021 (excluding 11 month employees)

* Falls during Thanksgiving Break

** Falls during Winter Break

*** Falls during Spring Break

School Breaks

All **full-time** exempt employees will receive the following paid school breaks (which may include, and are not in addition to, the School Holiday Schedule above):

- ☐ Thanksgiving Break (including Thanksgiving Day and the Day after Thanksgiving)
- ☐ Winter Break (including the Christmas Day, Winter Break Holiday, and New Year's Day)
- ☐ Spring Break (including Spring Break Holiday)

Typically, **full-time teaching staff/non-classroom based academic positions** will have five (5) days of paid Thanksgiving Break, fifteen (15) days of paid Winter Break (ten (10) days of paid Winter Break for San Diego), and five (5) days of paid Spring Break. Full-time **School-site administrators, classified exempt 12 month employees, and MERF employees** will have three (3) days of paid Thanksgiving Break, three (3) days of paid Spring Break, and thirteen (13) days of paid Winter Break (eight (8) days of paid Winter Break for San Diego). Part-time, temporary, and seasonal employees, and independent contractors, are not compensated during School breaks.

Full-time **education specialists, school psychologists, and college advisors** at the school sites will be treated as teaching staff for the purpose of holidays and vacation. If employees have any questions about their employment classification, they should consult with **MERF Human Resources**.

SCHOOL BREAKS	DATES
Full-time teaching staff:	
Thanksgiving Break	November 23-27, 2020
Winter Break	December 21, 2020 – January 08, 2021 (For San Diego: December 21, 2020 – January 4, 2021)
Spring Break	March 29, 2021 – April 02, 2021 (For Santa Ana: April 5, 2021-April 9, 2021)
School administrators, classified exempt 12 month employees, and MERF employees:	
Thanksgiving Break	November 25-27, 2020
Winter Break	December 23, 2020 – January 08, 2021 (For San Diego: December 23, 2020 – January 4, 2021)
Spring Break	March 31, 2021 – April 2, 2021 (For Santa Ana: April 7, 2021 – April 9, 2021)

If a school site has a different schedule of breaks and/or additional breaks other than those listed above, such as fall break, Presidents' week, etc., the general rule of thumb is that full-time teaching staff will take the whole break off in the school calendar while the School administrators and MERF employees will have two (2) days less off. Full-time, hourly classified staff are only eligible for pay according to the School Holiday Schedule above.

Floating Holidays

All full-time MPS Employees are eligible to receive two (2) floating days each school year. Floating Holidays are not vacation days, and cannot be paid out, cashed out, and cannot be rolled over. Floating holidays are provided at the start of each school year.

Vacation

The School provides vacation benefits to eligible employees to enable them to take paid time off for rest and recreation. Vacation is provided to prevent overworking. The School believes that this time is valuable for employees in order to enhance their productivity and to make their work experience with the School personally satisfying.

With the exception of certificated instructional staff (e.g., teachers and non-classroom based academic personnel), all **full-time,* 12 month** employees accrue vacation from the date of hire at the following accrual rates:

*ELIGIBLE EMPLOYEES	VACATION ACCRUAL	MAX CAP
School Administrators	Hours will accrue per pay period up to 160 hours (8 hours per pay period) per year	240 hours
School Classified Employees	Hours will accrue per pay period up to 120 hours (6 hours per pay period) per year	200 hours
MERF Employees	Hours will accrue per pay period up to 160 hours (8 hours per pay period) per year	240 hours

As a benefit to employees, eligible employees will accrue the maximum vacation time prior to the end of the year to facilitate their use of vacation time before the end of the year. This accelerated accrual does not entitle eligible employees to vacation time above and beyond their yearly accrual, as indicated in the chart above. Vacation time may not be utilized before it is earned. Vacation is rolled over from year to year and is capped at 240 hours for administrators and MERF employees, and 200 hours for full-time classified employees. There is no retroactive grant of vacation compensation for the period of time the accrued vacation compensation was at the cap. Employees who have non-sick related partial or full day absences will have vacation time deducted from their vacation bank commensurate with their time off.

No vacation accrues during any unpaid leave of absence or while on disability salary continuation. Vacation accruals recommence when the employee returns to work.

On termination of employment, the eligible employee is paid all accrued, unused vacation at the employee's base rate of pay at the time of his or her separation from employment.

All vacations must be approved in advance by **the direct supervisor of the employee**, who will make reasonable efforts to accommodate employee requests. Vacation requests must be made at least two (2) weeks prior to the desired vacation time. Job requirements will always have precedence over vacation schedules. The School may attempt to have some of its employees stagger vacations in an effort to avoid affecting services.

*** 11 month employees, including non-classroom based academic employees and teaching staff**, do not accrue vacation.

For full-time teaching staff, the actual working days start on the first day of summer teacher in-service and end on the last day of school or on the end-of-year school wrap-up day, whichever is later.

Any accrued but unused vacation will not be paid out at the end of the school year. Nonetheless, all employees are entitled to have their unused vacation time paid out upon separation from the School.

Sick Leave

To help prevent loss of earnings that may be caused by accident or illness, or by other emergencies, MPS offers paid sick leave to its employees. Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Additionally, employees may use sick leave during public health emergencies resulting in the closure of MPS, the employee's child care provider, or the school of the employee's child. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents,

grandchildren, or siblings, or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship) who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.

All full-time and part-time staff will be credited with forty-eight (48) hours of sick leave at the start of the school year. In addition to the credited forty-eight (48) hours, all 11 and 12-month full-time employees will accrue two (2) sick leave hours per pay period. The maximum accrued sick leave is eighty (80) hours per year. Paid sick leave can be used by all MPS employees who work for at least thirty (30) days within the span of a single calendar year from the commencement of employment.

Employees may roll over up to eighty (80) hours of paid sick leave from year to year.

MPS EMPLOYEE SICK HOURS			
	BEGINNING	ACCRUAL	MAXIMUM ACCRUAL
11-MONTHS FULL-TIME	48 hours	2 hours per pay period	80 hours
12-MONTHS FULL-TIME	48 hours	2 hours per pay period	80 hours
PART-TIME	48 hours	X	N/A
SEASONAL/TEMPORARY	0	1 hour for every 30 hours worked	80 hours

Employees cannot use paid sick leave until the thirtieth (30th) calendar day following the employee's start date. Sick leave must be taken by eligible employees in increments of one (1) hour.

Sick leave is intended to be used only for the qualifying purposes stated above. MPS will not tolerate abuse or misuse of sick leave. If an employee is absent longer than three (3) days due to illness, medical evidence of the illness and/or medical certification of the employee's fitness to return to work may be required.

Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave, if eligible under applicable medical leave law, depending upon the facts and circumstances of the employee's basis for leave beyond the accrued sick leave. If an employee is not eligible for any applicable medical leave and has exhausted all paid sick leave, the employee will not be paid for time not worked. Employee requests for unpaid medical leave must be approved in advance by the School.

The School may offer to buy back unused paid sick leave days at the employee's rate of pay or \$150 per day, at the School's discretion, by the end of June. Employees must work for the School for at least thirty (30) days of their work year each year before they may be eligible for the School to buy back their paid sick leave. The School will not buy back any paid sick leave from new or continuing employees who (1) fail to work for the School for thirty (30) consecutive days of the new work year, or (2) are separated from the School based on misconduct, unprofessionalism, or suspicion of the same. The School does not buy back sick leave from temporary or seasonal employees, such as summer school employees.

Personal Necessity Leave:

A full-time employee may elect to use up to five (5) days of accumulated sick leave each school year for personal necessity including any of the following specific reasons:

- ☐ Death or serious illness of a member of his/her immediate family (this is in addition to normal bereavement leave);

- ☐ Accident involving his/her person or property or the person or property of a member of his/her immediate family;
- ☐ Appearance in court as a litigant, or as a witness under official order;
- ☐ Adoption of a child;
- ☐ The birth of a child making it necessary for an employee who is the parent of the child to be absent from his/her position during the work hours;
- ☐ Business matters which cannot reasonably be conducted outside the workday.

Employees must request personal necessity leave at least one (1) day in advance, unless an emergency situation occurs. Personal necessity leave is not vacation but rather part of the sick leave policy. Personal necessity leave does not carry over from school year to school year.

MERF Offered Benefits Chart

	Full-Time						Part-Time (20-29.99hr/week)	Part-Time (less than 20hr/week)	Temporary/Seasonal			
Status	School Admin Home Office	Classified				Teacher		Classified		Teacher/Classified		
Duration	12-Month	12-Month		11-Month		11-Month		Part-Time		Part-Time	Full-Time	
Salary Type	Salaried	Salaried	Hourly	Salaried	Hourly	Salaried	Hourly	Hourly		Hourly	Salaried	Hourly
Bereavement Hours	40	40	40	40	40	40	40	40	40	NO	NO	NO
Floating Hours	16	16	16	16	16	16	16	NO	NO	NO	NO	NO
Sick Hours	80	80	80	80	80	80	80	48	48	1 hr per 30 hours worked	1 hr per 30 hours worked	1 hr per 30 hours worked
Vacation Hours	160	120	120	NO	NO	NO	NO	NO	NO	NO	NO	NO
Health Benefits (Health, Dental, Vision)	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	✧	✧
Retirement (STRS, PERS or 401K)	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	NO
Tuition Reimbursement (B.T.S.A, Master's, Ph.D.)	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	NO	NO
Paid Time Off (Fall, Spring, Winter Breaks)	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	NO	NO

✧ Temporary/seasonal employees may be eligible for health benefits and sick leave depending on the length of the assignment and the hours worked, as specified in the Health Benefits section and Paid Sick Leave section of this Handbook.

INSURANCE BENEFITS

Health Insurance

Full-time employees are entitled to health insurance benefits in accordance with applicable law and the School's health insurance plan. The School will cover one-hundred (**100%**) percent of the premium for employees who chose the HMO option and one-hundred (**100%**) percent of the premium to enroll legal dependents in the same program. The employee's portion of monthly premiums will be deducted from the employee's paycheck for employees who select the PPO selection or a greater amount of insurance coverage. The School may provide the employee a stipend payment at the rate of \$150 per month if he or she is enrolled in a separate health insurance benefit program and declines all employer-sponsored health insurance benefits (i.e. medical, vision, and dental) in writing by no later than within the month of August of each year. MPS will not provide a stipend to employees who will receive or have employer-sponsored health insurance coverage through an actively working spouse of MPS.

After the end of the open enrollment or once the employee selects a plan, employee may not cancel or convert from HMO to PPO or vice versa until the next open enrollment unless there is a qualifying event such as birth of a child, loss of coverage, marital status.

Part-time, and temporary/seasonal employees working less than 30 hours per week are not entitled to health benefits provided by the School. Independent contractors, consultants and leased employees (i.e., those working for an employment agency) are not employees of the School and are not eligible for benefits provided by the School.

If medical insurance premium rates increase, employees may be required to contribute to the cost of increased premiums to retain coverage. Unless otherwise mandated by law, employees on a leave of absence are responsible for selecting continuing health coverage and paying the premium for such coverage. Failure to timely request and pay for such coverage will result in the loss of coverage.

When Coverage Starts

Subject to health insurance carrier approval, employee coverage will begin on the first day of employment or if hired mid-month it will start on the first day of the next month. The employee is responsible for logging into MPS's Human Capital Management System and properly enrolling in any selected plans.

Disability Insurance

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 out of work related to an injury, subject to SDI eligibility requirements. The employee must contact SDI for specific rules and regulations relating to SDI eligibility, and the **MERF Human Resources** may be available to assist.

Family Leave Insurance

Employees covered by the SDI may also be covered by the California Paid Family Leave Insurance program. Eligible employees are entitled to receive up to six (6) weeks of wage replacement benefits from the State of California when they suffer a wage loss for taking time off to care for a seriously ill or

injured qualifying family member or to bond with a new child within one (1) year of birth or placement of the child with the employee. Specific rules and regulations relating to Family Leave Insurance are available from SDI, and the **MERF Human Resources** may be able to assist.

Life Insurance

Employee life insurance is provided by MERF. All full-time employees will be covered upon hire, subject to program eligibility requirements. Employees should contact the Human Resources Department for coverage details.

Workers' 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. See below for a further description of making a claim for Workers' Compensation Insurance benefits.

COBRA Benefits

Continuation of Benefits:

When coverage under the School's medical and/or dental plans ends, employees or their dependents can continue coverage for eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. To continue coverage, an employee must pay the full cost of coverage – the employee contribution and the School's previous contribution plus a possible administrative charge.

Medical coverage for an employee, his/her spouse, and eligible dependent children can continue for up to eighteen (18) months if coverage ends because:

- ☐ Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- ☐ Hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making the employee ineligible for the plan.

This eighteen (18)-month period may be extended an additional eleven (11) months in cases of disability subject to certain requirements. This eighteen (18)-month period also may be extended an additional eighteen (18) months if other events (such as a divorce or death) occur subject to certain requirements.

An employee's spouse and eligible dependents can continue their health coverage for up to thirty-six (36) months if coverage ends because:

- ☐ The employee dies while covered by the plan;
- ☐ The employee and his/her spouse become divorced or legally separated;
- ☐ The employee becomes eligible for Medicare coverage, but the employee's spouse has not yet reached age sixty-five (65); or
- ☐ The employee's dependent child reaches an age which makes him or her ineligible for coverage under the plan.

Rights similar to those described above may apply to retirees, spouses and dependents if the employer commences a bankruptcy proceeding and those individuals lose coverage.

MPS will notify employees or their dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, dies, or when a dependent child no longer meets the eligibility requirements, the employee or a family member are responsible for notifying the School within thirty (30) days of the event. MPS will then notify the employee or his/her dependents of the employee's rights.

Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage, or within sixty (60) days after the event causing the loss, whichever is later.

There are certain circumstances under which coverage will end automatically. This happens if:

- ☐ Premiums for continued coverage are not paid within thirty (30) days of the due date;
- ☐ The employee (or his/her spouse or child) become covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing condition the employee (or his/her spouse or child, as applicable) may have;
- ☐ MPS stops providing group health benefits;
- ☐ The employee (or his/her spouse or child) become entitled to Medicare; or
- ☐ The employee extended coverage for up to twenty-nine (29)-months due to disability and there has been a final determination that the employee is no longer disabled.

LEAVES OF ABSENCE

Family Care and Medical Leave

This policy explains how the School complies with the federal Family and Medical Leave Act (“FMLA”) and the California Family Rights Act (“CFRA”), both of which require the School to permit each eligible employee to take up to twelve (12) workweeks (or twenty-six (26) workweeks where indicated) of FMLA leave in any twelve (12) month period for the purposes enumerated below. For purposes of this policy, all leave taken under FMLA or CFRA will be referred to as “FMLA leave.”

Employee Eligibility Criteria:

To be eligible for FMLA leave, the employee must have been employed by the School for a total of at least twelve (12) months, worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the FMLA leave, and work at a location where the School has at least fifty (50) employees within seventy-five (75) miles, (except for purposes of baby-bonding where the threshold is twenty (20) employees).

Events that may Entitle an Employee to FMLA Leave:

The twelve (12) week (or twenty-six (26) workweeks where indicated) FMLA allowance includes any time taken (with or without pay) for any of the following reasons:

- ☐ To care for the employee’s newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by the School, they will be entitled to a combined total of twelve (12) weeks of leave for this purpose;
- ☐ Because of the employee’s own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or her job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by the School’s separate pregnancy disability policy);
 - a. A “serious health condition” is an illness, injury (including, but not limited to on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or (2) continuing treatment, including, but not limited to, treatment for substance abuse.
 - b. “Inpatient care” means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an “inpatient” when a health care facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.
 - c. “Incapacity” means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

- d. "Continuing treatment" means ongoing medical treatment or supervision by a health care provider.
- ☐ To care for a spouse, domestic partner, child, or parent with a serious health condition or military service-related injury. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of FMLA leave in a single twelve (12) month period to provide said care;
 - ☐ For any "qualifying exigency" because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty, in the Armed Forces;

Amount of FMLA Leave Which May Be Taken:

- ☐ FMLA leave can be taken in one (1) or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. "Twelve workweeks" means the equivalent of twelve (12) of the employee's normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, "twelve workweeks" means sixty (60) working and/or paid eight (8) hour days.
- ☐ In addition to the twelve (12) workweeks of FMLA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces service member shall also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the service member.
- ☐ The "twelve-month period" in which twelve (12) weeks of FMLA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA leave.
- ☐ If a holiday falls within a week taken as FMLA leave, the week is nevertheless counted as a week of FMLA leave. If, however, the School's business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School's activities have ceased do not count against the employee's FMLA leave entitlement. Similarly, if an employee uses FMLA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee's leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.
- ☐ Employees who are co-parents to a child and who are eligible for CFRA baby-bonding leave only (ineligible or exhausted FMLA) are required to share the twelve (12) weeks entitlement to baby-bonding leave on a first come-first serve basis, based on the timing of the leave request.

Pay during FMLA Leave:

- ☐ An employee on FMLA leave because of his/her own serious health condition may use accrued paid sick leave at the beginning of any otherwise unpaid FMLA leave period. If an employee is receiving a partial wage replacement benefit during the FMLA leave, the School and the employee may agree to have School-provided paid leave, such as vacation or sick time, supplement the partial wage replacement benefit unless otherwise prohibited by law

- ☐ An employee on FMLA leave for child care or to care for a spouse, domestic partner, parent, or child with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA leave.
- ☐ If an employee has exhausted his/her sick leave, leave taken under FMLA shall be unpaid leave.
- ☐ The receipt of sick leave pay or State Disability Insurance benefits will not extend the length of the FMLA leave. Sick pay accrues during any period of unpaid FMLA leave only until the end of the month in which unpaid leave began.

Health Benefits:

The provisions of the School's various employee benefit plans govern continuing eligibility during FMLA leave, and these provisions may change from time to time. The health benefits of employees on FMLA leave will be paid by the School during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA leave is granted, the School will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If an employee is required to pay premiums for any part of his/her group health coverage, the School will provide the employee with advance written notice of the terms and conditions under which premium payments must be made.

MPS may recover the health benefit costs paid on behalf of an employee during his/her FMLA leave if:

- ☐ The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have "failed to return from leave" if he/she works less than thirty (30) days after returning from FMLA leave; and
- ☐ The employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA leave, or other circumstances beyond the control of the employee.

Seniority:

An employee on FMLA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA leave will return with the same seniority he/she had when the leave commenced. An employee who was absent from work while fulfilling his or her covered service obligation under the Uniformed Services Employment and Reemployment Rights Act (USERRA) shall be credited, upon his or her return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service.

Medical Certifications:

- ☐ An employee requesting FMLA leave because of his/her own or a relative's serious health condition must provide medical certification from the appropriate health care provider on a form supplied by the School. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen (15) days of the School's request for certification)

may result in denial of the leave request until such certification is provided.

- ☐ The School will notify the employee in writing if the certification is incomplete or insufficient, and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. The School may contact the employee's health care provider to authenticate a certification as needed.
- ☐ If the School has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, the School may request a second opinion by a health care provider of its choice (paid for by the School). If the second opinion differs from the first one, the School will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.
- ☐ Recertifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required recertifications can result in termination of the leave.

Procedures for Requesting and Scheduling FMLA Leave:

- ☐ An employee should request FMLA leave by completing a Request for Leave form and submitting it to **the Principal (or MERF Human Resources for MERF employees)**. An employee asking for a Request for Leave form will be given a copy of the School's then-current FMLA leave policy.
- ☐ Employees should provide not less than thirty (30) days' notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or his/her spouse, domestic partner, child, or parent. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA leave was an emergency or was otherwise unforeseeable.
- ☐ Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
- ☐ If FMLA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's spouse, domestic partner, parent or child, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.
- ☐ If FMLA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
- ☐ If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.
- ☐ The School will respond to an FMLA leave request no later than five (5) business days of receiving the request. If an FMLA leave request is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Return to Work:

- ☐ Upon timely return at the expiration of the FMLA leave period, an employee (other than a “key” employee whose reinstatement would cause serious and grievous injury to the School’s operations) is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee’s FMLA leave.
- ☐ When a request for FMLA leave is granted to an employee (other than a “key” employee), the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
- ☐ Before an employee will be permitted to return from FMLA leave taken because of his/her own serious health condition, the employee must obtain a certification from his/her health care provider that he/she is able to resume work.
- ☐ If an employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

Limitations on Reinstatement

- ☐ MPS may refuse to reinstate a “key” employee if the refusal is necessary to prevent substantial and grievous injury to the School’s operations. A “key” employee is an exempt salaried employee who is among the highest paid 10% of the School’s employees within seventy-five (75) miles of the employee’s worksite.
- ☐ A “key” employee will be advised in writing at the time of a request for, or if earlier, at the time of commencement of, FMLA leave, that he/she qualifies as a “key” employee and the potential consequences with respect to reinstatement and maintenance of health benefits if the School determines that substantial and grievous injury to the School’s operations will result if the employee is reinstated from FMLA leave. At the time it determines that refusal is necessary, the School will notify the “key” employee in writing (by certified mail) of its intent to refuse reinstatement and will explain the basis for finding that the employee’s reinstatement would cause the School to suffer substantial and grievous injury. If the School realizes after the leave has commenced that refusal of reinstatement is necessary, it will give the employee at least ten (10) days to return to work following the notice of its intent to refuse reinstatement.

Employment during Leave:

No employee, including employees on FMLA leave, may accept employment with any other employer without the School’s written permission. An employee who accepts such employment without the School’s written permission will be deemed to have resigned from employment at the School.

Pregnancy Disability Leave

This policy explains how the School complies with the California Pregnancy Disability Act, which requires the School to give each female employee an unpaid leave of absence of up to four (4) months per

pregnancy, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth, or related medical conditions.

Employee Eligibility Criteria:

To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

Events That May Entitle an Employee to Pregnancy Disability Leave:

The four (4) month pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

- ☐ The employee is unable to work at all or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or
- ☐ The employee needs to take time off for prenatal care.

Duration of Pregnancy Disability Leave:

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. "Four months" means the number of days the employee would normally work within four months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 1/3 weeks).

For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro rata or proportional basis. For example, for an employee who works twenty (20) hours per week, "four months" means 346.5 hours of leave entitlement (20 hours per week times 17 1/3 weeks). For an employee who normally works forty-eight (48) hours per week, "four months" means 832 hours of leave entitlement (48 hours per week times 17 1/3 weeks).

At the end or depletion of an employee's pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to reasonable accommodation. Entitlement to additional leave must be determined on a case-by case basis, taking into account a number of considerations such as whether an extended leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, and whether or not additional leave would create an undue hardship for the School. The School is not required to provide an indefinite leave of absence as a reasonable accommodation.

Pay During Pregnancy Disability Leave:

- ☐ An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued vacation time at the beginning of any otherwise unpaid leave period.

- ☐ The receipt of vacation pay, sick leave pay, or state disability insurance benefits, will not extend the length of pregnancy disability leave.
- ☐ Vacation and sick pay accrues during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

Health Benefits:

MPS shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4) months in a twelve (12) -month period. MPS can recover premiums that it already paid on behalf of an employee if both of the following conditions are met:

- ☐ The employee fails to return from leave after the designated leave period expires.
- ☐ The employee's failure to return from leave is for a reason other than the following:
 - The employee is taking leave under the California Family Rights Act.
 - There is a continuation, recurrence or onset of a health condition that entitles the employee to pregnancy disability leave.
 - There is a non-pregnancy related medical condition requiring further leave.
 - Any other circumstance beyond the control of the employee.

Seniority:

An employee on pregnancy disability leave remains an employee of the School and a leave will not constitute a break in service. When an employee returns from pregnancy disability leave, she will return with the same seniority she had when the leave commenced.

Medical Certifications:

- ☐ An employee requesting a pregnancy disability leave must provide medical certification from her healthcare provider on a form supplied by the School. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.
- ☐ Recertifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required recertifications can result in termination of the leave.

Requesting and Scheduling Pregnancy Disability Leave:

- ☐ An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to the Principal (or MERF Human Resources for MERF employees). An employee asking for a Request for Leave form will be referred to the School's then current pregnancy disability leave policy.
- ☐ Employee should provide not less than thirty (30) days' notice or as soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave

request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.

- ☐ Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
- ☐ Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
- ☐ If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
- ☐ The School will respond to a pregnancy disability leave request within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, the School will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Return to Work:

- ☐ Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position at the time reinstatement is requested. If the employee is not reinstated to the same position, she must be reinstated to a comparable position unless one of the following is applicable:
 - The employer would not have offered a comparable position to the employee if she would have been continuously at work during the pregnancy disability leave.
 - There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. The School will take reasonable steps to provide notice to the employee if and when comparable positions become available during the sixty (60) day period.

A "comparable" position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.
- ☐ When a request for pregnancy disability leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).
- ☐ In accordance with MPS policy, before an employee will be permitted to return from a pregnancy disability leave of three (3) days or more, the employee must obtain a certification from her healthcare provider that she is able to resume work.
- ☐ If the employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot

be made, the employee will be medically separated from the School.

Employment during Leave:

No employee, including employees on pregnancy disability leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without written permission will be deemed to have resigned from employment.

Unpaid Leave of Absence

MPS recognizes that special situations may arise where an employee must leave his or her job temporarily. At its discretion, the School may grant employees leaves of absence. Any unpaid leave of absence must be approved in advance by the School.

The granting of a leave of absence always presumes the employee will return to active work by a designated date or within a specific period.

During a Family and Medical Leave Act, California Family Rights Act leave, and/or Pregnancy Disability Leave, the employee's medical and dental benefits will remain in force, provided the employee pays the appropriate premiums. Otherwise, benefits are terminated the month any other type of leave begins. If an employee fails to return from a leave and is subsequently terminated, the employee is entitled to all earned but unused vacation pay, provided that the vacation pay was earned prior to the commencement of leave. No vacation time is accrued during any type of unpaid leave of absence.

Funeral/Bereavement Leave

All MPS employees excluding temporary/seasonal employees will be allowed up to **five (5)** paid consecutive working days off to arrange and attend the funeral of an immediate family member. For purposes of this policy, an employee's immediate family member includes a parent, spouse, son/daughter, sister/brother, parents-in-law, grandparents, grandchild, sister/brother-in-law, son/daughter-in-law, or domestic partner. Employees should contact the Principal or the Human Resources department to request bereavement leave. All bereavement requests should be in writing to the Principal and Human Resources department.

If any employee requires more than **five (5)** days off for bereavement leave, the employee may request to use accrued sick days, request additional unpaid leave or may request the opportunity to use any accrued vacation time, which may be granted at the discretion of the School. Bereavement pay will not be used in computing overtime pay.

Military and Military Spousal Leave of Absence

MPS shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 ("USERRA"). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, the School shall continue the employee's health benefits. For service of more than thirty (30) days, employee shall be permitted to continue their health benefits

at their option through COBRA. Employees are entitled to use accrued vacation or paid time off as wage replacement during time served, provided such vacation/paid time off accrued prior to the leave.

Except for employees serving in the National Guard, MPS will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. For those employees serving in the National Guard, if he or she left a full-time position, the employee must apply for reemployment within forty (40) days of being released from active duty, and if he or she left part-time employment, the employee must apply for reemployment within five (5) days of being released from active duty.

An employee who was absent from work while fulfilling his or her covered service obligation under the USERRA or California law shall be credited, upon his or her return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

MPS shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide the School with (1) notice of intention to take military spousal leave within two (2) business days of receiving official notice that the employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

Advance notice of leave is required. Please inform **the Principal (or MERF Human Resources for MERF employees)** of anticipated military leave time as far in advance as possible. Accrued vacation will be paid during military leave at the employees request and health plan coverage continuance can be arranged for up to twenty-four (24) months during military leave if required premium payments are made by the employee. As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in termination of employment.

Drug and Alcohol Rehabilitation Leave

The School will reasonably accommodate an employee who voluntarily enters and participates in an alcohol or drug rehabilitation program, including potentially providing unpaid leave to participate in the program. The School will not pay for the costs incurred in attending a rehabilitation program. An employee who wishes to identify him or herself as an individual in need of the assistance of an alcohol or drug rehabilitation program may contact **MERF Human Resources**. The School will take all reasonable steps necessary to maintain the employee's privacy in this situation. The employee may use accrued sick leave or accrued vacation time, if any, during requested leave.

Nothing in this policy shall prohibit the School from refusing to hire or discharge an employee who, because of his or her current use of alcohol or drugs, is unable to perform his/her duties or cannot perform the duties in a manner that would not endanger his/her health or safety or the health or safety of others.

Time Off for Adult Literacy Programs

The School will reasonably accommodate and assist any employee who reveals a problem of illiteracy and requests employer assistance in enrolling in an adult literacy education program. Employees will be required to bear the cost associated with enrollment in an adult literacy education program, but the School will assist the employee by providing the locations of local literacy education programs. The School may also arrange for a literacy education provider to visit the School.

An employee who wishes to reveal a problem of illiteracy and request School assistance should contact **MERF Human Resources**. The School will take all reasonable steps to safeguard the employee's privacy. Nonexempt employees may use accrued vacation pay if available to make up for the work that is missed to attend literacy classes.

School Appearance and Activities Leave

As required by law, MPS will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of school children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per child per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school or child care. If more than one (1) parent or guardian is an employee of MPS, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advanced notice of the planned absence. The employee must use accrued but unused paid leave (e.g., vacation or sick leave) to be paid during the absence.

When requesting time off for school activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy of the notice from the child's school requesting the presence of the employee.

Time Off to Serve as Election Official

Any employee who serves as an election official is eligible for unpaid leave on election day for purposes of service. Employees must notify **the Principal (or MERF Human Resources for MERF employees)** of their commitment to act as an election official as far in advance as possible.

Time Off for Jury and Witness Duty

The School will provide employees unpaid leave to serve as required by law, on a jury or grand jury if the employee provides reasonable advance notice. The School will also provide employees unpaid leave to appear in court or other judicial proceeding as a witness, as permitted by law, to comply with a valid subpoena or other court order. The employee must notify **the Principal (or MERF Human Resources for MERF employees)** of their commitment to serve on a jury or as a witness as far in advance as possible.

Victims of Abuse Leave

MPS provides reasonable and necessary unpaid leave and other reasonable accommodations to

employees who are victims of domestic violence, sexual assault, or stalking. Such leave may be taken to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety or welfare, or that of the employee's child or children. Employees may also request unpaid leave for the following purposes:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- Obtain services from a domestic violence shelter, program, or rape crisis center.
- Obtain psychological counseling for the domestic violence, sexual assault, or stalking.
- Participate in safety planning, such as relocation, to protect against future domestic violence, sexual assault, or stalking.

To request leave under this policy, an employee should provide MPS with as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should provide MERF Human Resources one (1) of the following certifications upon returning back to work:

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee's absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.

Employees requesting leave under this policy may choose to use accrued paid leave. In addition, MPS will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for the employees' safety while at work. To request an accommodation under this policy, an employee should contact **MERF Human Resources**.

Time Off for Volunteer Firefighters

Employees who perform emergency duties as volunteer firefighters, reserve peace officers or emergency rescue personnel will be given reasonable time off from work in accordance with the law. Employees are requested to alert **the Principal (or MERF Human Resources for MERF employees)** of their status as volunteer firefighters, reserve peace officers or emergency rescue personnel so that the School will have advanced notice of the employee's potential need to leave the School in the event of an emergency. Any time an employee must perform emergency duties, he/she must notify **the Principal (or MERF Human Resources for MERF employees)** before leaving the School's premises.

Time Off for Voting

Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request time off to vote. If possible, employees should make their request at least two days in advance of the election. Up to two (2) hours of paid time off will be provided, at the beginning or the end of the employee's regular shift, whichever will allow the most free time for voting and the least time off work. Please contact **the Principal (or MERF Human Resources for MERF employees)** to request and schedule time off to vote.

Industrial Injury Leave (Workers' Compensation)

MPS, in accordance with State law, provides insurance coverage for employees in case of work-related injuries. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax-free to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure the employee receives any worker's compensation benefits to which they may be entitled, employees will need to:

- Immediately report any work-related injury to the Principal;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to the Principal; and
- Provide the School with a certification from a health care provider regarding the need for workers' compensation disability leave as well as the employee's eventual ability to return to work from the leave.

It is the School's policy that when there is a job-related injury, the first priority is to ensure that the injured employee receives appropriate medical attention. MPS, with the help of its insurance carrier has selected medical centers to meet this need. Each medical center was selected for its ability to meet anticipated needs with high quality medical service and a location that is convenient to the School's operation.

- If an employee is injured on the job, he/she is to go or be taken to the approved medical center for treatment. If injuries are such that they require the use of emergency medical systems ("EMS") such as an ambulance, the choice by the EMS personnel for the most appropriate medical center or hospital for treatment will be recognized as an approved center.
- All accidents and injuries must be reported to the Principal and to the individual responsible for reporting to the School's insurance carrier. Failure by an employee to report a work-related injury by the end of his/her shift could result in loss of insurance coverage for the employee. An employee may choose to be treated by his/her personal physician at his/her own expense, but he/she is still required to go to the School's approved medical center for evaluation. All job-related injuries must be reported to the appropriate State Workers' Compensation Bureau and the insurance carrier.
- When there is a job-related injury that results in lost time, the employee must have a medical release from the School's approved medical facility before returning to work.
- Any time there is a job-related injury, the School's policy requires drug/alcohol testing along with any medical treatment provided to the employee.

Employees that are temporarily totally disabled due to a work-related illness or injury will be placed on workers' compensation leave. The duration of your leave will depend upon the rate of your recovery and the business needs of the School. Workers' compensation leave will run concurrently with any other applicable medical leave of absence.

Bone Marrow and Organ Donor Leave

As required by law, eligible employees who require time off to donate bone marrow to another person may receive up to five (5) workdays off in a 12-month period. Eligible employees who require time off to donate an organ to another person may receive up to sixty (60) workdays off in a twelve (12) month period.

To be eligible for bone marrow or organ donation leave (“Donor Leave”), the employee must have been employed by the School for at least ninety (90) days immediately preceding the Donor Leave.

An employee requesting Donor Leave must provide written verification to the School that he or she is a donor and that there is a medical necessity for the donation of the organ or bone marrow.

Up to five (5) days of leave for bone marrow donation, and up to thirty (30) days of leave for organ donation, may be paid provided the employee first uses five (5) days of accrued paid leave for bone marrow donation and two (2) weeks of accrued paid leave for organ donation. If the employee has an insufficient number of paid leave days available, the leave will otherwise be paid.

Employees returning from Donor Leave will be reinstated to the position held before the leave began, or to a position with equivalent status, benefits, pay and other terms and conditions of employment. The School may refuse to reinstate an employee if the reason is unrelated to taking a Donor Leave. A Donor Leave is not permitted to be taken concurrently with an FMLA/CFRA Leave.

Returning from Leave of Absence

Employees cannot return from a medical leave of absence without first providing a sufficient doctor’s return to work authorization.

When business considerations require, the job of an employee on leave may be filled by a temporary or regular replacement. An employee should give **the Principal (or MERF Human Resources for MERF employees)** thirty (30) days’ notice before returning from leave. Whenever the School is notified of an employee’s intent to return from a leave, the School will attempt to place the employee in his former position or in a comparable position with regard to salary and other terms and conditions for which the employee is qualified. However, re-employment cannot always be guaranteed. If employees need further information regarding Leaves of Absence, they should consult **MERF Human Resources**.

RETIREMENT

Certificated Staff Members

All certificated staff members who are eligible, including, but not limited to, administrators, counselors, school psychologists, special education program administrators, and teaching employees will participate in the State Teachers' Retirement System (STRS).

Classified Staff Members

All full-time non-certificated staff members, including, but not limited to, office staff and instructional aides, are eligible to participate in the Public Employees' Retirement System (PERS).

All part-time non-certificated employees hired to work six months or more become eligible to participate in PERS on the date of hire. For part-time employees, they become PERS members the first day of the next pay period after completion of 1,000 hours or 125 days in a fiscal year.

All non-credentialed employees also contribute to Social Security.

MPS Home Office Staff Members

Full-time Home Office staff members may be eligible to participate in the Public Employees' Retirement System (PERS), the State Teachers' Retirement System (STRS) or 401(K) Retirement Plan.

Oversight of Benefits

The HR Department and the Finance Department at the MPS Home Office are responsible for monitoring the appropriate administration of benefits and ensuring appropriate arrangements for retirement coverage are made for all employees. MERF will make any contribution that is legally required of the employer, including STRS, PERS, Social Security, workers' compensation, and other payroll obligations.

All withholdings from employees and the MERF will be forwarded to the STRS and PERS funds as required. Employees will accumulate service credit years in the same manner as all other members of STRS and PERS. MERF will submit all retirement data and will comply with all policies and procedures for payroll reporting. MERF assures that it will provide retirement information in a format required by the Counties.

EMPLOYMENT EVALUATION AND SEPARATION

Employee Reviews and Evaluations

Each employee will receive periodic performance reviews conducted by **his or her direct supervisor**. MERF may utilize secure online staff evaluation platform to evaluate staff performances. Performance evaluations will be conducted annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems.

Performance evaluations may review factors such as the quality and quantity of the work performed, knowledge of the job, initiative, work attitude, and attitude toward others. The performance evaluations are intended to make employees aware of their progress, areas for improvement and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions or job retention. Salary increases and promotions are solely within the discretion of the School and depend upon many factors in addition to performance. After the review, employees will be required to sign the evaluation report simply to acknowledge that it has been presented to them, that the employee discussed it with their **direct supervisor**, and that they are aware of its contents. Employees may also acknowledge receipt of performance evaluations through the online platform provided by MERF. The evaluation system or any failure to evaluate an employee in no way alters the at-will employment relationship.

Newly hired employees may have their performance goals reviewed by **your direct supervisor** within the first **ninety (90)** days of employment.

Discipline and Involuntary Termination

Violation of the School's policies and rules may warrant disciplinary action, which may take multiple forms, including verbal warnings, written warnings, suspensions and/or termination. The School's disciplinary system is informal and the School may, in its sole discretion, utilize any form of discipline it deems appropriate under the circumstances, up to and including termination of employment upon the first offense.

The disciplinary process will be determined by the School in light of the facts and circumstances of each case. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee. These policies apply to all employees of the School and apply to all job-related activities of such employees.

Violations of the Employee Handbook, employment agreement, MPS charter, or applicable law are all independently and collectively considered misconduct and will result in disciplinary action up to and including release from at-will employment.

Voluntary Termination

Except if stated expressly otherwise by employment contract, either the employee or the School may terminate the at-will employment relationship at any time, with or without notice and with or without cause. While it is not required, the School requests that at-will employees electing to resign give as much advance notice as possible (preferably two weeks) to allow the School to plan for your departure.

An exit interview may be scheduled on the last day of work with **your direct supervisor**. The purposes of the exit interview is to review eligibility for benefit conversion, to ensure that all necessary forms are completed, to collect any School property (including keys, equipment, documents and records) that may be in the employee's possession, to review the employee's obligations regarding confidential information, and to provide the employee with the opportunity to make any constructive comments and suggestions on improving the working environment at the School. The School appreciates receiving candid opinions of the employee's employment.

Pay at Time of Separation

Employees separated from employment will be paid for time worked according to applicable laws. For full-time employees who are employed for less than a full pay period in their last month, salary payments are computed on the basis of actual working days in the month. For this purpose, working days are considered to be forty (40) hours Monday through Friday unless otherwise specified.

The School will buy back all unused sick leave days from employees at the rate of \$150 per day or at the employee's current rate of pay, whichever is lower. The School will not buy back any paid sick leave from new or continuing employees who fail to work for the School for thirty (30) consecutive days of the new work year. Additionally, employees who are terminated based on misconduct or unprofessionalism, or who resign under suspicion of misconduct or unprofessionalism, are not eligible to have paid sick leave paid to them upon their separation from the School. The School does not buy back sick leave from temporary or seasonal employees, such as summer school employees.

Pay for earned but unused vacation time will be provided to full-time employees at time of separation at the employee's current rate of pay.

Final pay, including pay for any earned but unused sick leave days and vacation time, and if applicable, pay for summer holdback for full-time teaching staff, will be provided in accordance with applicable law. Only employees who are not terminated for misconduct or other related conduct are eligible to be paid for sick leave under the policy.

References

All requests for references and employment verifications must be promptly directed to the employee's **direct supervisor**. When contacted for a reference or employment verification, the School will only provide information concerning dates of employment, the title of the last position held and length of service. The School may be required to disclose when an employee has been reported to the CTC for allegations of misconduct. Other employees may not provide any employment verifications or provide a professional reference on behalf of the School for another employee.

INTERNAL COMPLAINT REVIEW & OPEN DOOR

Open Door Policy

The School wishes to provide the most positive and productive work environment possible. To that end, it has an open door policy where it welcomes employee questions, suggestions or complaints relating to work, conditions of employment, the School or the treatment of employees. Other than in situations involving harassment (as outlined and described above), the employee must contact **the Principal (or MERF Human Resources for MERF employees)** with questions or concerns. If the situation is not satisfactorily resolved, the employee should contact **MERF Human Resources**, preferably in writing, who may further review the issue.

Internal Complaint Review

The purpose of the "Internal Complaint Review Policy" is to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to **the CEO or Board of Directors** to express their work-related concerns.

Specific complaints of unlawful harassment, discrimination, and retaliation are addressed under the School's "Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation."

Internal Complaints:

(Complaints by Employees against Employees)

This section of the policy is for use when a School employee raises a complaint or concern about a co-worker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the employee's **direct supervisor**. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by **the Principal (or the CEO (or designee) for MERF employees)**:

- ☐ The complainant will bring the matter to the attention of **the Principal (or the CEO (or designee) for MERF employees)** as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate; and
- ☐ The complainant will reduce his or her complaint to writing, indicating all known and relevant facts. **The Principal (or the CEO for MERF employees) (or designee)** will then investigate the facts and provide a solution or explanation;
- ☐ If the complaint is about the Principal, the complainant may file his or her complaint in a signed writing to the **CEO (or designee.) The CEO (or designee)** will then investigate the facts and provide a solution or explanation;
- ☐ If the complaint is about the CEO, the complainant may file his or her complaint in a signed writing to **the President of the School's Board of Directors**, who will then confer with the Board and may conduct a fact-finding or authorize a third party investigator on behalf of the Board. **The Board President or investigator** will report his or her findings to the Board for review and action, if necessary.

Policy for Complaints Against Employees:

(Complaints by Third Parties against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about a School employee.

If complaints cannot be resolved informally, complainants may file a written complaint with the office of **the Principal or the CEO** (if the complaint concerns the Principal) or **the Board President** (if the complaint concerns the CEO) as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, **the Principal (or the CEO (or the Board President)) (or designee)** shall abide by the following process:

- ☐ **The Principal (or the CEO) (or designee)** shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
- ☐ In the event that **the Principal (or the CEO) (or designee)** finds that a complaint against an employee is valid, **the Principal (or the CEO) (or designee)** may take appropriate disciplinary action against the employee. As appropriate, **the Principal (or the CEO) (or designee)** may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
- ☐ **The Principal's (or the CEO's) (or designee's)** decision relating to the complaint shall be final unless it is appealed to the Board of Directors. The decision of the Board shall be final.

General Requirements:

- ☐ Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
- ☐ Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
- ☐ Resolution: The Board (if a complaint is about the CEO) or the CEO (if a complaint is about the Principal or MERF employees) or the Principal or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

AMENDMENT TO EMPLOYEE HANDBOOK

This Employee Handbook contains the employment policies and practices of the School in effect at the time of publication.

MPS reserves the right to amend, delete or otherwise modify this Handbook at any time provided that such modifications are in writing and duly approved by the employer. Any modification replaces any pre-existing policies and Handbooks to the extent they are in conflict.

Any written changes to the Handbook will be distributed to all employees. No oral statements can in any way alter the provisions of this Handbook.

APPENDIX A

HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM

It is the policy of the School that all of its employees be free from harassment, discrimination, and retaliation. This form is provided for you to report what you believe to be harassment, discrimination, or retaliation so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment, discrimination, or retaliation.

If you are an employee of the School, you may file this form with the COO, Principal, MERF Human Resources, or Board President.

Please review the School's policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.

MPS will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged offender.

In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.

Charges of harassment, discrimination, and retaliation are taken very seriously by the School both because of the harm caused by such unlawful conduct, and because of the potential sanctions that may be taken against the offender. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe harassed, or discriminated or retaliated against, you or someone else:

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

Signature of Complainant

Date: _____

Print Name

Received by: _____

Date: _____

APPENDIX B

INTERNAL COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

Date: _____

Print Name

To be completed by School:

Received by: _____

Date: _____

Magnolia Public Schools

Employee Handbook

2020-2021

Magnolia Public Schools
250 East 1st Street
STE. 1500
Los Angeles, CA 90012
213-628-3666

www.magnoliapublicschools.org

Deleted: 19

Deleted: 20

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

PLEASE READ THE EMPLOYEE HANDBOOK AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE PRINCIPAL.

EMPLOYEE NAME: _____

I ACKNOWLEDGE that I have received a copy of the Employee Handbook. I have read and understood the contents of the Handbook, and I agree to abide by its directions and procedures. I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook. I also understand that if I am ever unclear on any language, or policies and procedures in this Handbook, it is my responsibility to seek clarification from the School.

I understand that the statements contained in the Handbook are guidelines for employees concerning some of the School's policies and benefits and are not intended to create any contractual or other legal obligations or to alter the at-will nature of my employment with the School. In the event I do have an employment contract which expressly alters the at-will relationship, I agree to the foregoing except with reference to an at-will employment status.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the School.

I understand that other than the CEO or the CEO designee, no person has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will. Only the CEO has the authority to make any such agreement and then only in writing _____

Please review this Handbook carefully and acknowledge your receipt and understanding of it in PayCom.

Commented [DH1]: Sarah, can I get more clarification on this? When there is a change in agreement, HR and the school site principal has the authority to review and make the necessary changes. CEO does not usually involved in the process unless we need any waiver forms which then the CEO signs. Should we add this page to the last?

Commented [SC2R1]: This means only the CEO has the power to offer something other than the standard form of employment at MPS (which is at will). As the HR department is only offering a standard form at-will agreement already approved by MPS, the language here is accurate. However, if people other than the CEO may offer more favorable job terms to job candidates, you may delete/revise this section.

Deleted: .

Commented [DH3]: If signature not needed once assigned in paycom, delete this section

Deleted: ¶

¶
Employee's Signature: _____
Date: _____ ¶

Commented [DH4]: Do employees need to sign?

Commented [SC5R4]: Acceptance in PayCom is sufficient if you end up with a written record of the employee's receipt.

Deleted: review this document and sign the last page of the Employee Handbook electronically/date on and upload to Human Capital Management System.

TABLE OF CONTENTS

INTRODUCTION 1

CONDITIONS OF EMPLOYMENT 2

 Equal Employment Opportunity Policy..... 2

 At-Will Employment 3

 Child Abuse and Neglect Reporting 3

 Criminal Background Checks 4

 Tuberculosis Testing 4

 Immigration Compliance 4

 Professional Boundaries: Staff/Student Interaction Policy..... 5

 Certification and Licensure of Instructional Staff 8

 Policy Prohibiting Unlawful Harassment, Discrimination and Retaliation..... 8

 Whistleblower Policy 10

 Drug- and Alcohol-Free Workplace 11

 Confidential Information 11

 Conflict of Interest..... 11

 Relationships between Employees ~~13~~

 Smoking ~~13~~

GENERAL WORKPLACE POLICIES 13

 Workplace Violence..... ~~14~~

 Health, Safety and Security Policies..... ~~14~~

 Security Protocols..... ~~14~~

 Occupational Safety..... ~~14~~

 Accident/Incident Reporting ~~15~~

 Reporting Fires and Emergencies ~~15~~

 School Property Inspections ~~15~~

 Soliciting/Conducting Personal Business While on Duty ~~15~~

 Use of School Communication Equipment and Technology..... ~~16~~

 Telework Policy..... ~~16~~

 Use of Personal Property..... ~~20~~

 Security Cameras on Campus ~~21~~

 Social Media ~~21~~

 Personnel Files and Record Keeping Protocols..... 17

 Intellectual Property Rights ~~22~~

 Media Contacts..... ~~22~~

HOURS OF WORK, OVERTIME AND ATTENDANCE 23

 Employee Classifications ~~23~~

 Work Hours and Schedules..... ~~24~~

 Overtime..... ~~24~~

 Make Up Time ~~25~~

 Wage Attachments and Garnishments..... ~~25~~

 Meal and Rest Periods ~~25~~

 Lactation Accommodation..... ~~25~~

 Pay Days..... ~~26~~

 Payroll Withholdings..... ~~26~~

 Salary Compensation for Partial Pay Period ~~27~~

 Pay Rate Schedule ~~27~~

 Attendance Policy..... ~~27~~

 Timecards and Records..... ~~28~~

- Deleted: 12
- Deleted: 12
- Deleted: 13
- Deleted: 13
- Deleted: 13
- Deleted: 13
- Deleted: 14
- Deleted: 14
- Deleted: 14
- Deleted: 14
- Deleted: 14
- Deleted: 14
- Deleted: 14
- Deleted: 15
- Deleted: 16
- Deleted: 16
- Deleted: 17
- Deleted: 17
- Deleted: 18
- Deleted: 18
- Deleted: 19
- Deleted: 19
- Deleted: 20
- Deleted: 20
- Deleted: 20
- Deleted: 20
- Deleted: 21
- Deleted: 21
- Deleted: 22
- Deleted: 22
- Deleted: 22
- Deleted: 23

Mandatory Training and Meetings	28	Deleted: 23
Expense Reimbursements	29	Deleted: 24
STANDARDS OF CONDUCT	30	Deleted: 25
Personal Appearance/Standards of Dress	30	Deleted: 25
Prohibited Conduct	30	Deleted: 25
Off-Duty Conduct	32	Deleted: 27
EMPLOYEE BENEFITS	33	Deleted: 28
Holidays and Vacations	33	Deleted: 28
School Holidays	33	Deleted: 28
School Breaks	33	Deleted: 29
Floating Holidays	34	Deleted: 29
Vacation	34	Deleted: 30
Sick Leave	35	Deleted: 30
Personal Necessity Leave	31	Deleted: 33
INSURANCE BENEFITS	38	Deleted: 33
Health Insurance	38	Deleted: 33
Disability Insurance	38	Deleted: 34
Family Leave Insurance	38	Deleted: 34
Life Insurance	39	Deleted: 34
Workers' Compensation Insurance	39	Deleted: 36
COBRA Benefits	39	Deleted: 36
LEAVES OF ABSENCE	41	Deleted: 36
Family Care and Medical Leave	41	Deleted: 40
Pregnancy Disability Leave	46	Deleted: 44
Unpaid Leave of Absence	50	Deleted: 44
Funeral/Bereavement Leave	50	Deleted: 44
Military and Military Spousal Leave of Absence	50	Deleted: 44
Drug and Alcohol Rehabilitation Leave	51	Deleted: 45
Time Off for Adult Literacy Programs	52	Deleted: 46
School Appearance and Activities Leave	52	Deleted: 46
Time Off to Serve as Election Official	52	Deleted: 46
Time Off for Jury and Witness Duty	52	Deleted: 46
Victims of Abuse Leave	52	Deleted: 46
Time Off for Volunteer Firefighters	53	Deleted: 47
Time Off for Voting	53	Deleted: 47
Industrial Injury Leave (Workers' Compensation)	54	Deleted: 48
Bone Marrow and Organ Donor Leave	55	Deleted: 48
Returning from Leave of Absence	55	Deleted: 49
RETIREMENT	56	Deleted: 49
Certificated Staff Members	56	Deleted: 50
Classified Staff Members	56	Deleted: 50
MPS Home Office Staff Members	56	Deleted: 50
Oversight of Benefits	56	Deleted: 50
EMPLOYMENT EVALUATION AND SEPARATION	51	Deleted: 50
Employee Reviews and Evaluations	57	Deleted: 51
Discipline and Involuntary Termination	57	Deleted: 51
Voluntary Termination	57	Deleted: 51
Pay at Time of Separation	58	Deleted: 51
References	58	Deleted: 52

INTERNAL COMPLAINT REVIEW & OPEN DOOR	59	Deleted: 53
Open Door Policy	59	Deleted: 53
AMENDMENT TO EMPLOYEE HANDBOOK	61	Deleted: 55
APPENDIX A - HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM		
APPENDIX B - INTERNAL COMPLAINT FORM		

Magnolia Public Schools

The Vision

Graduates of Magnolia Public Schools (“MPS”) are scientific thinkers who contribute to the global community as socially responsible and educated members of society.

The Mission

MPS provides a college preparatory educational program emphasizing science, technology, engineering, arts, and math (STEAM) in a safe environment that cultivates respect for self and others.

Core Values

MPS has identified the following core values which are reinforced through its Life Skills curriculum, student learning outcomes (SLOs), and all school activities:

- *Excellence*
- *Innovation*
- *Connection*

Locations

<i>Magnolia Science Academy-1</i>	<i>18238 Sherman Way, Reseda, CA 91335</i>	<i>(818) 609-0507</i>
<i>Magnolia Science Academy-2</i>	<i>17125 Victory Blvd., Van Nuys, CA 91406</i>	<i>(818) 758-0300</i>
<i>Magnolia Science Academy-3</i>	<i>1254 East Helmick St., Carson, CA 90746</i>	<i>(310) 637-3806</i>
<i>Magnolia Science Academy-4</i>	<i>11330 W Graham Place, Los Angeles, CA 90064</i>	<i>(310) 473-2464</i>
<i>Magnolia Science Academy-5</i>	<i>18230 Kittridge St., Reseda, CA 91335</i>	<i>(818) 705-5676</i>
<i>Magnolia Science Academy-6</i>	<i>3754 Dunn Dr., Los Angeles, CA 90034</i>	<i>(310) 842-8555</i>
<i>Magnolia Science Academy-7</i>	<i>18355 Roscoe Blvd., Northridge, CA 91325</i>	<i>(818) 221-5328</i>
<i>Magnolia Science Academy-8 (Bell)</i>	<i>6411 Orchard Ave, Bell, CA 90201</i>	<i>(323) 826-3925</i>
<i>Magnolia Science Academy-San Diego</i>	<i>6525 Estrella Ave., San Diego, CA 92120</i>	<i>(619) 644-1300</i>
<i>Magnolia Science Academy-Santa Ana</i>	<i>2840 W 1st St., Santa Ana, CA 92703</i>	<i>(714) 479-0115</i>

INTRODUCTION

This Handbook summarizes the Magnolia Public Schools' (hereinafter referred to as "MPS" or "School") personnel policies applicable to all employees. Please review these policies carefully. If employees have any questions about the policies outlined in this Handbook, or if they have any other personnel related questions, whether related to policies specifically addressed in this Handbook or not, please consult the **MPS Home Office ("MERF") Human Resources Department**.

This Handbook is intended only as a guide to the School's personnel policies, outlining and highlighting those policies and practices. It is not, therefore, intended to create any expectations of continued employment, or an employment contract, express or implied. This Handbook supersedes any previously issued handbooks, policies, benefit statements and/or memoranda, whether written or verbal, including those that are inconsistent with the policies described herein.

With the exception of the at-will employment status of its employees, the School reserves the right to alter, modify, amend, delete and/or supplement any employment policy or practice (including, but not limited to, areas involving hiring policies and procedures, general workplace policies, hours of work, overtime and attendance, standards of conduct, employee benefits, employment evaluation and separation) with or without notice to you. Only **the Chief Executive Officer ("CEO") of MPS**, with the express written approval of the Board of Directors, may alter the at-will employment status of any of its employees.

After reviewing this Handbook, please e-sign the employee acknowledgement form **in the Human Resource Management System Employee Self Service Portal**. This signed acknowledgement demonstrates to the School that the employee has read, understood and agrees to comply with the policies outlined in the Handbook.

CONDITIONS OF EMPLOYMENT

Equal Employment Opportunity Policy

MPS is an equal opportunity employer. It is the policy of the School to afford equal employment and advancement opportunity to all qualified individuals without regard to:

- Race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists);
- Color;
- Gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned);
- Sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to such);
- Religious creed (including religious dress and grooming practices);
- Marital/registered domestic partner status;
- Age (forty (40) and over);
- National origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law);
- Physical or mental disability (including HIV and AIDS);
- Medical condition (including cancer and genetic characteristics);
- Taking of a leave of absence pursuant to the Family Medical Leave Act ("FMLA"), Pregnancy Disability Leave ("PDL") law, Americans with Disabilities Act ("ADA"), California Family Rights Act ("CFRA"), or the Fair Employment and Housing Act ("FEHA"), or laws related to domestic violence, sexual assault and stalking;
- Genetic information;
- Sexual orientation;
- Military and veteran status; or
- Any other consideration made unlawful by federal, state, or local laws.

This policy extends to all job applicants and employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, discipline, termination, compensation and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a School representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job, or if unknown, what job duties the disability impairs. MPS will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform the job. MPS will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

At-Will Employment

Except if stated expressly otherwise by employment contract, it is the policy of the School that all employees are considered "at-will" employees of the School. Accordingly, either the School or the employee can terminate this relationship at any time, for any reason, with or without cause, and with or without advance notice.

Nothing contained in this Handbook, employment applications, School memoranda or other materials provided to employees in connection with their employment shall require the School to have "cause" to terminate an employee or otherwise restrict the School's right to release an employee from their at-will employment with the School. Statements of specific grounds for termination set forth in this Handbook or elsewhere are not all-inclusive and are not intended to restrict the School's right to terminate at-will. No School representative, other than the Board of Directors or its designee, is authorized to modify this policy for any employee or to make any representations to employees or applicants concerning the terms or conditions of employment with the School that are not consistent with the School's policy regarding "at-will" employment.

This policy shall not be modified by any statements contained in this Handbook or employee applications, School memoranda, or any other materials provided to employees in connection with their employment. Further, none of those documents whether singly or combined, or any employment practices shall create an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment.

Child Abuse and Neglect Reporting

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

Reporting the information regarding a case of possible child abuse or neglect to your supervisor, the School principal, a School counselor, coworker or other person shall not be a substitute for making a mandated report to Child Protective Services or law enforcement.

MPS will provide annual training on the mandated reporting requirements, using the online training module provided by MPS, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of employment.

By acknowledging receipt of this Handbook, the employee acknowledges he/she is a child care custodian and is certifying that he/she has knowledge of California Penal Code section 11166 and will comply with its provisions.

Criminal Background Checks

As required by law, all individuals working or volunteering at the School will be required to submit to a criminal background investigation. No condition or activity will be permitted that may compromise the School's commitment to the safety and the well-being of students taking precedence over all other considerations. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee, during his/her employment with the School, be charged or convicted of any offense, the employee must immediately report the charge or conviction to the Principal.

Tuberculosis Testing

All employees of the School must submit written proof from a physician of a risk assessment examination for tuberculosis (TB) within the last sixty (60) days prior to the date of hire. If TB risk factors are identified, a physician must conduct an examination to determine whether the employee is free of infectious TB. The examination for TB consists of an approved TB test, which, if positive will be followed by an x-ray of the lungs, or in the absence of skin testing, an x-ray of the lungs. All employees will be required to undergo TB risk assessments and, if risk factors are found, the examination at least once every four (4) years. Volunteers may be required to undergo a TB examination as necessary. The TB risk assessment and, if indicated, the examination is a condition of initial employment with the School.

Food handlers may be required to have annual TB exams. Documentation of employee and volunteer compliance with TB risk assessments and examinations will be kept on file in the office. This requirement also includes contract food handlers, substitute teachers, and student teachers serving under the supervision of an educator. Any entity providing student services to the School will be contractually required to ensure that all contract workers have had TB testing that shows them to be free of active TB prior to conducting work with School students.

The employee will not be required to submit a new TB exam if the employee can produce a current certificate showing they were found free of infectious tuberculosis within sixty (60) days of initial hire, or a California school previously employing the employee verifies it has a current certificate on file showing that the employee is free from infectious tuberculosis. The examination for applicants for employment is a condition of initial employment. Therefore, the expense incident thereto shall be borne by the applicant. The cost of the examination required of existing employees shall be a reimbursable expense. Employees should follow the MPS Purchase Policies & Procedures Manual while making their reimbursement requests. Employees may ask their supervisor for a copy of the MPS Purchase Policies & Procedures Manual.

The County Health Department may provide skin testing to employees at regular intervals at no cost to the employee. The availability of this testing may be announced by the School. Failure to maintain current TB test results may result in disciplinary action, up to and including release from at-will employment.

Immigration Compliance

MPS will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States. However, MPS will not check the employment authorization status of current employees or applicants who were

not offered positions with the School unless required to do so by law.

The School shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (*e.g.*, threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law. Further, the School shall not discriminate against any individual because he or she holds or presents a driver's license issued per Vehicle Code § 12801.9 to persons who have not established their federally-authorized presence in the United States. Finally, in compliance with the Immigrant Worker Protection Act, the School shall not allow a federal immigration enforcement agent to enter any nonpublic areas of the School without a judicial warrant, or voluntarily give consent to an agent to access, review or obtain employee records without a subpoena or judicial warrant.

If the employee has any questions or needs more information on immigration compliance issues, they should contact the Principal.

Professional Boundaries: Staff/Student Interaction Policy

MPS recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

Corporal Punishment:

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

Examples of PERMITTED actions (NOT corporal punishment):

- ☐ Restraining a student from fighting with another student;
- ☐ Preventing a pupil from committing an act of vandalism;
- ☐ Defending yourself from physical injury or assault by a student;
- ☐ Forcing a pupil to give up a weapon or dangerous object;
- ☐ Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
- ☐ Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

Examples of PROHIBITED actions (corporal punishment):

- ☐ Hitting, shoving, pushing, or physically restraining a student as a means of control;
- ☐ Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
- ☐ Paddling, swatting slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Acceptable and Unacceptable Staff/Student Behavior:

This policy is intended to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when the employee is unsure if certain conduct is acceptable, is to ask, "Would I be engaged in this conduct if my family or colleagues, including someone from my HR Department, were standing next to me?"

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

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable 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, sexual misconduct.

Staff must understand their own responsibility for ensuring that 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 disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

Examples of Specific Behaviors

The following examples are not an exhaustive list:

Unacceptable Staff/Student Behaviors (Violations of 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 the school;
- ☒ Making or participating in sexually inappropriate comments;
- ☒ Sexual jokes;
- ☒ Seeking emotional involvement with a student for your benefit;

- ☒ 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.

Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission:

(These behaviors should only be exercised when a staff member has parent and supervisor permission.)

- ☒ Giving students a ride to/from school or school activities;
- ☒ Being alone in a room with a student at school with the door closed;
- ☒ Allowing students in your home.

Cautionary Staff/Student Behaviors:

(These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence).

- ☒ Remarks about the physical attributes or development of anyone;
- ☒ Excessive attention toward a particular student;
- ☒ Sending emails, text messages or letters to students if the content is not about school activities.

Acceptable and Recommended Staff/Student Behaviors:

- ☒ Getting parents' written consent for any after-school activity;
- ☒ Obtaining formal approval to take students off school property for activities such as field trips or competitions;
- ☒ E-mails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (communication should be limited to school technology);
- ☒ Keeping the door open when alone with a student;
- ☒ Keeping reasonable space between the employee and the student;
- ☒ Stopping and correcting students if they cross the employees' personal boundaries;
- ☒ Keeping parents informed when a significant issue develops about a student;
- ☒ Keeping after-class discussions with a student professional and brief;
- ☒ Asking for advice from fellow staff or administrators when in a difficult situation related to boundaries;
- ☒ Involving a supervisor if a conflict arises with a student;
- ☒ Informing the Superintendent about situations that have the potential to become more severe;
- ☒ Making detailed notes about an incident that could evolve into a more serious situation later;
- ☒ Recognizing the responsibility to stop unacceptable behavior of students or coworkers;
- ☒ Asking another staff member to be present if the employee will be alone with any type of special needs student;
- ☒ Asking another staff member to be present if the employee must be alone with a student after regular school hours;
- ☒ Giving students praise and recognition without touching them;
- ☒ Pats on the back, high fives and handshakes are acceptable;
- ☒ Keeping professional conduct a high priority.

Deleted: ;

Certification and Licensure of Instructional Staff

All teachers are required to hold a current California teaching credential, certificate, permit or other document equivalent to that which a teacher in other public schools would be required to hold. MPS complies with all requirements of the authorizers regarding the certification and licensure of instructional staff. Paraprofessional staff may also be required to provide documentation proving that they meet the requirements for paraprofessional staff. It is the responsibility and a condition of continued employment for all instructional staff, including teachers and paraprofessionals to provide any necessary licensure to a **direct supervisor** no later than the close of business prior to the first day the employee reports for duty. If an instructional staff employee believes that he or she is assigned to teach in a subject in which he or she does not have subject matter competence, the employee should immediately report the same to **his or her direct supervisor**. Staff who are required to possess state and federal certification, expertise, and related requirements must timely maintain such qualifications as a condition of employment at the School. Failure to maintain the appropriate credential/certification required of the position may result in disciplinary action, up to and including release from at-will employment.

Policy Prohibiting Unlawful Harassment, Discrimination and Retaliation

MPS is committed to providing a work and educational atmosphere that is free of unlawful harassment, discrimination, and retaliation. MPS's policy prohibits unlawful harassment, discrimination, and retaliation based upon: race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists); color; gender (including gender identity, gender expression, and gender identity, whether or not the employee is transitioning or has transitioned); sex (including pregnancy, childbirth, breastfeeding, and related medical conditions); religious creed (including religious dress and grooming practices); marital/registered domestic partner status; age (forty (40) and over); national origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law); physical or mental disability (including HIV and AIDS); medical condition (including cancer and genetic characteristics); taking a leave of absence authorized by law; genetic information; sexual orientation; military and veteran status; or any other consideration made unlawful by federal, state, or local laws.

Employees, volunteers, unpaid interns, individuals in apprenticeship programs, and independent contractors shall not be harassed, discriminated, or retaliated against, based upon the characteristics noted above.

MPS does not condone and will not tolerate unlawful harassment, discrimination, or retaliation on the part of any employee (including supervisors and managers) or third party (including independent contractors or other person with which the School does business). Supervisors and managers are to report any complaints of unlawful harassment to the Principal or designee.

When MPS receives allegations of unlawful harassment, discrimination, or retaliation, the Board (if a complaint is about the CEO) or the MERF Human Resources or designee will conduct a fair, timely and thorough investigation that provides all parties an appropriate process and reaches reasonable conclusions based on the evidence collected. The investigation will be handled in as confidential a manner as possible, although complete confidentiality cannot be guaranteed. Complainants and witnesses shall not be subject to retaliation for making complaints in good faith or participating in an investigation. MPS is committed to remediating any instances where investigation findings demonstrate

unlawful harassment, discrimination, or retaliation has occurred.

Prohibited Unlawful Harassment

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

Prohibited Unlawful Sexual Harassment

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

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, when: (1) submission to the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; and/or (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

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

All employees will receive two (2) hours of sexual harassment prevention training within six (6) weeks of hire. Additionally, all returning employees will receive sexual harassment prevention training within six (6) weeks of the new school year. Such training will address all legally required topics, including information about the negative effects that abusive conduct has on both the victim of the conduct and others in the workplace, as well as methods to prevent abusive conduct undertaken with malice a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct includes but is not limited to repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of unlawful harassment. Other staff will receive sexual harassment prevention training as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Principal and/or MERF Human Resources. See **Appendix A** for the "Harassment / Discrimination / Retaliation Complaint Form." See **Appendix B** for the general "Internal Complaint Form."

Sexual harassment may include, but is not limited to:

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

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy. Moreover, please note that while in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities. As such, consensual relationships in the workplace may violate MPS policy.

Whistleblower Policy

MPS requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the School to

raise serious concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

All directors, officers, employees, and volunteers of the School have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted policy of the School, or local rule or regulation. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who the School believes disclosed or may disclose, information regarding alleged violations to a person with authority over the employee or another employee who had responsibility for investigating, discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action.

Drug- and Alcohol-Free Workplace

MPS is committed to providing a drug and alcohol-free workplace and to promoting safety in the workplace, employee health and well-being, stakeholder confidence and a work environment that is conducive to attaining high work standards. The use of drugs and alcohol by employees, whether on or off the job, jeopardizes these goals, since it adversely affects health and safety, security, productivity, and public confidence and trust. Drug or alcohol use in the workplace or during the performance of job duties is extremely harmful to employees and to other MPS stakeholders.

The bringing to the workplace, possession or use of intoxicating beverages or drugs on any School premises or during the performance of work duties is prohibited and will result in disciplinary action up to and including termination.

Confidential Information

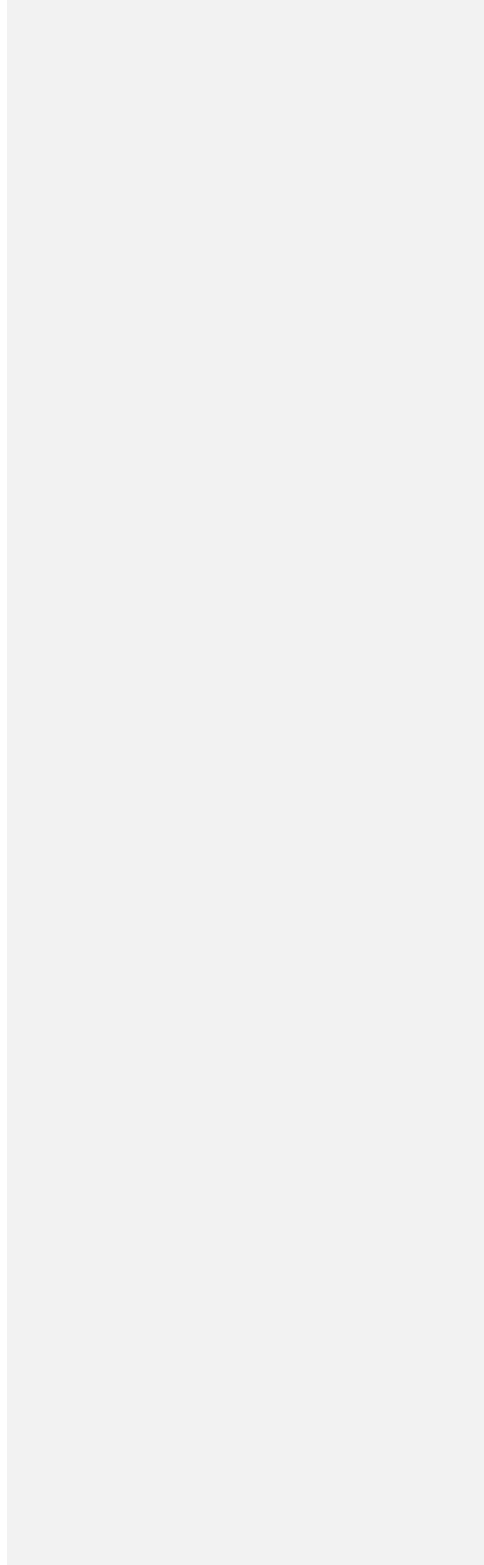
All [personnel information and](#) information relating to students, including personal information, schools attended, addresses, contact numbers and progress information is confidential in nature, and may not be shared with or distributed to unauthorized parties. All records concerning special education pupils shall be kept strictly confidential and maintained in separate files. Failure to maintain confidentiality may result in disciplinary action, up to and including release from at-will employment.

[Employees at the worksite and teleworking must ensure confidential information is maintained in a secure location restricted from access by unauthorized third-parties.](#)

Conflict of Interest

All employees must avoid situations involving actual or potential conflict of interest. An employee involved in any relationships or situations which may constitute a conflict of interest, should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or any other appropriate supervisor, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the School may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts related to a potential or actual

conflict of interest shall constitute grounds for disciplinary action.



Relationships between Employees

While the School's policies do not permit discrimination based on an individual's marital status, the individual's relations to another School employee or his or her lawful off duty conduct, some situations can create conflicts of interest requiring the School to take the employee's relationship with another employee into account.

An employee should not be in a supervisory role with another employee who is a relative (i.e., sibling, parent, spouse, domestic partner, etc.). Supervisors should avoid situations that result in actual or perceived conflicts of interest with supervised employees and avoid situations of favoritism.

A supervisor should avoid forming special social relationships or dating employees under his or her direct supervision, or with other employees that would create actual or perceived conflicts of interest and situations of favoritism. If such relationship arises, both employees should notify the School so that appropriate measures can be taken to prevent actual or perceived conflicts of interest or favoritism.

The School reserves the right to take appropriate action if employee relationships interfere with the safety, morale or security of the School, or if the relationships create an actual or perceived conflict of interest or favoritism.

No Smoking

All School buildings and facilities are non-smoking facilities.

GENERAL WORKPLACE POLICIES

Workplace Violence

The School takes the safety and security of its employees seriously. The School does not tolerate acts or threats of physical violence, including but not limited to intimidation, harassment and/or coercion, that involve or affect the School or that occur, or are likely to occur, on School property. Any act or threat of violence must be immediately reported to **the Principal (or MERF Human Resources)**.

Health, Safety and Security Policies

The School is committed to providing and maintaining a healthy and safe work environment for all employees. Accordingly, the School has instituted an Injury and Illness Prevention Program designed to protect the health and safety of all personnel. Every employee will receive a copy of the Injury and Illness Prevention Program, which is kept by **the Principal** and is available for your review. Additionally, the School has adopted a reopening plan to address the safe reopening and operating of MPS schools following the school closure due to COVID-19. Employees must carefully review and comply with the reopening plan for which they will receive training and further instruction during Professional Development training and as needed.

Employees are required to know and comply with the School’s general safety rules and to follow safe and healthy work practices at all times. Any potential health or safety hazards and all injuries or accidents must be immediately reported to a supervisor. In compliance with Proposition 65, the School will inform all employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Security Protocols

MPS has developed guidelines to help maintain a secure workplace. Employees are encouraged to be aware of their surroundings and be on the lookout at all times for any unusual circumstances, such as unknown persons loitering in parking areas, walkways, entrances and exits and service areas. Report any suspicious persons or activities to **the Principal (or MERF Human Resources for MERF employees)**. Employee desks and offices should be secured at the end of the day. When an employee is called away from his or her work area for an extended length of time, valuable or personal articles should not be left around a work station that may be accessible. The security of facilities as well as the welfare of employees depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify **the Principal (or MERF Human Resources for MERF employees)** when keys are missing or if security access codes or passes have been breached.

Occupational Safety

MPS is committed to the safety of its employees, vendors, contractors and the public and to providing a clear safety goal for management.

The prevention of accidents is the responsibility of every School employee and supervisor. It is also the duty of all employees to accept and promote the established safety regulations and procedures. Every effort will be made to provide adequate safety training. If an employee is ever in doubt how to perform a job or task safely, the employee should request assistance from a supervisor. Unsafe conditions must be reported immediately.

Commented [DH6]: Sarah, Should we add telework policy here?

Commented [SC7R6]: Yes, I added it below the Use of School Communications Equipment section.

Deleted: B

Employees shall be observant of any workplace conditions that may be a cause or contributor to the spread of illness caused by virus and disease, including unclean surfaces, personal illness or the possible illness of others, or work conditions that may seem unsanitary or in violation of any active public health or government order.

To maintain occupational safety, the School may adopt and enforce any government or agency approved measures for evaluating and enforcing employee health and wellness, including health screenings, assessments, or checks.

It is the policy of the School that accident prevention shall be considered of primary importance in all phases of operation and administration. MPS's management is required to provide safe and healthy working conditions for all employees and to establish and require the use of safe practices at all times.

Failure to comply with or enforce School safety and health rules, practices and procedures could result in disciplinary action up to and including possible termination.

Accident/Incident Reporting

It is the duty of every employee to immediately or as soon as is practical report any accident, injury, or possible cause of COVID-19 occurring during work or on School premises so that arrangements can be made for medical or first aid treatment, as well as for investigation and follow-up purposes.

Deleted: or

Reporting Fires and Emergencies

It is the duty of every employee to know how to report fires and other emergencies quickly and accurately. Employees should report any such emergency by calling management. In addition, all employees should know the local emergency numbers such as 911.

School Property Inspections

The School is committed to providing a work environment that is safe and free of illegal drugs, alcohol, firearms, explosives and other improper materials. Additionally, the School provides property and facilities to its employees to carry out business on behalf of the School. Accordingly, employees do not have a reasonable expectation of privacy when using any School property or facilities. All School facilities and property, including all items contained therein, may be inspected by the School at any time, with or without prior notice to the employee or employee permission. School property includes all desks, electronic devices, storage areas, work stations, lockers, file cabinets, computers, telephone systems, email systems and other storage devices.

The School reserves the right to deny entry to School property to any person, including those who refuse to cooperate with any inspections by the School. Any employee who fails to cooperate with inspections may be subject to disciplinary action, up to and including dismissal.

Soliciting/Conducting Personal Business While on Duty

Employees are not permitted to conduct personal business or solicit personal business for any cause or organization while on-duty, or when the employee being solicited is supposed to be working. This prohibition includes distributing literature and other material. Distribution of materials is also against the School's policy if it interferes with access to facility premises, if it results in litter, or if it is conducted

in areas where other employees are working. Solicitation during non-work time, e.g., paid breaks, lunch periods or other such non-work periods, is permissible. Entry on the School premises by non-employees is not permitted, unless related to official School business. Solicitation or distribution of written materials by non-employees is strictly prohibited.

Use of School Communication Equipment and Technology

All School owned communications equipment and technology, including computers, electronic mail systems, voicemail systems, internet access, software, telephone systems, document transmission systems and handheld data processing systems remain the property of the School and are provided to the employee to carry out business on behalf of the School, unless previously authorized for non-business use. Employees have no expectation of privacy in any communications made using School owned equipment and technology. Communications (including any attached message or data) made using School owned communications equipment and technology are subject to review, inspection and monitoring by the School.

Employees should not use personal devices or email accounts for MPS-related communications. Such communications should only take place using MPS-issued devices and via the employee's MPS email account. **Employees are required to promptly respond to work emails and communications. Exempt employees must respond within 1 day, and nonexempt employees must respond within 1 business day.**

Additionally, the School uses technology protection measures that protect against internet access (by both minors and adults) to visual depictions that are obscene, pornographic, and/or harmful to minors. These measures may include, but are not limited to, using a spam filter, installing a blocking system to block specific internet sites, setting internet browsers to block access to adult sites, using a filtering system that will filter all internet traffic and report potential instances of misuse to the School.

Passwords used in connection with the School's communications equipment and technology are intended to restrict unauthorized use only, not to restrict access of authorized School employees. Therefore, employees are required to provide **the I.T. Coordinator** with all passwords used in connection with the School's communications equipment and technology any time the employee's passwords are created or change. In addition, employees are required to safeguard their passwords to limit unauthorized use of computers by minors in accordance with the Student Internet Use Policy and Agreement. Employees that do not safeguard their passwords from unauthorized student use, or that allow a student to access computers in violation of the Student Internet Use Policy and Agreement, will be subject to discipline, up to and including termination.

Internet use is for business purposes only. All employees using the internet through the School's communications equipment and technology must respect all copyright laws. Employees are not permitted to copy, retrieve, modify, or forward copyrighted materials unless authorized by law or with express written permission of the owner of the copyright.

Employees are not permitted to use the School's communications equipment and technology to view content or images that are obscene, pornographic, and/or harmful to minors. The email system and internet access are not to be used in any way that may be disruptive, harassing or offensive to others, illegal or harmful to morale. For example, sexually explicit images, ethnic slurs, racial epithets or anything else that may be construed as harassment or disparagement of others based on their race, national origin, gender, sexual orientation, age, religious beliefs or political beliefs with little or no

educational value may not be displayed or transmitted. The e-mail system and internet access are not to be used in any manner that is against the policies of the School, contrary to the best interest of the School or for personal gain or profit of the employee against the interests of the School. Employees must not use the School's communications equipment and technology for the unauthorized disclosure, use and dissemination of personal information regarding students.

Telework Policy

Purpose

MPS recognizes approved teleworking as a necessary work arrangement while Magnolia school campuses and the home office are closed during the ongoing coronavirus ("COVID-19") pandemic. This policy details conditions and requirements which apply to all temporary telework assignments during Magnolia school closures due to COVID-19.

Definition

Teleworking allows employees to work at home or in an approved remote location for all or part of their regular workweek. Teleworking is not an entitlement, nor is it a Magnolia-wide benefit. This temporary arrangement in no way alters or changes the terms and conditions of employment with Magnolia, and the promulgation of this Policy creates no employee rights in relation to teleworking. Furthermore, Magnolia has the right to refuse to make telework available to an employee and to terminate a telework assignment without cause at any time in its sole and unreviewable discretion.

General Requirements

Except for employees who are otherwise notified, all Magnolia employees are expected to continue performing their work duties via teleworking. Employees shall make arrangements with their supervisor and co-workers to address on-site job demands that arise, including returning to the work site to perform certain job duties as needed or as directed by their supervisor. Employees shall be responsible for following all Magnolia policies and procedures when teleworking, including all of the foregoing set forth in Magnolia's most recent Employee Handbook. Employees shall also be solely responsible for the performance of their telework duties; assistance from third parties is strictly prohibited.

Nonexempt employees will be required to (1) record all hours worked as assigned by Magnolia and (2) take and document applicable meal/rest periods. Nonexempt employees must also receive prior written approval from a supervisor prior to working additional hours or overtime. Failure to comply with timekeeping and work hours requirements may result in disciplinary action, up to and including termination from employment.

Eligibility Considerations

Consideration will be given to employees who work in positions adaptable for telework assignments, particularly those who have demonstrated work habits and performance well-suited to successful teleworking. In the sole discretion of Magnolia and its management, the following eligibility factors will be considered:

- The employee has a position where effective communication can be accommodated electronically;
- The employee's telework assignment will not be detrimental to the productivity or work quality of other employees or the effective operation of Magnolia;

- The employee must be able to perform work from home or an approved remote location without distractions or unnecessary risk to the security of Magnolia data, records, networks, or confidentiality generally;
- The employee's equipment and software must meet Magnolia's guidelines/standards, and the employee's needs for Information Technology ("IT") support must be minimal;
- Telework sites must be in California;
- The employee must be effective at working independently for extended periods of time;
- The employee has demonstrated or can demonstrate effective time-management skills by completing tasks efficiently and within any required deadlines;
- The employee must maintain connections with work groups or teams from their remote work location; and
- The employee has no recent or pending corrective or disciplinary actions.

Supervisor Responsibilities

Supervisors managing employees who have been permitted to telework must effectively:

- Implement the telework policy/guidelines;
- Conduct remote supervision;
- Understand the technology and tools necessary for successful remote supervision; and
- Establish communication protocols with telework employees, including making continued efforts to involve teleworking employees in office/department events, meetings, messages, etc., as applicable, to preserve teamwork.

Supervisors will assess each employee's progress on a telework assignment periodically to ensure the employee's compliance with telework requirements, and address any work-related issues, including completing evaluations and other performance management as appropriate.

Communication And Accessibility

Employees and supervisors must determine how communication between the teleworking employee, the worksite, and/or other employees also teleworking will be handled. Employees shall keep their supervisor and as needed, their co-workers or other Magnolia stakeholders (e.g., students and/or parents), informed of their availability so these individuals know how and when to reach the employee during the employee's telework assignment. Employees must be accessible by phone and email at all times to their supervisor, co-workers, Magnolia stakeholders, and Magnolia generally during assigned work hours. Employees must notify their supervisors if they leave their telework site during agreed upon hours, aside from applicable meal and rest periods. Employees must post their telework schedule on their calendar, including applicable meal and rest periods. Employees must also remain flexible in their scheduling, and shall be available to attend staff meetings and other meetings as required by their supervisor.

Safety

The telework space is considered an extension of Magnolia's worksite. Employees will have the same responsibility for safe practices, accident prevention, and accident/injury reporting as in the regular worksite. In case of injury, accident, theft, loss, or tort liability related to telework, the employee must immediately report the event to their supervisor and allow Magnolia or its authorized agent to investigate and/or inspect the telework site as needed.

Employees are responsible for establishing and maintaining a designated, adequate workspace at their telework location. When the telework location is the employee's home, the employee is responsible for ensuring the location is safe (free from hazards and other dangers to the employee or equipment), clean, professional, and free of distractions (e.g., children, pets, electronic devices, etc.).

Supplies, Equipment, And Furniture

Magnolia will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, facsimile equipment or software, and photocopiers) for each telework assignment on a case-by-case basis. Magnolia will not provide office furniture for the workspace at home and the employee's home work-site must be minimally equipped to serve as a remote workspace.

Laptop devices and internet hotspots will be supplied and maintained by the Magnolia, subject to availability. Any equipment provided by Magnolia to the employee shall remain the property of Magnolia. Equipment supplied by Magnolia is to be used for work purposes only. Employees must sign an inventory of all Magnolia property and agree to protect the items from damage or theft. Employees shall not be entitled to reimbursement for their use of Magnolia property. Employees shall be held liable to Magnolia whenever their wrongful or negligent act or omission causes loss, theft, disappearance, damage to, or destruction of Magnolia property. Upon cessation of a telework assignment, all Magnolia property must be returned to Magnolia.

All other necessary technology shall be supplied by the employee as approved by Magnolia. All technology supplied by the employee shall be maintained by the employee. Magnolia accepts no responsibility for damage or repairs to employee-owned equipment. Employees who supply personal technology for a Magnolia-related use shall be eligible for a reimbursement pursuant to the "Reimbursement" section below. Any employee who proposes to supply their own personal technology for Magnolia related work shall notify their supervisor of the same and provide an inventory of such personal technology.

Reimbursement

Magnolia shall reimburse employees for actual and necessary expenses incurred by the employee for purposes of carrying out Magnolia business when such expenses are expressly authorized and preapproved by Magnolia. Such reimbursement shall be calculated as follows:

Magnolia shall reimburse an employee's costs for internet based upon a reasonable percentage of work-related use, up to \$15 per month. Additionally, Magnolia will reimburse an employee's cell phone bill based upon a reasonable percentage of work-related use, up to \$10 per month. Phone expenses are limited to the *employee's share* of the plan, taxes, and access fees. For example, an employee on a "family plan" may receive reimbursement only for the cost of their phone line.

Employees who believe their expenses exceed the reimbursement amounts described above shall be required to submit copies of their expenses, such as the internet and/or cell phone bill at issue, for review. Such bills may be redacted as needed to remove any private/confidential information.

Information Security And Confidentiality

Employees must never provide any third parties access to Magnolia network or share network access passwords, and must comply with all policies and procedures related to information security and network access, including policies and procedures contained in the Magnolia Employee Handbook.

Consistent with Magnolia’s expectations of information security for employees working at the office, teleworking employees must ensure that their telework location is secure and communications provided or sensitive work performed from the telework location remain confidential, away from the presence of family members or guests. Any Magnolia materials taken home, such as confidential personnel or pupil records, must be kept in a secure space within the telework location and shall not be made accessible to any third parties, including the employee’s family members or guests. Steps which employees may take to increase security of Magnolia materials/information include use of locked file cabinets and desks, regular password maintenance, shielding computer monitors, and any other actions appropriate for the position and the telework location.

Performance Standards

Employees must maintain the same or an improved level of productivity and work quality while teleworking. If productivity and/or work quality begin to decline, the telework assignment will be reevaluated to determine if changes can be made or termination of the telework assignment is warranted. Telework allows a high amount of flexibility for an employee to complete their work in a timely and proper manner, and it is expected that employees will not abuse this opportunity by allowing their productivity or work quality to decline.

Professional Boundaries

Employees must maintain appropriate levels of professionalism when interacting remotely with students and/or student’s family members, including as detailed in the “Professional Boundaries: Staff/Student Interaction” policy. Employees who fail to demonstrate acceptable professional boundaries during a telework assignment may be subject to disciplinary action, up to and including termination from employment.

Evaluation & Duration

Evaluation of employee performance during the teleworking assignment may include daily interaction by video, phone and/or email between the employee and the supervisor, and weekly face-to-face and/or video meetings whenever possible to discuss work progress and problems, as needed.

Magnolia may modify or terminate telework assignments at any time, with or without cause or advance notice. Although not required, Magnolia shall endeavor to provide seven (7) days’ notice of the modification or termination of any telework assignment whenever possible. All telework assignments shall be subject to termination upon resumption of regular onsite duties at Magnolia following the COVID-19 pandemic.

Use of Personal Property

Employees are not encouraged to bring in personal property or materials for use in the School setting. If an employee has a personal property item he or she would like to bring in for School use, the employee must first gain approval by MPS. MPS will not be responsible or liable for the property item. The employee assumes all liability for any damage or injury caused by bringing in a personal property item. The employee may be subject to discipline for a violation of this policy. The School will not be liable for

lost, stolen or damaged person property items, and such items are brought in at the employee’s own risk.

Security Cameras on Campus

MPS has authorized the use of security cameras in public areas of MSA-2, including in and around School buildings and on School property. The purpose of this program is to promote and maintain a safe, secure, and healthy environment for students and staff.

Private areas of campus, such as private employee offices, restrooms, and locker rooms will not be subject to security camera recording. Additionally, MPS will post signage indicating the areas of campus where security cameras are in use.

Security cameras will not be used to record audio or live footage, and footage will be kept private and destroyed after thirty (30) days, unless the preservation of the footage is otherwise needed. While MPS will not use the security camera footage to evaluate employee performance, it may be used by MPS or law enforcement in cases of suspected illegal or inappropriate conduct. In such cases, MPS cannot guarantee that security camera footage will be kept private.

Employees are prohibited from tampering with the MPS’s security cameras, systems, and/or footage. “Tampering” includes any unauthorized use, access, or physical damage, or any attempt to interfere, block or prevent the security camera from recording footage. Any employee found to have tampered with MPS security monitoring system may be disciplined, up to and including termination, and they may also be liable for any damage to the system.

Social Media

If an employee decides to post information on the Internet (i.e., blog, Facebook, Instagram, Twitter, etc.) that discusses any aspect of his/her workplace activities, the following restrictions apply:

- ☐ School equipment, including its computers and electronics systems, may not be used for these purposes;
- ☐ Employees may not use or post images of students or student information or work;
- ☐ Student and employee confidentiality policies must be adhered to;
- ☐ Employees must make clear that the views expressed in their blogs are their own and not those of the School;
- ☐ Employees may not use the School’s logos, trademarks and/or copyrighted material and are not authorized to speak on the School’s behalf;
- ☐ Employees are not authorized to publish any confidential information maintained by the School;
- ☐ Employees are prohibited from making discriminatory, defamatory, libelous or slanderous comments when discussing the School, the employee’s supervisors, co-workers and competitors;
- ☐ Employees must comply with all School policies, including, but not limited to, rules against sexual harassment and retaliation.

The School reserves the right to take disciplinary action against any employee whose social media postings are disruptive to the School or violate this or other School policies.

Commented [DH8]: Sarah, when we have activities we use employees pictures to post on social media and/or website. Do we need any permission form to get their permission? Do we need employee permission in general?

Personnel Files and Record Keeping Protocols

At the time of employment, a personnel file is established for each employee. It is each employee's responsibility to keep **the Principal (or MERF Human Resources for MERF employees)** advised of changes that should be reflected in their personnel file by making the changes in the Human Capital Management System Employee Self Service Portal. Such changes include: change in name, address, telephone number, personal information if required for insurance purposes (e.g., marital/domestic partnership status, number of dependents) and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable the School to contact an employee should the change affect their other records.

Employees have the right to inspect documents in their personnel file, as provided by law, in the presence of a School representative, at a mutually convenient time. Employees also have the right to obtain a copy of their personnel file as provided by law. Employees may add comments to any disputed item in the file. MPS will restrict disclosure of personnel files to authorized individuals within the School. A request for information contained in the personnel file must be directed to **the Principal (or MERF Human Resources for MERF employees)**. Only **the Principal and MERF Human Resources** or designee is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, the School will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations or as otherwise legally required. Credible complaints of substantiated investigations into or discipline for egregious misconduct will not be expunged from an employee's personnel file unless the complaint is heard by an arbitrator, administrative law judge, or the Board and the complaint is deemed to be false, not credible, unsubstantiated or a determination was made that discipline was not warranted.

Intellectual Property Rights

Any intellectual property, such as trademarks, copyrights and patents, and any work created by an employee in the course of employment at the School shall be the property of the School and deemed a work made for hire and the employee is deemed to have waived all rights in favor of the School. Work, for the purpose of this policy refers to written, creative or media work. All source material used in presentation or written documents must acknowledged the author or owner.

Media Contacts

All media inquiries regarding the School and its operations must be referred to the **CEO**. Only the **CEO** is authorized to make or approve public statements pertaining to the School or its operations, although, public employees do not lose the right to speak on matters of public importance. No employee, unless specifically designated by the **CEO**, is authorized to make statements to the media on behalf of the School. Any employee who would like to write and/or publish an article, paper, or other publication on behalf of the School must obtain approval from the **CEO** before publication.

HOURS OF WORK, OVERTIME AND ATTENDANCE

Employee Classifications

An employee’s salary and benefits depend on a wide range of factors, including base scale, qualifications, additional duties, and performance. Employees who have any questions about their salary, should speak to the Principal or the Human Resources Department for more details.

Classification Type	Definition	Eligible Benefits
Full-Time Salaried	Employed on a regularly scheduled 30+ hours per week basis for a non-specified period.	<ul style="list-style-type: none"> - STRS/PERS/401K Retirement Plan - Personal Necessity/Sick Leave/Floating Holiday - 100% Health Benefits Coverage (including family members) - Life insurance Plan - Vacation Hours (12-months employees only) - Tuition Reimbursement Program
Full-Time Hourly	Employed on a regularly scheduled 30+ hours per week basis for a non-specified period.	<ul style="list-style-type: none"> - STRS/PERS/401K Retirement Plan - Personal Necessity/Sick Leave Hours/Floating Holiday - 100% Health Benefits Coverage (including family members) - Life insurance Plan - Vacation Hours (12-months employees only) - Tuition Reimbursement
Part-Time Hourly	Employed on a regularly scheduled basis of 20.00 to 29.99 hours per week for a non-specified time.	<ul style="list-style-type: none"> - STRS/PERS/ - Sick Leave
Part-Time Hourly	Employed on a regularly scheduled basis of 19.99 or less hours per week for a non-specified time.	<ul style="list-style-type: none"> - Sick Leave - Not eligible for any other benefits
Temporary/Seasonal Full-Time	Employed on a regularly scheduled basis of 30+ hour per workweek for a finite period of time (though they are still at-will employees).	<ul style="list-style-type: none"> - Sick Leave - Some full-time temporary and seasonal employees may also be eligible for employer-sponsored health benefits, as required by law.
Temporary/Seasonal Part-Time	Employed on a regularly scheduled basis of 29 or less hours per week for a finite period of time (though they are still at-will employees).	<ul style="list-style-type: none"> - While this position may be eligible for Sick Leave, it is not eligible for any benefits.
Independent Contractor	Independent Contractors are non-employees.	Not eligible for any benefits.

Deleted: 401K Retirement Plan

Work Hours and Schedules

The School’s normal operating hours are from ***7:30 a.m. to 4:00 p.m.**, Monday through Friday. The work schedule for hourly non-exempt employees may vary. Each employee will be assigned a work schedule by their supervisor. *Typical working hours for hourly non-exempt employees may be as follows:

REGULAR WORKING HOURS*	
School Level: Full-time office staff	7:30 a.m. – 4:00 p.m. (may include a meal break for thirty (30) minutes and two ten (10) minute breaks)
School Level: All other full-time employees	7:45 a.m. – 4:00 p.m. (may include a meal break for thirty (30) minutes and two ten (10) minute breaks)
CMO Level: All full-time MERF employees	8:30 a.m. – 5:00 p.m. (may include a meal break for thirty (30) minutes and two ten (10) -minute breaks)

* Working hours may vary from one School site to another.

Employee work schedules and pay may fluctuate depending on the workload:

- ☐ Employees may have to work hours beyond their normal schedules as work demands require.
- ☐ Hourly employees will only be paid for the hours actually worked unless accrued paid leave is used or during a paid holiday for eligible employees.
- ☐ Employees are expected to attend weekly staff meetings and other mandatory training and meetings.
- ☐ Full-time teachers may be required to supplement regular curricular activities through after school programs, including tutoring and clubs. Each full-time teacher is expected to offer at least two after school programs per week.
- ☐ As directed by the **Principal**, employees may be required to conduct home visits to develop a positive school-home relationship that supports student achievement.
- ☐ As directed by the **Principal**, employees may also be required to attend school events and activities, including but not limited to, parent conferences, student/parent orientation, back-to-school nights, parent/community meetings, and any other school events and activities that occur during or outside of the normal school day, as indicated in the work year calendar. This required work is distinguishable from the employee’s involvement in non-work volunteer activities, which are not required by the employee’s employment.
- ☐ Employees are expected to perform other duties as requested by their **direct supervisor**.

Overtime

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis. Generally, teachers and administrators are exempt from earning overtime pay. Exempt employees may have to work hours beyond their normal schedules as work demands require, thus, no overtime compensation will be paid to exempt employees. Non-exempt employees may be eligible to earn overtime if required to work beyond the regularly scheduled workday or workweek. Only actual hours worked in a given workday or workweek can apply in calculating overtime for non-exempt employees. MPS will attempt to distribute overtime evenly and accommodate individual schedules, however, the operational needs of the School are

paramount. All overtime work must be previously authorized in writing by **the Principal (or MERF Human Resources for MERF employees.)** MPS provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law.

Make Up Time

An employee may make a written request to make up work time that is or would be lost as a result of a personal obligation. It is at the sole discretion of the School to approve or reject the request. The hours of that make up work may only be performed in the same workweek in which the work time was lost and may not result in the employee earning overtime. The makeup time must not exceed eleven (11) hours of work in one day or forty (40) hours of work in one week. The employee is responsible for recording time worked and taking all applicable rest and meal breaks during make up time. Make up time is not encouraged, and is based on the availability of work.

Wage Attachments and Garnishments

Under normal circumstances, the School will not assist creditors in the collection of personal debts from its employees. However, creditors may resort to certain legal procedures such as garnishments, levies or judgments that require the School, by law, to withhold part of an employee's earnings in their favor. The School will comply with such legal procedures.

Employees are strongly encouraged to avoid such wage attachments and garnishments.

Meal and Rest Periods

Nonexempt employees working at least five (5) hours are provided with a thirty (30) minute meal period, to be taken approximately in the middle of the workday, but by no later than the end of the fifth (5th) hour of the workday. An employee may waive this meal period if the day's work will be completed in no more than six (6) hours, provided the employee and MPS mutually consent to the waiver in writing.

Nonexempt employees are also provided with a ten (10) minute rest period for every four (4) hours worked which should be scheduled towards the middle of the four (4) hour work period as practicable. Employees are prohibited from combining meal and rest period time. An employee's supervisor must be aware of and approve scheduled meal and rest periods. Employees must immediately inform their supervisor if they are prevented from taking their meal and/or rest periods. Employees are expected to observe assigned working hours and the time allowed for meal and rest periods.

Lactation Accommodation

MPS accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the non-exempt employee shall be unpaid.

MPS will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Such room/location shall not be a bathroom, and shall have electricity. Employees shall also be given access to a sink with running water and a refrigerator. Employees with private offices will be required to use

their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

Commented [SC9]: You had questions about providing additional specificity such as a right of employees to have a lactation room/kitchen a certain distance. While we can provide that, the language here represents the minimum requirements set by law, and anything additional is at the preference of MPS.

Pay Days

Paydays are scheduled twice per month for **all employees**. The pay periods run from the 1st of the month to the 15th of the month (with paychecks available on the 20th of the month) and the 16th of the month to the end of the month (with paychecks available on the 5th of the following month). For 12 month employees, the School pays up to twenty-four (24) pay periods. For 11 month employees, the School pays up to twenty-two (22) pay periods. The total number of pay periods may vary depending on the starting and ending date of employment, and whether the employee performed work, used time from the accrued leave (paid sick leave, vacation leave, PTO), or is eligible for a paid holiday during the pay period. The last pay period of the school year ends on June 30th. Each paycheck will include earnings for all reported work performed through the end of the payroll period and is subject to regular withholdings. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive their pay no later than the next day of work after the day(s) off.

Employees should promptly notify **the Principal (or MERF Human Resources for MERF employees)** with questions regarding the calculations of their paycheck. Any corrections will be noted and will appear on the following payroll check.

Payroll Withholdings

As required by law, the School shall make all required withholdings, including:

Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.

State Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.

Social Security (FICA): The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School.

State Disability Insurance (SDI): This state fund is used to provide benefits to those out of work because of illness or disability.

Every payroll deduction is explained on the check voucher. Employees are directed to contact Human Resources with questions.

Employees may change the number of withholding allowances claimed for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to **the Principal (or MERF Human Resources for MERF employees) and by updating the Human Capital Management System Employee Self Service Portal**. The Human Resources Department also maintains a supply of forms.

It is the employee's responsibility to report any changes in filing status to **the Principal (or MERF Human Resources for MERF employees) by updating his/her Human Resource Management System Employee Self Service Portal**.

At the end of the calendar year, a "withholding statement" (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows Social

Security information, taxes withheld and total wages.

The School offers programs and benefits beyond those required by law. Employees who wish to participate in these programs may voluntarily authorize deductions from their paychecks.

Salary Compensation for Partial Pay Period

Salary payments to employees who are employed for less than a full pay period because of leave without pay, separation from employment for any reason, or employment at dates other than the beginning or the end of the pay period are computed on the basis of actual working days in the month. For this purpose, working days are considered to be forty (40) hours Monday through Friday unless otherwise specified.

For teaching staff, the actual working days start on the first day of summer teacher in-service and end on the last day of school or on the end-of-year school wrap-up day, whichever is later.

Pay Rate Schedule

Pay is primarily determined by the work classification, employee qualifications, years of service, and individual performance. The School uses the Board approved employee pay raise scales to determine the salaries for **full-time teaching staff and non-classroom based academic personnel and school leaders**. MERF employees and classified employees pay are determined by the MPS Board approved salary band. Please refer to the scales for details. For school level classified employees, the pay is primarily determined by the work classification and individual performance.

Deleted: '
Deleted: is

Attendance Policy

Employees are expected to adhere to regular attendance and to be punctual. School and MPS organized In-Service and Professional Development days are considered regular working days, employees are expected to be present on those days. If it is necessary to be absent or late, the employee must arrange it in advance with a **direct supervisor**. If it is not possible to arrange the absence or tardiness in advance, the employee must notify a **direct supervisor** no later than one-half (1/2) hour before the start of the workday. Teachers are also responsible to have a substitute folder for use when they are absent from school. If the employee is absent from work longer than one day, they must keep their **direct supervisor** sufficiently informed of the situation.

Deleted: Full-time teaching staff will be compensated for covering absent colleagues at the rate of twenty-five dollars (\$25) per regular course period and fifteen dollars (\$15) per half-course period, e.g

Deleted: ., SSR or Advisory, unless indicated differently on the individual's employment agreement. ¶

Excessive absenteeism and tardiness will not be tolerated and will lead to disciplinary action, as shown below in the Disciplinary Action Chart for Tardiness.

As noted in the section of this Handbook concerning prohibited conduct, excessive or unexcused absences or tardiness may result in disciplinary action up to and including release from at-will employment with the School. Absence for more than three (3) consecutive days without notifying the Principal will be considered a voluntary resignation from employment. The actual amount of time used during the tardiness will be subtracted from employee's vacation or sick leave hours (if related to a sick leave purpose) for each tardiness, in one (1) hour increment. Once all sick leave/vacation is used, employee's tardy hours will be reflected as unpaid time off.

Deleted: thirty (30)
Deleted: minute
Deleted: s

CHART OF CONSEQUENCES FOR TARDINESS AND ABSENCES		
	OCCURRENCES/DAYS	STEP AND ACTION
TARDINESS	1 -3 tardiness	Verbal Warning
	The 4th tardy	Written Warning.
	The 5th tardy	Staff member will also be placed on an Improvement Plan.
	6th and subsequent tardiness	Disciplinary: The employee may be subject to further discipline or dismissal.
ABSENCES	After all sick leave/vacation days are used	For exempt employees, a full day of pay will be deducted for each full days' absence. For nonexempt employees, no deduction will be made, but the employee will not earn wages during their absence.
NO CALL/NO SHOW	3 consecutive days	Considered job abandonment, which can lead to termination.

Timecards and Records

By law, MPS is obligated to keep accurate records of the time worked by non-exempt employees. Such employees shall be required to utilize the School's time card system.

Non-exempt employees must accurately clock in and out of their shifts as this is the only way the payroll department knows how many hours each employee has worked and how much each employee is owed. The time card indicates when the employee arrived and when the employee departed. All non-exempt employees must clock in and out for arrival and departure, along with lunch and for absences like doctor or dentist appointments. All employees are required to keep the office advised of their departures from and returns to the school premises during the workday.

Non-exempt employees are solely responsible for ensuring accurate information on their time cards and remembering to record time worked. If an employee forgets to mark their time card or makes an error on the time card, the employee must contact the Principal to make the correction and such correction request must be approved by the Principal.

Non-exempt employees are prohibited from performing off-the-clock work, including but not limited to checking emails before/after work hours, performing work in the morning before logging in, and running School errands after logging out.

No one may record hours worked on another's time card. Any employee who violates any aspect of this policy may be subject to disciplinary action, up to and including release from at-will employment with the School.

Mandatory Training and Meetings

Employees may be required to attend online/onsite trainings, lectures and meetings outside of regular

working hours. All teaching staff and school administrators are required to attend summer in-services, weekly staff meetings, and other mandatory training and meetings as directed by the **Principal**.

The School will pay non-exempt employees for attendance at mandatory trainings, lectures and meetings outside of regular working hours. All staff will be paid for the total hours of mandatory trainings plus travel time and mileage reimbursement (if applicable) with respect to MPS Reimbursement Policy.

All mandatory trainings, lectures and meetings will be identified as such. The School will not pay non-exempt employees for attendance at voluntary trainings. If the employee is unsure about the characterization of an offered training, lecture or meeting, they should contact their **direct supervisor** before attending.

All non-exempt employees must accurately reflect attendance at all mandatory trainings, lectures and meetings outside of regular working hours on their time records.

Expense Reimbursements

The School may reimburse employees for certain reasonably necessary expenses incurred in the furtherance of School business, including, but not limited to, fingerprint processing fees, TB test fees, First Aid & CPR fees, fees of exams that lead to professional certification (CSET, CBEST, RICA, CTEL, CLAD, CPACE, etc.,) and other approved School business and profession related expenses. Credential fees, university entrance exam fees, and US Constitution exam fees are not reimbursable. Please refer to the MPS Tuition Reimbursement policy for professional development opportunities and certification programs reimbursed by the School.

In order to be eligible for reimbursement, employees must follow the protocol set forth in the MERF's policy regarding expenditures, a copy of which may be obtained from the **Principal (or MERF Human Resources for MERF employees)**.

MERF Purchase Policies and Procedures Manual requires all employee expense or purchase plans to be pre-approved by his/her supervisor.

All new and continuing tuition reimbursement requests must be pre-approved annually by employee's supervisor as stated in the MPS Tuition Policy.

STANDARDS OF CONDUCT

Personal Appearance/Standards of Dress

MPS employees serve as role models to the School's students. All employees should therefore maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

Employees are encouraged to wear clothing that will add dignity to the educational profession, will present an image consistent with their job responsibilities, and will not interfere with the learning process. Accordingly, all employees shall adhere to the following standards of dress:

- 1) Clothing and jewelry must be safe and appropriate to the educational environment. All clothing must be clean and in good repair. Slits or tears in pants or other articles of clothing are not permitted except for modest slits in women's dresses or skirts that are no higher than three (3) inches above the knee.
- 2) Head coverings, including hats of any kind, except those worn for religious or safety reasons, are not to be worn inside school buildings including assemblies, classrooms, labs and offices. Hats may be worn outside for sun protection. All hats are to be removed upon entering school buildings. For exceptions to this policy, prior approval must be granted by the Principal.
- 3) Slacks and shorts are to be worn on the waist with no portion of an undergarment showing. Shorts should be modest in length and should be no higher than three (3) inches above the knee.
- 4) Skirts and dresses should be no higher than three (3) inches above the knee.
- 5) All tops must be appropriate to the work environment, and should be clean, neat, and provide proper coverage.
- 6) For safety purposes, earrings must not dangle more than one (1) inch below the ear.
- 7) Clothing or jewelry with logos that depict and/or promote gangs, drugs, alcohol, tobacco, sex, violence, illegal activities, profanity, or obscenity are not permitted.
- 8) Appropriate shoes must be worn at all times.
- 9) Employees may not display tattoos on their bodies. If an employee has a tattoo that is visible, it is the employee's responsibility to ensure that it is not visible during working hours.
- 10) Supervisors will inform employees of any specific dress requirements for their position.

Prohibited Conduct

The School expects that all employees will conduct themselves in a professional and courteous manner while on duty. Employees engaging in misconduct will be subject to disciplinary action up to and including termination of employment. The following is a list of conduct that is prohibited by the School. This list is not exhaustive and is intended only to provide examples of the type of conduct that will not be tolerated by the School. The specification of this list of conduct in no way alters the employment

relationship the employee has with the School.

- ☒ Insubordination - refusing to perform a task or duty assigned or act in accordance with instructions provided by the School;
- ☒ Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities;
- ☒ Unacceptable job performance;
- ☒ Improper use or release of confidential information without authorization;
- ☒ Unexcused/unreported absence and/or lack of punctuality;
- ☒ Improper use of sick leave;
- ☒ Working unauthorized overtime or refusing to work assigned overtime;
- ☒ Misuse of School property or funds;
- ☒ Improper use of School equipment, materials, time or property;
- ☒ Damaging, defacing, unauthorized removal, destruction or theft of another employee's property or of School property.
- ☒ Failure to maintain a required license, certification or permit current and in good standing;
- ☒ Horseplay or other unnecessary or inappropriate physical contact;
- ☒ Sleeping or malingering on the job;
- ☒ Refusal to communicate with students, parents, supervisors, or other employees;
- ☒ Conducting personal business during business hours and/or unauthorized use of School property for non-School reasons;
- ☒ Posting any notices on School premises without prior written approval of management unless posting is on a School bulletin board designated for employee postings and is otherwise non-offensive and appropriate for the workplace;
- ☒ Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter, is strictly prohibited on School property by non-employees and by employees. This rule does not cover periods of time when employees are off their jobs such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks;
- ☒ Failure to comply with the School's safety procedures;
- ☒ Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment;
- ☒ Immoral or indecent conduct;
- ☒ Fighting or instigating a fight on School premises;
- ☒ Gambling on school premises;
- ☒ Use of profane, abusive or threatening language in conversations with other employees and/or intimidating or interfering with other employees;
- ☒ Possession of alcohol or illegal drugs and controlled substances at work, or reporting to work while under the influence of the same;
- ☒ Dishonesty;
- ☒ Falsification, fraud or omission of pertinent information when applying for a position;
- ☒ Recording the work time of any other employee, or allowing any other employee to record time on your time record or falsifying any time record;
- ☒ Theft or embezzlement;
- ☒ Willful destruction of School property;
- ☒ Conviction of a crime making the employee unfit for the position, or failure to report a criminal charge or conviction to the School;
- ☒ Possession of firearms, or any other dangerous weapon, while on campus or while working for the School;

- ☐ Violation of the discrimination, harassment or retaliation policy;
- ☐ Engaging in sabotage or espionage (industrial or otherwise);
- ☐ Any willful act that endangers the safety, health or wellbeing of another individual;
- ☐ Any act of sufficient magnitude to cause disruption of work or gross discredit to the school;
- ☐ Failure to follow any known policy or procedure of the School or gross negligence that results in a loss to the School; and
- ☐ Failure to respond to work-related communications within 1 day for exempt employees and 1 business day for nonexempt employees.
- ☐ Violations of federal, state or local laws affecting the organization or the employee's employment with the organization.

Off-Duty Conduct

While the School does not seek to interfere with the lawful off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the School legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the School or its own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the School's legitimate business interests or the employee's ability to perform his or her work will not be tolerated.

While employed by the School, employees are expected to devote their energies to their jobs with the School. For this reason, second jobs are strongly discouraged. The following types of additional employment elsewhere are strictly prohibited:

- ☐ Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at the School;
- ☐ Additional employment that creates a conflict of interest or is incompatible with the employee's position with the School;
- ☐ Additional employment that impairs or has a detrimental effect on the employee's work performance with the School;
- ☐ Additional employment that requires the employee to conduct work or related activities on the School's property during the employer's working hours or using our School's facilities and/or equipment; and
- ☐ Additional employment that directly or indirectly competes with the business or the interests of the School.

Employees who wish to engage in additional employment must submit a written request to the School explaining the details of the additional employment. The School will advise the employee of whether a conflict appears to exist based on the information provided. The School assumes no responsibility for this determination or the employee's other employment. MPS shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of the additional employment. Authorization to engage in additional employment can be revoked at any time if a conflict is suspected.

EMPLOYEE BENEFITS

Holidays and Vacations

School Holidays

The School recognizes the following holidays. All **regular/full-time** employees will receive the following paid holidays in 2020-2021:

<u>School Holidays</u>	<u>Dates</u>
Labor Day	September <u>7, 2020</u>
Veterans Day	November 11, 2019
Thanksgiving Day*	November <u>26, 2020</u>
Day after Thanksgiving*	November <u>27, 2020</u>
Christmas Day**	December 25, <u>2020</u>
Winter Break Holiday**	December <u>28, 2020</u>
Winter Break Holiday**	December <u>29, 2020</u>
New Years Eve**	December 31, <u>2020</u>
New Year's Day**	January 1, <u>2021</u>
M. L. King Day	January <u>18, 2021</u>
Presidents' Day	February <u>15, 2021</u>
Cesar Chavez Day	<u>March 26, 2021</u>
Spring Break Holiday***	April 8, 2020 (April 1, 2020 for San Diego only)
Spring Break Holiday***	April 9, 2020 (April 2, 2020 for San Diego)
Memorial Day	May <u>31, 2020</u>
Independence Day	July 4, 2020 (excluding 11 month employees)

- Deleted: 19
- Deleted: 20
- Deleted: 2
- Deleted: 19
- Deleted: 8
- Deleted: 19
- Deleted: 9
- Deleted: 19
- Deleted: 19
- Deleted: 19
- Deleted: 6
- Deleted: 19
- Deleted: 7
- Deleted: 19
- Deleted: 19
- Deleted: 19
- Deleted: 20
- Deleted: 0
- Deleted: 7
- Deleted: 0
- Deleted: 0
- Deleted: April 3
- Deleted: 0
- Deleted: 25

- * Falls during Thanksgiving Break
- ** Falls during Winter Break
- *** Falls during Spring Break

School Breaks

All **full-time** exempt employees will receive the following paid school breaks (which may include, and are not in addition to, the School Holiday Schedule above):

- Thanksgiving Break (including Thanksgiving Day and the Day after Thanksgiving)
- Winter Break (including the Christmas Day, Winter Break Holiday, and New Year's Day)
- Spring Break (including Spring Break Holiday)

Typically, **full-time teaching staff/non-classroom based academic positions** will have five (5) days of paid Thanksgiving Break, fifteen (15) days of paid Winter Break (ten (10) days of paid Winter Break for San Diego), and five (5) days of paid Spring Break. Full-time **School-site administrators, classified exempt 12 month employees, and MERF employees** will have three (3) days of paid Thanksgiving Break, three (3) days of paid Spring Break, and thirteen (13) days of paid Winter Break (eight (8) days of paid

Winter Break for San Diego). Part-time, temporary, and seasonal employees, and independent contractors, are not compensated during School breaks.

Full-time **education specialists, school psychologists, and college advisors** at the school sites will be treated as teaching staff for the purpose of holidays and vacation. If employees have any questions about their employment classification, they should consult with **MERF Human Resources**.

SCHOOL BREAKS	DATES
Full-time teaching staff:	
Thanksgiving Break	November 25-29, 2019
Winter Break	December 23, 2019 – January 10, 2020 (For San Diego: December 23, 2019 – January 3, 2020)
Spring Break	April 6, 2020 – April 10, 2020 (For San Diego: March 30, 2020 – April 3, 2020)
School administrators, classified exempt 12 month employees, and MERF employees:	
Thanksgiving Break	November 27-29, 2019
Winter Break	December 25, 2019 – January 10, 2020 (For San Diego: December 25, 2019 – January 3, 2020)
Spring Break	April 8, 2020 – April 10, 2020 (For San Diego: April 1, 2020 – April 3, 2020)

If a school site has a different schedule of breaks and/or additional breaks other than those listed above, such as fall break, Presidents’ week, etc., the general rule of thumb is that full-time teaching staff will take the whole break off in the school calendar while the School administrators and MERF employees will have two (2) days less off. Full-time, hourly classified staff are only eligible for pay according to the School Holiday Schedule above.

Floating Holidays

All full-time MPS Employees are eligible to receive two (2) floating days each school year. Floating Holidays are not vacation days, and cannot be paid out, cashed out, and cannot be rolled over. Floating holidays are provided at the start of each school year.

Vacation

The School provides vacation benefits to eligible employees to enable them to take paid time off for rest and recreation. Vacation is provided to prevent overworking. The School believes that this time is valuable for employees in order to enhance their productivity and to make their work experience with the School personally satisfying.

With the exception of certificated instructional staff (e.g., teachers and non-classroom based academic personnel), all **full-time,* 12 month** employees accrue vacation from the date of hire at the following accrual rates:

*ELIGIBLE EMPLOYEES	VACATION ACCRUAL	MAX CAP
School Administrators	Hours will accrue per pay period up to 160 hours (8 hours per pay period) per year	240 hours
School Classified Employees	Hours will accrue per pay period up to 120 hours (6 hours per pay period) per year	200 hours
MERF Employees	Hours will accrue per pay period up to 160 hours (8 hours per pay period) per year	240 hours

As a benefit to employees, eligible employees will accrue the maximum vacation time prior to the end of the year to facilitate their use of vacation time before the end of the year. This accelerated accrual does not entitle eligible employees to vacation time above and beyond their yearly accrual, as indicated in the chart above. Vacation time may not be utilized before it is earned. Vacation is rolled over from year to year and is capped at 240 hours for administrators and MERF employees, and 200 hours for full-time classified employees. There is no retroactive grant of vacation compensation for the period of time the accrued vacation compensation was at the cap. Employees who have non-sick related partial or full day absences will have vacation time deducted from their vacation bank commensurate with their time off.

No vacation accrues during any unpaid leave of absence or while on disability salary continuation. Vacation accruals recommence when the employee returns to work.

On termination of employment, the eligible employee is paid all accrued, unused vacation at the employee's base rate of pay at the time of his or her separation from employment.

All vacations must be approved in advance by **the direct supervisor of the employee**, who will make reasonable efforts to accommodate employee requests. Vacation requests must be made at least two (2) weeks prior to the desired vacation time. Job requirements will always have precedence over vacation schedules. The School may attempt to have some of its employees stagger vacations in an effort to avoid affecting services.

*** 11 month employees, including non-classroom based academic employees and teaching staff, do not accrue vacation.**

For full-time teaching staff, the actual working days start on the first day of summer teacher in-service and end on the last day of school or on the end-of-year school wrap-up day, whichever is later.

Any accrued but unused vacation will not be paid out at the end of the school year. Nonetheless, all employees are entitled to have their unused vacation time paid out upon separation from the School.

Sick Leave

To help prevent loss of earnings that may be caused by accident or illness, or by other emergencies, MPS offers paid sick leave to its employees. Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Additionally, employees may use sick leave during public health emergencies resulting in the closure of MPS, the employee's child care provider, or the school of the employee's child. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents,

grandchildren, or siblings, or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship) who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.

All full-time and part-time staff will be credited with forty-eight (48) hours of sick leave at the start of the school year. In addition to the credited forty-eight (48) hours, all 11 and 12-month full-time employees will accrue two (2) sick leave hours per pay period. The maximum accrued sick leave is eighty (80) hours per year. Paid sick leave can be used by all MPS employees who work for at least thirty (30) days within the span of a single calendar year from the commencement of employment.

Deleted: hours per year

Employees may roll over up to eighty (80) hours of paid sick leave from year to year.

MPS EMPLOYEE SICK HOURS			
	BEGINNING	ACCRUAL	MAXIMUM ACCRUAL
11-MONTHS FULL-TIME	48 hours	2 hours per pay period	80 hours
12-MONTHS FULL-TIME	48 hours	2 hours per pay period	80 hours
PART-TIME	48 hours	X	<u>80 hours</u>
SEASONAL/TEMPORARY	0	1 hour for every 30 hours worked	80 hours

Deleted: N/A

Employees cannot use paid sick leave until the thirtieth (30th) calendar day following the employee's start date. Sick leave must be taken by eligible employees in increments of one (1) hour.

Deleted: However, sick leave related to tardiness for a sick leave related purpose may be deducted in thirty (30) minute increments. ...

Sick leave is intended to be used only for the qualifying purposes stated above. MPS will not tolerate abuse or misuse of sick leave. If an employee is absent longer than three (3) days due to illness, medical evidence of the illness and/or medical certification of the employee's fitness to return to work may be required.

Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave, if eligible under applicable medical leave law, depending upon the facts and circumstances of the employee's basis for leave beyond the accrued sick leave. If an employee is not eligible for any applicable medical leave and has exhausted all paid sick leave, the employee will not be paid for time not worked. Employee requests for unpaid medical leave must be approved in advance by the School.

The School may offer to buy back unused paid sick leave days at the employee's rate of pay or \$150 per day, at the School's discretion, by the end of June. Employees must work for the School for at least thirty (30) days of their work year each year before they may be eligible for the School to buy back their paid sick leave. The School will not buy back any paid sick leave from new or continuing employees who (1) fail to work for the School for thirty (30) consecutive days of the new work year, or (2) are separated from the School based on misconduct, unprofessionalism, or suspicion of the same. The School does not buy back sick leave from temporary or seasonal employees, such as summer school employees.

Commented [DH12]: Check with C-team

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Commented [DH13]: Sarah, do we have to offer roll over for sick hours?

Commented [SC14R13]: Yes, is must be permitted to roll over year to year (including when it is front loaded PSL) up to the accrual cap, no less than 72 hours. As you have an accrual cap of 80 hours, that is how much MPS employees should be permitted to roll over year to year.

Personal Necessity Leave:

A full-time employee may elect to use up to five (5) days of accumulated sick leave each school year for personal necessity including any of the following specific reasons:

- ☐ Death or serious illness of a member of his/her immediate family (this is in addition to normal bereavement leave);

- ☐ Accident involving his/her person or property or the person or property of a member of his/her immediate family;
- ☐ Appearance in court as a litigant, or as a witness under official order;
- ☐ Adoption of a child;
- ☐ The birth of a child making it necessary for an employee who is the parent of the child to be absent from his/her position during the work hours;
- ☐ Business matters which cannot reasonably be conducted outside the workday.

Employees must request personal necessity leave at least one (1) day in advance, unless an emergency situation occurs. Personal necessity leave is not vacation but rather part of the sick leave policy. Personal necessity leave does not carry over from school year to school year.

MERF Offered Benefits Chart

Employees who complete a full work year may accrue or have access to the following leaves and benefit amounts on an annual basis.

	Full-Time							Part-Time (20-29.99hr/week)	Part-Time (less than 20hr/week)	Temporary/Seasonal		
Status	School Admin Home Office	Classified				Teacher		Classified		Teacher/Classified		
Duration	12-Month	12-Month		11-Month		11-Month		Part-Time		Part-Time	Full-Time	
Salary Type	Salaried	Salaried	Hourly	Salaried	Hourly	Salaried	Hourly	Hourly		Hourly	Salaried	Hourly
Bereavement Hours	40	40	40	40	40	40	40	40	40	NO	NO	NO
Floating Hours	16	16	16	16	16	16	16	NO	NO	NO	NO	NO
Sick Hours	80	80	80	80	80	80	80	48	48	1 hr per 30 hours worked	1 hr per 30 hours worked	1 hr per 30 hours worked
Vacation Hours	160	120	120	NO	NO	NO	NO	NO	NO	NO	NO	NO
Health Benefits (Health, Dental, Vision)	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	↕	↕
Retirement (STRS, PERS or 401K)	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	NO
Tuition Reimbursement (BTSA, Master's, Ph.D.)	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	NO	NO
Paid Time Off (Fall, Spring, Winter Breaks)	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	NO	NO

↕ Temporary/seasonal employees may be eligible for health benefits and sick leave depending on the

length of the assignment and the hours worked, as specified in the Health Benefits section and Paid Sick Leave section of this Handbook.

INSURANCE BENEFITS

Health Insurance

Full-time employees are entitled to health insurance benefits in accordance with applicable law and the School’s health insurance plan. The School will cover one-hundred (100%) percent of the premium for employees who chose the HMO option and one-hundred (100%) percent of the premium to enroll legal dependents in the same program. The employee’s portion of monthly premiums will be deducted from the employee’s paycheck for employees who select the PPO selection or a greater amount of insurance coverage. The School may provide the employee a stipend payment at the rate of \$150 per month if he or she is enrolled in a separate health insurance benefit program and declines all employer-sponsored health insurance benefits (i.e. medical, vision, and dental) in writing by no later than within the month of August of each year. MPS will not provide a stipend to employees who will receive or have employer-sponsored health insurance coverage through an actively working spouse of MPS.

Formatted: Highlight

After the end of the open enrollment or once the employee selects a plan, employee may not cancel or convert from HMO to PPO or vice versa until the next open enrollment unless there is a qualifying event such as birth of a child, loss of coverage, marital status.

Part-time, and temporary/seasonal employees working less than 30 hours per week are not entitled to health benefits provided by the School. Independent contractors, consultants and leased employees (i.e., those working for an employment agency) are not employees of the School and are not eligible for benefits provided by the School.

If medical insurance premium rates increase, employees may be required to contribute to the cost of increased premiums to retain coverage. Unless otherwise mandated by law, employees on a leave of absence are responsible for selecting continuing health coverage and paying the premium for such coverage. Failure to timely request and pay for such coverage will result in the loss of coverage.

When Coverage Starts

Subject to health insurance carrier approval, employee coverage will begin on the first day of employment or if hired mid-month it will start on the first day of the next month. The employee is responsible for logging into MPS’s Human Capital Management System and properly enrolling in any selected plans.

Disability Insurance

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 out of work related to an injury, subject to SDI eligibility requirements. The employee must contact SDI for specific rules and regulations relating to SDI eligibility, and the **MERF Human Resources** may be available to assist.

Family Leave Insurance

Employees covered by the SDI may also be covered by the California Paid Family Leave Insurance program. Eligible employees are entitled to receive up to six (6) weeks of wage replacement benefits from the State of California when they suffer a wage loss for taking time off to care for a seriously ill or injured qualifying family member or to bond with a new child within one (1) year of birth or placement of the child with the employee. Specific rules and regulations relating to Family Leave Insurance are available from SDI, and the **MERF Human Resources** may be able to assist.

Life Insurance

Employee life insurance is provided by MERF. All full-time employees will be covered upon hire, subject to program eligibility requirements. Employees should contact the Human Resources Department for coverage details.

Workers' 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. See below for a further description of making a claim for Workers' Compensation Insurance benefits.

COBRA Benefits

Continuation of Benefits:

When coverage under the School's medical and/or dental plans ends, employees or their dependents can continue coverage for eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. To continue coverage, an employee must pay the full cost of coverage – the employee contribution and the School's previous contribution plus a possible administrative charge.

Medical coverage for an employee, his/her spouse, and eligible dependent children can continue for up to eighteen (18) months if coverage ends because:

- ☐ Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- ☐ Hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making the employee ineligible for the plan.

This eighteen (18)-month period may be extended an additional eleven (11) months in cases of disability subject to certain requirements. This eighteen (18)-month period also may be extended an additional eighteen (18) months if other events (such as a divorce or death) occur subject to certain requirements.

An employee's spouse and eligible dependents can continue their health coverage for up to thirty-six (36) months if coverage ends because:

- ☐ The employee dies while covered by the plan;
- ☐ The employee and his/her spouse become divorced or legally separated;
- ☐ The employee becomes eligible for Medicare coverage, but the employee's spouse has not yet reached age sixty-five (65); or
- ☐ The employee's dependent child reaches an age which makes him or her ineligible for coverage under the plan.

Rights similar to those described above may apply to retirees, spouses and dependents if the employer commences a bankruptcy proceeding and those individuals lose coverage.

MPS will notify employees or their dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, dies, or when a dependent child no longer meets the eligibility requirements, the employee or a family member are responsible for notifying the School within thirty (30) days of the event. MPS will then notify the employee or his/her dependents of the employee's rights.

Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage, or within sixty (60) days after the event causing the loss, whichever is later.

There are certain circumstances under which coverage will end automatically. This happens if:

- ☐ Premiums for continued coverage are not paid within thirty (30) days of the due date;
- ☐ The employee (or his/her spouse or child) become covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing condition the employee (or his/her spouse or child, as applicable) may have;
- ☐ MPS stops providing group health benefits;
- ☐ The employee (or his/her spouse or child) become entitled to Medicare; or
- ☐ The employee extended coverage for up to twenty-nine (29)-months due to disability and there has been a final determination that the employee is no longer disabled.

LEAVES OF ABSENCE

Family Care and Medical Leave

This policy explains how the School complies with the federal Family and Medical Leave Act (“FMLA”) and the California Family Rights Act (“CFRA”), both of which require the School to permit each eligible employee to take up to twelve (12) workweeks (or twenty-six (26) workweeks where indicated) of FMLA leave in any twelve (12) month period for the purposes enumerated below. For purposes of this policy, all leave taken under FMLA or CFRA will be referred to as “FMLA leave.”

Employee Eligibility Criteria:

To be eligible for FMLA leave, the employee must have been employed by the School for a total of at least twelve (12) months, worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the FMLA leave, and work at a location where the School has at least fifty (50) employees within seventy-five (75) miles, (except for purposes of baby-bonding where the threshold is twenty (20) employees).

Events that may Entitle an Employee to FMLA Leave:

The twelve (12) week (or twenty-six (26) workweeks where indicated) FMLA allowance includes any time taken (with or without pay) for any of the following reasons:

- ☐ To care for the employee’s newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by the School, they will be entitled to a combined total of twelve (12) weeks of leave for this purpose;
- ☐ Because of the employee’s own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or her job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by the School’s separate pregnancy disability policy);
 - a. A “serious health condition” is an illness, injury (including, but not limited to on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or (2) continuing treatment, including, but not limited to, treatment for substance abuse.
 - b. “Inpatient care” means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an “inpatient” when a health care facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.
 - c. “Incapacity” means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

Commented [DH15]: Sarah, if spouse is working for the same employer, CFRA (baby bonding) is shared. Is this already included?

Commented [SC16R15]: Hi Derya, there is one interesting caveat here that is due to a difference in CFRA baby bonding law (state) and FMLA baby bonding law (federal).

While the employer can require both co-parents (including spouses, partners, boyfriend/girlfriend, non-couple parents etc.) to share the 12 weeks of baby bonding leave under the CFRA, the FMLA provides each parent with a separate set of bonding leave.

Thus, if you have co-parent employees that are CFRA eligible only (e.g., the employees have already exhausted their FMLA or are working at a worksite with between 20 and 49 employees), MPS can require them to share the leave. However, if one or both is FMLA eligible, they each get their own 12 weeks of bonding leave. As CFRA-only eligibility is uncommon, particularly for schools that have 50+ employees within a 75 mile radius such as MPS, or because the full amount must be provided if one parent is FMLA eligible, it is not often included here.

However, I have added some language on the next page that may address the narrow circumstances where this applies, should MPS wish to impose this restriction.

d. "Continuing treatment" means ongoing medical treatment or supervision by a health care provider.

- ☐ To care for a spouse, domestic partner, child, or parent with a serious health condition or military service-related injury. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of FMLA leave in a single twelve (12) month period to provide said care;
- ☐ For any "qualifying exigency" because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty, in the Armed Forces;

Amount of FMLA Leave Which May Be Taken:

- ☐ FMLA leave can be taken in one (1) or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. "Twelve workweeks" means the equivalent of twelve (12) of the employee's normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, "twelve workweeks" means sixty (60) working and/or paid eight (8) hour days.
- ☐ In addition to the twelve (12) workweeks of FMLA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces service member shall also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the service member.
- ☐ The "twelve-month period" in which twelve (12) weeks of FMLA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA leave.
- ☐ If a holiday falls within a week taken as FMLA leave, the week is nevertheless counted as a week of FMLA leave. If, however, the School's business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School's activities have ceased do not count against the employee's FMLA leave entitlement. Similarly, if an employee uses FMLA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee's leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.
- ☐ [Employees who are co-parents to a child and who are eligible for CFRA baby-bonding leave only \(ineligible or exhausted FMLA\) are required to share the twelve \(12\) entitlement to baby-bonding leave on a first come-first serve basis, based on the timing of the leave request.](#)

Pay during FMLA Leave:

- ☐ An employee on FMLA leave because of his/her own serious health condition may use accrued paid sick leave at the beginning of any otherwise unpaid FMLA leave period. If an employee is receiving a partial wage replacement benefit during the FMLA leave, the School and the employee may agree to have School-provided paid leave, such as vacation or sick time, supplement the partial wage replacement benefit unless otherwise prohibited by law

- ☐ An employee on FMLA leave for child care or to care for a spouse, domestic partner, parent, or child with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA leave.
- ☐ If an employee has exhausted his/her sick leave, leave taken under FMLA shall be unpaid leave.
- ☐ The receipt of sick leave pay or State Disability Insurance benefits will not extend the length of the FMLA leave. Sick pay accrues during any period of unpaid FMLA leave only until the end of the month in which unpaid leave began.

Health Benefits:

The provisions of the School’s various employee benefit plans govern continuing eligibility during FMLA leave, and these provisions may change from time to time. The health benefits of employees on FMLA leave will be paid by the School during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA leave is granted, the School will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If an employee is required to pay premiums for any part of his/her group health coverage, the School will provide the employee with advance written notice of the terms and conditions under which premium payments must be made.

MPS may recover the health benefit costs paid on behalf of an employee during his/her FMLA leave if:

- ☐ The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have “failed to return from leave” if he/she works less than thirty (30) days after returning from FMLA leave; and
- ☐ The employee’s failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA leave, or other circumstances beyond the control of the employee.

Seniority:

An employee on FMLA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA leave will return with the same seniority he/she had when the leave commenced. An employee who was absent from work while fulfilling his or her covered service obligation under the Uniformed Services Employment and Reemployment Rights Act (USERRA) shall be credited, upon his or her return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service.

Medical Certifications:

- ☐ An employee requesting FMLA leave because of his/her own or a relative’s serious health condition must provide medical certification from the appropriate health care provider on a form supplied by the School. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen (15) days of the School’s request for certification)

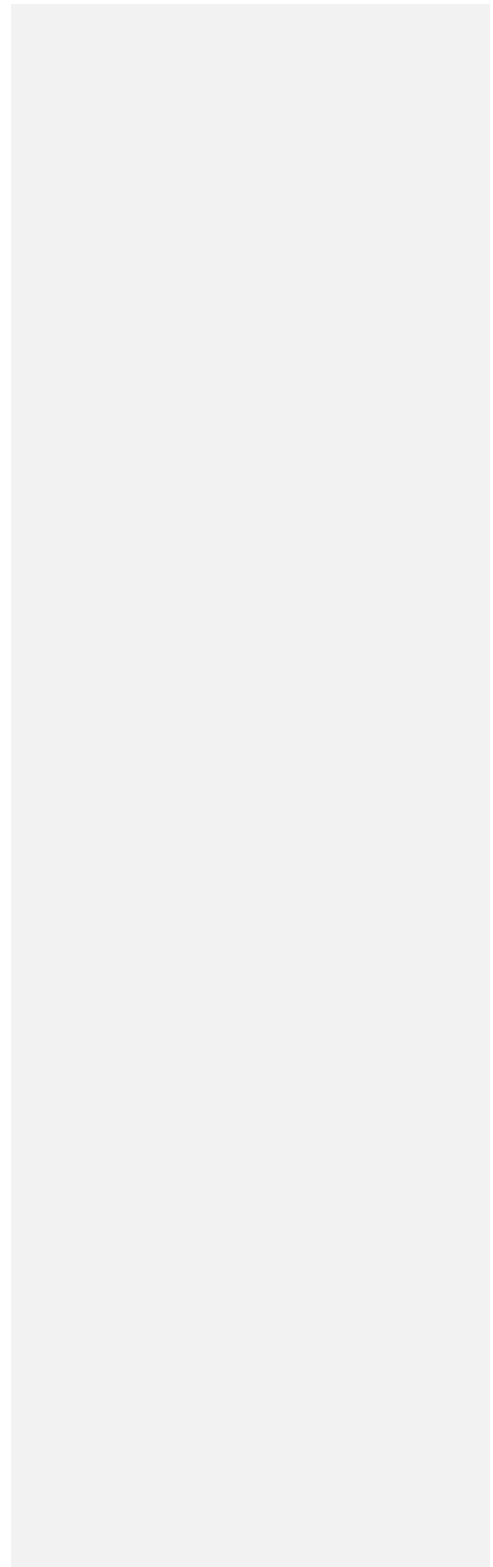
may result in denial of the leave request until such certification is provided.

- ☐ The School will notify the employee in writing if the certification is incomplete or insufficient, and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. The School may contact the employee's health care provider to authenticate a certification as needed.
- ☐ If the School has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, the School may request a second opinion by a health care provider of its choice (paid for by the School). If the second opinion differs from the first one, the School will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.
- ☐ Recertifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required recertifications can result in termination of the leave.

Procedures for Requesting and Scheduling FMLA Leave:

- ☐ An employee should request FMLA leave by completing a Request for Leave form and submitting it to **the Principal (or MERF Human Resources for MERF employees)**. An employee asking for a Request for Leave form will be given a copy of the School's then-current FMLA leave policy.
- ☐ Employees should provide not less than thirty (30) days' notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or his/her spouse, domestic partner, child, or parent. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA leave was an emergency or was otherwise unforeseeable.
- ☐ Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
- ☐ If FMLA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's spouse, domestic partner, parent or child, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.
- ☐ If FMLA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
- ☐ If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.
- ☐ The School will respond to an FMLA leave request no later than five (5) business days of receiving the request. If an FMLA leave request is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA leave entitlement. This notice will

explain the employee's obligations and the consequences of failing to satisfy them.



Return to Work:

- ☐ Upon timely return at the expiration of the FMLA leave period, an employee (other than a “key” employee whose reinstatement would cause serious and grievous injury to the School’s operations) is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee’s FMLA leave.
- ☐ When a request for FMLA leave is granted to an employee (other than a “key” employee), the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
- ☐ Before an employee will be permitted to return from FMLA leave taken because of his/her own serious health condition, the employee must obtain a certification from his/her health care provider that he/she is able to resume work.
- ☐ If an employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

Limitations on Reinstatement

- ☐ MPS may refuse to reinstate a “key” employee if the refusal is necessary to prevent substantial and grievous injury to the School’s operations. A “key” employee is an exempt salaried employee who is among the highest paid 10% of the School’s employees within seventy-five (75) miles of the employee’s worksite.
- ☐ A “key” employee will be advised in writing at the time of a request for, or if earlier, at the time of commencement of, FMLA leave, that he/she qualifies as a “key” employee and the potential consequences with respect to reinstatement and maintenance of health benefits if the School determines that substantial and grievous injury to the School’s operations will result if the employee is reinstated from FMLA leave. At the time it determines that refusal is necessary, the School will notify the “key” employee in writing (by certified mail) of its intent to refuse reinstatement and will explain the basis for finding that the employee’s reinstatement would cause the School to suffer substantial and grievous injury. If the School realizes after the leave has commenced that refusal of reinstatement is necessary, it will give the employee at least ten (10) days to return to work following the notice of its intent to refuse reinstatement.

Employment during Leave:

No employee, including employees on FMLA leave, may accept employment with any other employer without the School’s written permission. An employee who accepts such employment without the School’s written permission will be deemed to have resigned from employment at the School.

Pregnancy Disability Leave

This policy explains how the School complies with the California Pregnancy Disability Act, which requires the School to give each female employee an unpaid leave of absence of up to four (4) months per

pregnancy, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth, or related medical conditions.

Employee Eligibility Criteria:

To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

Events That May Entitle an Employee to Pregnancy Disability Leave:

The four (4) month pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

- ☐ The employee is unable to work at all or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or
- ☐ The employee needs to take time off for prenatal care.

Duration of Pregnancy Disability Leave:

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. "Four months" means the number of days the employee would normally work within four months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 1/3 weeks).

For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro rata or proportional basis. For example, for an employee who works twenty (20) hours per week, "four months" means 346.5 hours of leave entitlement (20 hours per week times 17 1/3 weeks). For an employee who normally works forty-eight (48) hours per week, "four months" means 832 hours of leave entitlement (48 hours per week times 17 1/3 weeks).

At the end or depletion of an employee's pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to reasonable accommodation. Entitlement to additional leave must be determined on a case-by case basis, taking into account a number of considerations such as whether an extended leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, and whether or not additional leave would create an undue hardship for the School. The School is not required to provide an indefinite leave of absence as a reasonable accommodation.

Pay During Pregnancy Disability Leave:

- ☐ An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued vacation time at the beginning of any otherwise unpaid leave period.

- ☐ The receipt of vacation pay, sick leave pay, or state disability insurance benefits, will not extend the length of pregnancy disability leave.
- ☐ Vacation and sick pay accrues during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

Health Benefits:

MPS shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4) months in a twelve (12) -month period. MPS can recover premiums that it already paid on behalf of an employee if both of the following conditions are met:

- ☐ The employee fails to return from leave after the designated leave period expires.
- ☐ The employee’s failure to return from leave is for a reason other than the following:
 - The employee is taking leave under the California Family Rights Act.
 - There is a continuation, recurrence or onset of a health condition that entitles the employee to pregnancy disability leave.
 - There is a non-pregnancy related medical condition requiring further leave.
 - Any other circumstance beyond the control of the employee.

Seniority:

An employee on pregnancy disability leave remains an employee of the School and a leave will not constitute a break in service. When an employee returns from pregnancy disability leave, she will return with the same seniority she had when the leave commenced.

Medical Certifications:

- ☐ An employee requesting a pregnancy disability leave must provide medical certification from her healthcare provider on a form supplied by the School. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.
- ☐ Recertifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required recertifications can result in termination of the leave.

Requesting and Scheduling Pregnancy Disability Leave:

- ☐ An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to the Principal (or MERF Human Resources for MERF employees). An employee asking for a Request for Leave form will be referred to the School’s then current pregnancy disability leave policy.
- ☐ Employee should provide not less than thirty (30) days’ notice or as soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave

request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.

- ☐ Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
- ☐ Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
- ☐ If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
- ☐ The School will respond to a pregnancy disability leave request within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, the School will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Return to Work:

- ☐ Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position at the time reinstatement is requested. If the employee is not reinstated to the same position, she must be reinstated to a comparable position unless one of the following is applicable:
 - The employer would not have offered a comparable position to the employee if she would have been continuously at work during the pregnancy disability leave.
 - There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. The School will take reasonable steps to provide notice to the employee if and when comparable positions become available during the sixty (60) day period.

A "comparable" position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.
- ☐ When a request for pregnancy disability leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).
- ☐ In accordance with MPS policy, before an employee will be permitted to return from a pregnancy disability leave of three (3) days or more, the employee must obtain a certification from her healthcare provider that she is able to resume work.
- ☐ If the employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot

be made, the employee will be medically separated from the School.

Employment during Leave:

No employee, including employees on pregnancy disability leave, may accept employment with any other employer without the School’s written permission. An employee who accepts such employment without written permission will be deemed to have resigned from employment.

Unpaid Leave of Absence

MPS recognizes that special situations may arise where an employee must leave his or her job temporarily. At its discretion, the School may grant employees leaves of absence. Any unpaid leave of absence must be approved in advance by the School.

The granting of a leave of absence always presumes the employee will return to active work by a designated date or within a specific period.

During a Family and Medical Leave Act, California Family Rights Act leave, and/or Pregnancy Disability Leave, the employee’s medical and dental benefits will remain in force, provided the employee pays the appropriate premiums. Otherwise, benefits are terminated the month any other type of leave begins. If an employee fails to return from a leave and is subsequently terminated, the employee is entitled to all earned but unused vacation pay, provided that the vacation pay was earned prior to the commencement of leave. No vacation time is accrued during any type of unpaid leave of absence.

Funeral/Bereavement Leave

All MPS employees excluding temporary/seasonal employees will be allowed up to **five (5)** paid consecutive working days off to arrange and attend the funeral of an immediate family member. For purposes of this policy, an employee’s immediate family member includes a parent, spouse, son/daughter, sister/brother, parents-in-law, grandparents, grandchild, sister/brother-in-law, son/daughter-in-law, or domestic partner. Employees should contact the Principal or the Human Resources department to request bereavement leave. All bereavement requests should be in writing to the Principal ~~and~~ Human Resources department.

Deleted: or

If any employee requires more than **five (5)** days off for bereavement leave, the employee may request to use accrued sick days, request additional unpaid leave or may request the opportunity to use any accrued vacation time, which may be granted at the discretion of the School. Bereavement pay will not be used in computing overtime pay.

Military and Military Spousal Leave of Absence

MPS shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 (“USERRA”). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, the School shall continue the employee’s health benefits. For service of more than thirty (30) days, employee shall be permitted to continue their health benefits

at their option through COBRA. Employees are entitled to use accrued vacation or paid time off as wage replacement during time served, provided such vacation/paid time off accrued prior to the leave.

Except for employees serving in the National Guard, MPS will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. For those employees serving in the National Guard, if he or she left a full-time position, the employee must apply for reemployment within forty (40) days of being released from active duty, and if he or she left part-time employment, the employee must apply for reemployment within five (5) days of being released from active duty.

An employee who was absent from work while fulfilling his or her covered service obligation under the USERRA or California law shall be credited, upon his or her return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

MPS shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide the School with (1) notice of intention to take military spousal leave within two (2) business days of receiving official notice that the employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

Advance notice of leave is required. Please inform **the Principal (or MERF Human Resources for MERF employees)** of anticipated military leave time as far in advance as possible. Accrued vacation will be paid during military leave at the employees request and health plan coverage continuance can be arranged for up to twenty-four (24) months during military leave if required premium payments are made by the employee. As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in termination of employment.

Drug and Alcohol Rehabilitation Leave

The School will reasonably accommodate an employee who voluntarily enters and participates in an alcohol or drug rehabilitation program, including potentially providing unpaid leave to participate in the program. The School will not pay for the costs incurred in attending a rehabilitation program. An employee who wishes to identify him or herself as an individual in need of the assistance of an alcohol or drug rehabilitation program may contact **MERF Human Resources**. The School will take all reasonable steps necessary to maintain the employee's privacy in this situation. The employee may use accrued sick leave or accrued vacation time, if any, during requested leave.

Nothing in this policy shall prohibit the School from refusing to hire or discharge an employee who, because of his or her current use of alcohol or drugs, is unable to perform his/her duties or cannot perform the duties in a manner that would not endanger his/her health or safety or the health or safety of others.

Time Off for Adult Literacy Programs

The School will reasonably accommodate and assist any employee who reveals a problem of illiteracy and requests employer assistance in enrolling in an adult literacy education program. Employees will be required to bear the cost associated with enrollment in an adult literacy education program, but the School will assist the employee by providing the locations of local literacy education programs. The School may also arrange for a literacy education provider to visit the School.

An employee who wishes to reveal a problem of illiteracy and request School assistance should contact **MERF Human Resources**. The School will take all reasonable steps to safeguard the employee's privacy. Nonexempt employees may use accrued vacation pay if available to make up for the work that is missed to attend literacy classes.

School Appearance and Activities Leave

As required by law, MPS will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of school children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per child per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school or child care. If more than one (1) parent or guardian is an employee of MPS, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advanced notice of the planned absence. The employee must use accrued but unused paid leave (e.g., vacation or sick leave) to be paid during the absence.

When requesting time off for school activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy of the notice from the child's school requesting the presence of the employee.

Time Off to Serve as Election Official

Any employee who serves as an election official is eligible for unpaid leave on election day for purposes of service. Employees must notify **the Principal (or MERF Human Resources for MERF employees)** of their commitment to act as an election official as far in advance as possible.

Time Off for Jury and Witness Duty

The School will provide employees unpaid leave to serve as required by law, on a jury or grand jury if the employee provides reasonable advance notice. The School will also provide employees unpaid leave to appear in court or other judicial proceeding as a witness, as permitted by law, to comply with a valid subpoena or other court order. The employee must notify **the Principal (or MERF Human Resources for MERF employees)** of their commitment to serve on a jury or as a witness as far in advance as possible.

Victims of Abuse Leave

MPS provides reasonable and necessary unpaid leave and other reasonable accommodations to

employees who are victims of domestic violence, sexual assault, or stalking. Such leave may be taken to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety or welfare, or that of the employee's child or children. Employees may also request unpaid leave for the following purposes:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- Obtain services from a domestic violence shelter, program, or rape crisis center.
- Obtain psychological counseling for the domestic violence, sexual assault, or stalking.
- Participate in safety planning, such as relocation, to protect against future domestic violence, sexual assault, or stalking.

To request leave under this policy, an employee should provide MPS with as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should provide MERF Human Resources one (1) of the following certifications upon returning back to work:

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee's absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.

Employees requesting leave under this policy may choose to use accrued paid leave. In addition, MPS will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for the employees' safety while at work. To request an accommodation under this policy, an employee should contact **MERF Human Resources**.

Time Off for Volunteer Firefighters

Employees who perform emergency duties as volunteer firefighters, reserve peace officers or emergency rescue personnel will be given reasonable time off from work in accordance with the law. Employees are requested to alert **the Principal (or MERF Human Resources for MERF employees)** of their status as volunteer firefighters, reserve peace officers or emergency rescue personnel so that the School will have advanced notice of the employee's potential need to leave the School in the event of an emergency. Any time an employee must perform emergency duties, he/she must notify **the Principal (or MERF Human Resources for MERF employees)** before leaving the School's premises.

Time Off for Voting

Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request time off to vote. If possible, employees should make their request at least two days in advance of the election. Up to two (2) hours of paid time off will be provided, at the beginning or the end of the employee's regular shift, whichever will allow the most free time for voting and the least time off work. Please contact **the Principal (or MERF Human Resources for MERF employees)** to request and schedule time off to vote.

Industrial Injury Leave (Workers' Compensation)

MPS, in accordance with State law, provides insurance coverage for employees in case of work-related injuries. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax-free to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure the employee receives any worker's compensation benefits to which they may be entitled, employees will need to:

- Immediately report any work-related injury to the Principal;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to the Principal; and
- Provide the School with a certification from a health care provider regarding the need for workers' compensation disability leave as well as the employee's eventual ability to return to work from the leave.

It is the School's policy that when there is a job-related injury, the first priority is to ensure that the injured employee receives appropriate medical attention. MPS, with the help of its insurance carrier has selected medical centers to meet this need. Each medical center was selected for its ability to meet anticipated needs with high quality medical service and a location that is convenient to the School's operation.

- If an employee is injured on the job, he/she is to go or be taken to the approved medical center for treatment. If injuries are such that they require the use of emergency medical systems ("EMS") such as an ambulance, the choice by the EMS personnel for the most appropriate medical center or hospital for treatment will be recognized as an approved center.
- All accidents and injuries must be reported to the Principal and to the individual responsible for reporting to the School's insurance carrier. Failure by an employee to report a work-related injury by the end of his/her shift could result in loss of insurance coverage for the employee. An employee may choose to be treated by his/her personal physician at his/her own expense, but he/she is still required to go to the School's approved medical center for evaluation. All job-related injuries must be reported to the appropriate State Workers' Compensation Bureau and the insurance carrier.
- When there is a job-related injury that results in lost time, the employee must have a medical release from the School's approved medical facility before returning to work.
- Any time there is a job-related injury, the School's policy requires drug/alcohol testing along with any medical treatment provided to the employee.

Employees that are temporarily totally disabled due to a work-related illness or injury will be placed on workers' compensation leave. The duration of your leave will depend upon the rate of your recovery and the business needs of the School. Workers' compensation leave will run concurrently with any other applicable medical leave of absence.

Bone Marrow and Organ Donor Leave

As required by law, eligible employees who require time off to donate bone marrow to another person may receive up to five (5) workdays off in a 12-month period. Eligible employees who require time off to donate an organ to another person may receive up to sixty (60) workdays off in a twelve (12) month period.

To be eligible for bone marrow or organ donation leave (“Donor Leave”), the employee must have been employed by the School for at least ninety (90) days immediately preceding the Donor Leave.

An employee requesting Donor Leave must provide written verification to the School that he or she is a donor and that there is a medical necessity for the donation of the organ or bone marrow.

Up to five (5) days of leave for bone marrow donation, and up to thirty (30) days of leave for organ donation, may be paid provided the employee first uses five (5) days of accrued paid leave for bone marrow donation and two (2) weeks of accrued paid leave for organ donation. If the employee has an insufficient number of paid leave days available, the leave will otherwise be paid.

Employees returning from Donor Leave will be reinstated to the position held before the leave began, or to a position with equivalent status, benefits, pay and other terms and conditions of employment. The School may refuse to reinstate an employee if the reason is unrelated to taking a Donor Leave. A Donor Leave is not permitted to be taken concurrently with an FMLA/CFRA Leave.

Returning from Leave of Absence

Employees cannot return from a medical leave of absence without first providing a sufficient doctor’s return to work authorization.

When business considerations require, the job of an employee on leave may be filled by a temporary or regular replacement. An employee should give **the Principal (or MERF Human Resources for MERF employees)** thirty (30) days’ notice before returning from leave. Whenever the School is notified of an employee’s intent to return from a leave, the School will attempt to place the employee in his former position or in a comparable position with regard to salary and other terms and conditions for which the employee is qualified. However, re-employment cannot always be guaranteed. If employees need further information regarding Leaves of Absence, they should consult **MERF Human Resources**.

RETIREMENT

Certificated Staff Members

All certificated staff members who are eligible, including, but not limited to, administrators, counselors, school psychologists, special education program administrators, and teaching employees will participate in the State Teachers' Retirement System (STRS).

Classified Staff Members

All full-time non-certificated staff members, including, but not limited to, office staff and instructional aides, are eligible to participate in the Public Employees' Retirement System (PERS).

All part-time non-certificated employees hired to work six months or more become eligible to participate in PERS on the date of hire. For part-time employees, they become PERS members the first day of the next pay period after completion of 1,000 hours or 125 days in a fiscal year.

All non-credentialed employees also contribute to Social Security.

MPS Home Office Staff Members

Home Office staff members may be eligible to participate in the Public Employees' Retirement System (PERS), the State Teachers' Retirement System (STRS) or 401(K) Retirement Plan.

Oversight of Benefits

The HR Department and the Finance Department at the MPS Home Office are responsible for monitoring the appropriate administration of benefits and ensuring appropriate arrangements for retirement coverage are made for all employees. MERF will make any contribution that is legally required of the employer, including STRS, PERS, Social Security, workers' compensation, and other payroll obligations.

All withholdings from employees and the MERF will be forwarded to the STRS and PERS funds as required. Employees will accumulate service credit years in the same manner as all other members of STRS and PERS. MERF will submit all retirement data and will comply with all policies and procedures for payroll reporting. MERF assures that it will provide retirement information in a format required by the Counties.

Commented [DH17]: Sarah, can a part time employee be eligible for 401K?

Commented [SC18R17]: That depends on the plan terms for the 401k. MPS may choose a plan that includes part-time employees but it may be more expensive.

EMPLOYMENT EVALUATION AND SEPARATION

Employee Reviews and Evaluations

Each employee will receive periodic performance reviews conducted by **his or her direct supervisor**. MERF may utilize secure online staff evaluation platform to evaluate staff performances. Performance evaluations will be conducted annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems.

Performance evaluations may review factors such as the quality and quantity of the work performed, knowledge of the job, initiative, work attitude, and attitude toward others. The performance evaluations are intended to make employees aware of their progress, areas for improvement and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions or job retention. Salary increases and promotions are solely within the discretion of the School and depend upon many factors in addition to performance. After the review, employees will be required to sign the evaluation report simply to acknowledge that it has been presented to them, that the employee discussed it with their **direct supervisor**, and that they are aware of its contents. Employees may also acknowledge receipt of performance evaluations through the online platform provided by MERF. The evaluation system or any failure to evaluate an employee in no way alters the at-will employment relationship.

Newly hired employees may have their performance goals reviewed by **your direct supervisor** within the first **ninety (90)** days of employment.

Discipline and Involuntary Termination

Violation of the School's policies and rules may warrant disciplinary action, which may take multiple forms, including verbal warnings, written warnings, suspensions and/or termination. The School's disciplinary system is informal and the School may, in its sole discretion, utilize any form of discipline it deems appropriate under the circumstances, up to and including termination of employment upon the first offense.

The disciplinary process will be determined by the School in light of the facts and circumstances of each case. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee. These policies apply to all employees of the School and apply to all job-related activities of such employees.

Violations of the Employee Handbook, employment agreement, MPS charter, or applicable law are all independently and collectively considered misconduct and will result in disciplinary action up to and including release from at-will employment.

Voluntary Termination

Except if stated expressly otherwise by employment contract, either the employee or the School may terminate the at-will employment relationship at any time, with or without notice and with or without cause. While it is not required, the School requests that at-will employees electing to resign give as much advance notice as possible (preferably two weeks) to allow the School to plan for your departure.

An exit interview may be scheduled on the last day of work with **your direct supervisor**. The purposes of the exit interview is to review eligibility for benefit conversion, to ensure that all necessary forms are completed, to collect any School property (including keys, equipment, documents and records) that may be in the employee’s possession, to review the employee’s obligations regarding confidential information, and to provide the employee with the opportunity to make any constructive comments and suggestions on improving the working environment at the School. The School appreciates receiving candid opinions of the employee’s employment.

Pay at Time of Separation

Employees separated from employment will be paid for time worked according to applicable laws. For full-time employees who are employed for less than a full pay period in their last month, salary payments are computed on the basis of actual working days in the month. For this purpose, working days are considered to be forty (40) hours Monday through Friday unless otherwise specified.

The School will buy back all unused sick leave days from employees at the rate of \$150 per day or at the employee’s current rate of pay, whichever is lower. The School will not buy back any paid sick leave from new or continuing employees who fail to work for the School for thirty (30) consecutive days of the new work year. Additionally, employees who are terminated based on misconduct or unprofessionalism, or who resign under suspicion of misconduct or unprofessionalism, are not eligible to have paid sick leave paid to them upon their separation from the School. The School does not buy back sick leave from temporary or seasonal employees, such as summer school employees.

Formatted: Highlight

Commented [DH19]: Further discussion with C-team

Formatted: Highlight

Pay for earned but unused vacation time will be provided to full-time employees at time of separation at the employee’s current rate of pay.

Final pay, including pay for any earned but unused sick leave days and vacation time, and if applicable, pay for summer holdback for full-time teaching staff, will be provided in accordance with applicable law. Only employees who are not terminated for misconduct or other related conduct are eligible to be paid for sick leave under the policy.

References

All requests for references and employment verifications must be promptly directed to the employee’s **direct supervisor**. When contacted for a reference or employment verification, the School will only provide information concerning dates of employment, the title of the last position held and length of service. The School may be required to disclose when an employee has been reported to the CTC for allegations of misconduct. Other employees may not provide any employment verifications or provide a professional reference on behalf of the School for another employee.

INTERNAL COMPLAINT REVIEW & OPEN DOOR

Open Door Policy

The School wishes to provide the most positive and productive work environment possible. To that end, it has an open door policy where it welcomes employee questions, suggestions or complaints relating to work, conditions of employment, the School or the treatment of employees. Other than in situations involving harassment (as outlined and described above), the employee must contact **the Principal (or MERF Human Resources for MERF employees)** with questions or concerns. If the situation is not satisfactorily resolved, the employee should contact **MERF Human Resources**, preferably in writing, who may further review the issue.

Internal Complaint Review

The purpose of the "Internal Complaint Review Policy" is to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to **the CEO or Board of Directors** to express their work-related concerns.

Specific complaints of unlawful harassment, discrimination, and retaliation are addressed under the School's "Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation."

Internal Complaints:

(Complaints by Employees against Employees)

This section of the policy is for use when a School employee raises a complaint or concern about a co-worker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the employee's **direct supervisor**. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by **the Principal (or the CEO (or designee) for MERF employees)**:

- ☐ The complainant will bring the matter to the attention of **the Principal (or the CEO (or designee) for MERF employees)** as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate; and
- ☐ The complainant will reduce his or her complaint to writing, indicating all known and relevant facts. **The Principal (or the CEO for MERF employees) (or designee)** will then investigate the facts and provide a solution or explanation;
- ☐ If the complaint is about the Principal, the complainant may file his or her complaint in a signed writing to the **CEO (or designee)**. **The CEO (or designee)** will then investigate the facts and provide a solution or explanation;
- ☐ If the complaint is about the CEO, the complainant may file his or her complaint in a signed writing to **the President of the School's Board of Directors**, who will then confer with the Board and may conduct a fact-finding or authorize a third party investigator on behalf of the Board. **The Board President or investigator** will report his or her findings to the Board for review and action, if necessary.

Policy for Complaints Against Employees:

(Complaints by Third Parties against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about a School employee.

If complaints cannot be resolved informally, complainants may file a written complaint with the office of **the Principal or the CEO** (if the complaint concerns the Principal) or **the Board President** (if the complaint concerns the CEO) as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, **the Principal (or the CEO (or the Board President)) (or designee)** shall abide by the following process:

- ☐ **The Principal (or the CEO) (or designee)** shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
- ☐ In the event that **the Principal (or the CEO) (or designee)** finds that a complaint against an employee is valid, **the Principal (or the CEO) (or designee)** may take appropriate disciplinary action against the employee. As appropriate, **the Principal (or the CEO) (or designee)** may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
- ☐ **The Principal's (or the CEO's) (or designee's)** decision relating to the complaint shall be final unless it is appealed to the Board of Directors. The decision of the Board shall be final.

General Requirements:

- ☐ **Confidentiality:** All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
- ☐ **Non-Retaliation:** All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
- ☐ **Resolution:** The Board (if a complaint is about the CEO) or the CEO (if a complaint is about the Principal or MERF employees) or the Principal or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

AMENDMENT TO EMPLOYEE HANDBOOK

This Employee Handbook contains the employment policies and practices of the School in effect at the time of publication.

MPS reserves the right to amend, delete or otherwise modify this Handbook at any time provided that such modifications are in writing and duly approved by the employer. Any modification replaces any pre-existing policies and Handbooks to the extent they are in conflict.

Any written changes to the Handbook will be distributed to all employees. No oral statements can in any way alter the provisions of this Handbook.

APPENDIX A

HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM

It is the policy of the School that all of its employees be free from harassment, discrimination, and retaliation. This form is provided for you to report what you believe to be harassment, discrimination, or retaliation so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment, discrimination, or retaliation.

If you are an employee of the School, you may file this form with the COO, Principal, MERF Human Resources, or Board President.

Please review the School's policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.

MPS will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged offender.

In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.

Charges of harassment, discrimination, and retaliation are taken very seriously by the School both because of the harm caused by such unlawful conduct, and because of the potential sanctions that may be taken against the offender. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe harassed, or discriminated or retaliated against, you or someone else:

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation.

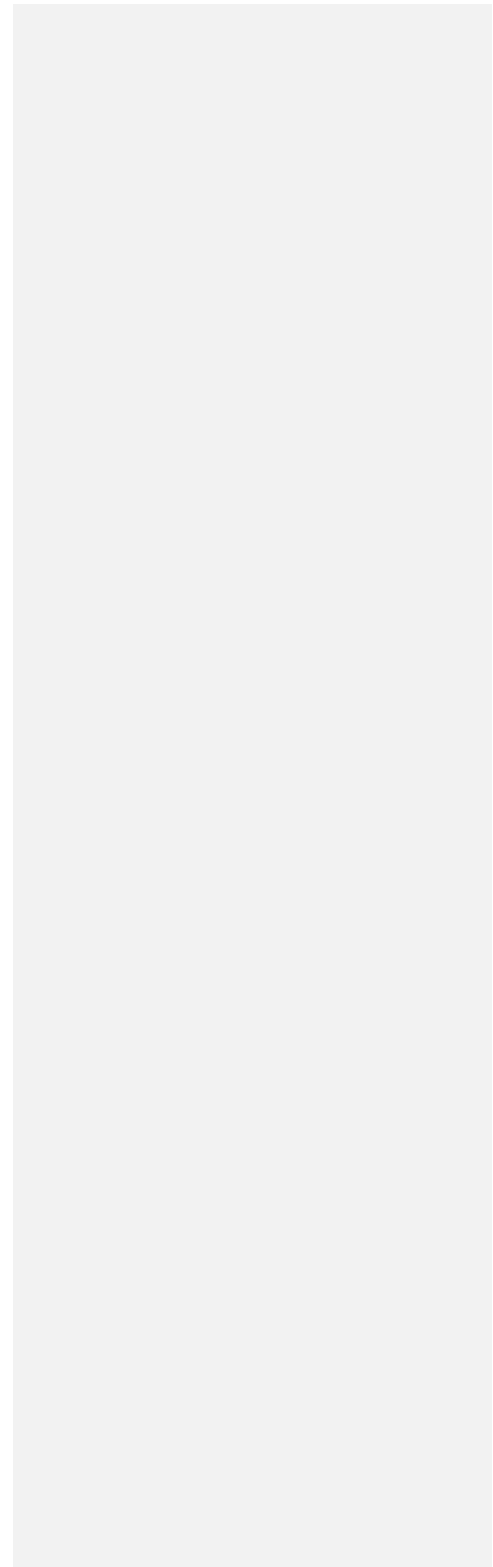
I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

Signature of Complainant

Date: _____

Print Name

Received by: _____ Date: _____



APPENDIX B

INTERNAL COMPLAINT FORM

Commented [DH20]: All the complaint forms- check with David Yilmaz

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

Date: _____

Print Name

To be completed by School:

Received by: _____

Date: _____

APPENDIX: CHANGES MADE TO THE 2019-120 HANDBOOK & REVISIONS & CONTRIBUTIONS (X= WAS NOT AVAILABLE)

ITEM	PAGE 19/20	PAGE 20/21	TYPE of REVISION	2019-2020 MPS EMPLOYEE HANDBOOK	2020-2021 MPS EMPLOYEE HANDBOOK
1	Back cover	Back cover	Add	X	...or the CEO designee
2	Back cover	Back cover	Change	Please sign/date and upload to Human Capital Management System.	Please review this Handbook carefully and acknowledge your receipt and understanding of it in Human Capital Management System.
3	Table of Content	Table of Content	Add	X	Telework Policy.... 14
4	#11	#11	Add	All information relating to students, including personal information,	All personnel information and information relating to students
5	#11	#11	Add	X	Employees at the worksite and teleworking must ensure confidential information is maintained in a secure location restricted from access by unauthorized third-parties.
6	#12	#12	Add	Smoking	No Smoking
7	#13	#13	Add	X	Additionally, the School has adopted a reopening plan to address the safe reopening and operating of MPS schools following the school closure due to COVID-19. Employees must carefully review and comply with the reopening plan for which they will receive training and further instruction during Professional Development training and as needed.
8	#13	#13	Change	Employees are encouraged to be aware of their surroundings and be on the lookout at all times for any unusual circumstances, such as unknown persons loitering in parking areas, walkways, entrances and exits and service areas.	Be aware of unknown persons loitering in parking areas, walkways, entrances and exits and service areas.
9	#13	#13	Change	The prevention of accidents is the responsibility of every School supervisor.	The prevention of accidents is the responsibility of every School employee and supervisor
10	#14	#14	Add	X	Employees shall be observant of any workplace conditions that may be a cause or contributor to the spread of illness caused by virus and disease, including unclean surfaces, personal illness or the possible illness of others, or work conditions that may seem unsanitary or in violation of any active public health or government order. To maintain occupational safety, the School may adopt and enforce any government or agency approved measures for evaluating and enforcing employee health and wellness, including health screenings, assessments, or checks.
11	#14	#14	Add	It is the duty of every employee to immediately or as soon as is practical report any accident or injury	It is the duty of every employee to immediately or as soon as is practical report any accident, injury, or possible cause of COVID-19
12	#15	#16	Add	X	Telework Policy (For details refer to 2020-21 MPS Employee Handbook)
13	#18	#22	Delete	Part Time Hourly: 401K Retirement Plan	Part Time Hourly: X

14	#22	#26	Add	MERF employees' pay is determined by the MPS Board approved salary band.	MERF employees and classified employees pay are determined by the MPS Board approved salary band
15	#22	#26	Delete	Full-time teaching staff will be compensated for covering absent colleagues at the rate of twenty-five dollars (\$25) per regular course period and fifteen dollars (\$15) per half-course period, e.g., SSR or Advisory, unless indicated differently on the individual's employment agreement.	X (This language is moved to the MPS Payscale)
16	#22	#26	Change	thirty (30) minute increments	in one (1) hour increment
17	#28	#32	Change	2019-20 School Holiday Calendar	2020-21 School Holiday Calendar
18	#29	#33	Change	2019-20 School Breaks Calendar	2020-21 School Breaks Calendar
19	#31	#35	Change	The maximum accrued sick leave hours per year is eighty (80).	The maximum accrued sick leave is eighty (80) hours per year.
20	#31	#35	Add	X	Employees may roll over up to eighty (80) hours of paid sick leave from year to year.
21	#31	#35	Delete	However, sick leave related to tardiness for a sick leave related purpose may be deducted in thirty (30) minute increments.	X
22	#37	#41	Add	X	<input type="checkbox"/> Employees who are co-parents to a child and who are eligible for CFRA baby-bonding leave only (ineligible or exhausted FMLA) are required to share the twelve (12) weeks entitlement to baby-bonding leave on a first come-first serve basis, based on the timing of the leave request.
23	#44	#48	Change	Il bereavement requests should be in writing to the Principal or Human Resources department.	Il bereavement requests should be in writing to the Principal and Human Resources department.
24	#50	#54	Add	Home Office staff members may be eligible	Full-time Home Office staff members may be eligible
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					

Cover Sheet

Approval of Revised 2020-21 MPS Board Meeting Calendar

Section: III. Consent Items
Item: B. Approval of Revised 2020-21 MPS Board Meeting Calendar
Purpose: Vote
Submitted by:
Related Material: III B Rev 20-21 Board Calendar.pdf



Board Agenda Item #	III B- Consent Item
Date:	June 29, 2020
To:	Magnolia Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Barbara Torres, Board Secretary
RE:	Revised 2020-21 Board Meeting Calendar

Proposed Board Motion

I move that the board approve the revised 2020-21 MPS Board Meeting Calendar.

Introduction

The calendar was originally approved May 14, 2020 with rotating meeting locations amongst schools. MPS does its best to cater to all stakeholders and thus schedules board meetings at the different academies throughout the year so local parents, students and members of the community can participate in person.

However, with the recent restrictions on public gatherings and the strict requirements on sanitation, MPS staff recommends to continue having meetings remotely and meet at the MPS Home Office when needed. By having meetings in one common area, cleaning and sanitation can be better conducted and any possible transmissions of viruses can be contained or limited.

Budget Implications

- None

Exhibits (attachments):

- 2020-21 MPS Board Meeting Revised Calendar



2020-21 BOARD MEETINGS CALENDAR

Magnolia Educational & Research Foundation
Magnolia Public Schools

All meetings begin at approximately 6:00 pm (PDT) and are held on the dates stated below at the MPS Home Office. Any changes will be reflected on the MPS website: www.magnoliapublicschools.org

7/09/2020

8/13/2020

9/10/2020

10/08/2020

10/25/2020

11/12/2020

12/10/2020

1/21/2021

2/11/2021

3/ 11/2021

3/21/2021

4/15/2021

5/13/2021

6/10/2021

Cover Sheet

Approval of the COVID-19 Operations Written Reports for MSA 1-8, MSA-Santa Ana, and MSA-San Diego

Section: IV. Action Items
Item: A. Approval of the COVID-19 Operations Written Reports for MSA 1-8,
MSA-Santa Ana, and MSA-San Diego
Purpose: Vote
Submitted by:
Related Material: IV A COVID-19 Operations Report.pdf



Board Agenda Item #	IV A- Action Item
Date:	June 29, 2020
To:	Magnolia Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	David Yilmaz, Chief Accountability Officer
RE:	Approval of the COVID-19 Operations Written Report for all MPS

Proposed Board Recommendation

I move that the Board approve the COVID-19 Operations Written Report for all MPS.

Background

Overview

Executive Order (EO) N-56-20 was established on April 22, 2020, to address the impact of continued school closures in response to the COVID-19 pandemic and the local educational agencies' ability to conduct meaningful annual planning, and the ability to meaningfully engage stakeholders in these processes. EO N-56-20 issued timeline and approval waivers for the Local Control and Accountability Plan and Budget Overview for Parents as well as waving certain budgetary requirements. The Executive Order also established the requirement that a local educational agency (LEA) adopt a written report (COVID-19 Operations Written Report) explaining to its community the changes to program offerings the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of such closures on students and families.

Guidance for Completing the COVID-19 Operations Written Report

The COVID-19 Operations Written Report must include:

- An overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.
- A description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.
- A description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

- A description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.
- A description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours

The descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes the LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Requirements for the COVID-19 Operations Written Report

The COVID-19 Operations Written Report must be adopted by the local governing board or body in conjunction with the adopted annual budget by July 1, 2020.

While the COVID-19 Operations Written Report does not need to be approved by the county superintendent of schools or the Superintendent of Public Instruction, the Written Report must be submitted in conjunction with the submission of the adopted annual budget.

Once adopted, the COVID-19 Operations Written Report must be posted on the homepage of the LEA's website, if such a website exists.

LEAs are not required to use the COVID-19 Operations Written Report template developed by the California Department of Education. The template was developed as an optional tool for LEAs to meet the COVID-19 Operations Written Report requirements established by EO N-56-20.

Conclusion

MPS school leadership teams worked with the Academic and Accountability departments at the Home Office in developing their COVID-19 Operations Written Report. MPS school teams are evaluating the effectiveness of their distance learning program for all student groups as well as working on safe school reopening plans.

Budget Implications

All COVID-19 related expenditures are reflected in each school's budget.

How Does This Action Relate/Affect/Benefit All MSAs?

Board approval of this plan is required by the state.

Name of Staff Originator:

David Yilmaz, Chief Accountability Officer

Exhibits (Attachments):

- COVID-19 Operations Written Report (*one for each school*)

COVID-19 Operations Written Report for Magnolia Science Academy-1

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Magnolia Science Academy-1	Mustafa Sahin Principal	msahin@magnoliapublicschools.org (818) 609-0507	June 29, 2020

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

On March 13, 2020, MPS Board of Directors passed the Resolution #20200313-01 concerning measures to address the organizational and educational impacts of the covid-19 virus. Also, on March 13, MPS leadership decided to shut down operations in all school sites. Due to the closures, MPS home office together with school teams developed and rolled out our emergency distance learning plans to be implemented in all schools starting March 16, 2020. Since then, MPS in collaboration with all stakeholders updating plans and implementing the Distance Learning programs continuously.

Distance learning in MPS includes both virtual and non-virtual means of providing education. All teachers are providing high quality distance learning using the proposed curricula and strategies during the closure by developing a plan to cover the content and standards necessary to complete the planned course syllabus per CDE and agency guidance.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

English learners continue to receive both designated and integrated ELD, as outlined in our EL Master Plan and Distance Learning Guides and Protocols. All core class teachers provide integrated ELD, while students receive designated ELD in their ELA classes, and EL level 1 and 2 students receive an additional Designated ELD course. These courses continue to be offered virtually. Additionally, all EL students have access to their teachers, as well as the school site EL Coordinator and EL Paraprofessionals, via tutoring and/or office hours, email, Google Classroom, and virtual live class sessions. Teachers have been provided with ongoing professional development to support meeting the needs of ELs during Distance Learning, including but not limited to: English Learner Support Strategies, Designated ELD, and Addressing the Needs of LTELs.

Our Homeless/ Foster Youth Liaison stays in communication with the MPS Director of Students regarding access to resources and information that will benefit our most in need families. These liaison's and mentors have been checking in with specific families weekly. We also received additional training and support from Jennifer Kottke at LACOE regarding resources and outreach for our families experiencing

homelessness. During this training we also reviewed our outreach efforts to families struggling with basic needs and connecting them to free community resources. We are very aware that our low-income families are in need of support with basic needs, we surveyed our families regarding what they may need and how we can help, based on the responses provided our school leaders addressed requests. Our Principal designee oversees the attendance/ participation engagement system to follow up with any students who are not as active with biweekly check in. All teachers and support staff who are in contact with families and students via distance learning platforms are also aware of remote crisis intervention as needed. The MPS Executive Office Manager quickly mobilized response for providing food to families through our providers and there are currently centralized pick up locations for food distribution that our families can access. We have been fortunate to leverage partnerships with organizations such as One Family Los Angeles to nominate more than 100 families to receive additional financial help. We are sharing various resources and opportunities for families and keeping them updated via our school outreach platform Parent Square, school websites, phone calls and newsletters.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

MPS has created a comprehensive distance learning plan to support high-quality learning. Distance Learning Guides and Protocols have been developed and clear expectations for all staff have been communicated to ensure various levels of support for students. Staff has been provided with ongoing professional development to support distance learning. Our distance learning platform was created to inform students and families of learning goals and is updated weekly. Both asynchronous and synchronous learning opportunities are provided to students in order to meet individual needs. Every teacher has created a Google Classroom to post assignments, resources and provide feedback to students. For students that do not currently have access to online resources, physical resources and assignments are provided. Instruction is conducted in a variety of manners. Students have the option to attend virtual live sessions with their teachers. These sessions are also recorded for students who are not able to attend the live sessions. Teachers conduct virtual office hours weekly to further support students and provide opportunities for them to get additional support. Teachers also post videos and resources, post discussion questions, and use various online programs to provide learning opportunities. Students have been assigned a mentor that checks-in with them on a regular basis and provides additional support as needed. In addition, teachers and staff reach out to both students in various manners, such as phone calls, video meetings, emails, and through the use of our parent messaging system. To support technology needs, our school has distributed Chromebooks and hot spots to students.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

Our school is committed to doing all we can do to support our students and families in greatest need. To ensure students and families have access to daily meals, our school has immediately started providing school meals to our families through our provider. Meals are distributed in the parking lot/gym to ensure social distancing at Magnolia Science Academy-1 located at, 18238 Sherman Way, Reseda, CA 91332. Students enrolled at four MPS sites, MSA-1, 2, 5 and 7, as well as local community members participate in the over 1,000 meals distributed daily from 9 am-2 pm. We implement a state-approved Covid-19 Emergency Feeding Plan that details the steps taken to ensure that meals are served under state guidelines. This includes ensuring that all meal servers are trained and aware of meal service guidelines. Meals are distributed to parents or guardians to take home to their children while minimizing exposure to the Covid-19. We have safety signs and reminders posted at the school site and around the meal grab location. Servers have access to handwashing stations. Social distancing

guidelines are observed during meal pickup. Families are also able to grab multiple meals at a time to cut down on the number of times they need to visit a week.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

Our school is implementing a distance learning education program. Our staff do daily check-ins with students, update engagement reports twice weekly and provide office hours. Adequate and necessary supervision has been provided during the meal pick up process while observing social distancing protocols. All special education and related services have been provided remotely. We recently sent a parent communication to inform families about child care offerings in our community. We work closely with LACOE and the city of Reseda to share the resources available to our community. We have also conducted a survey with our parents and the need for child care was not evident. We will continue to refer families in need of care to the childcare facilities in our community.

COVID-19 Operations Written Report for Magnolia Science Academy-2

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Magnolia Science Academy-2	David Garner Principal	dgarner@magnoliapublicschools.org (818) 758-0300	June 29, 2020

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

On March 13, 2020, MPS Board of Directors passed the Resolution #20200313-01 concerning measures to address the organizational and educational impacts of the covid-19 virus. Also, on March 13, MPS leadership decided to shut down operations in all school sites. Due to the closures, MPS home office together with school teams developed and rolled out our emergency distance learning plans to be implemented in all schools starting March 16, 2020. Since then, MPS in collaboration with all stakeholders, has been updating plans and implementing the Distance Learning programs continuously.

Distance learning in MPS includes both virtual and non-virtual means of providing education. All teachers are providing high quality distance learning using the proposed curricula and strategies during the closure by developing a plan to cover the content and standards necessary to complete the planned course syllabus per CDE and agency guidance. In particular, MSA2 utilizes schedules of live teaching sessions as well as live tutoring sessions over Zoom which enable students to ask live question to the instructors which relate to content standards being covered. Further, MSA2 utilized Google Classroom to communicate about assignments between teachers and students. Moreover, weekly parent meetings continued to take place virtually on Fridays via Zoom, as well as staff professional development meetings, department and grade level meetings, and meetings with special education teachers.

Also, each MSA-2 teacher creates and submits a Week at a Glance (WAG) for each week which they post on the school's distance learning website as well as share with their students via Google Classroom. IEP meetings continue to take place virtually via Zoom, and electronic signatures are signed via e-signing platforms. Chromebooks have been dropped of to homes in need of electronic devices as well as hotspots including Wifi for internet access for all homes in need to support connectivity.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

English learners continue to receive both designated and integrated ELD, as outlined in our EL Master Plan and Distance Learning Guides and Protocols. All core class teachers provide integrated ELD, while students receive designated ELD in their ELA classes, and EL level 1

and 2 students receive an additional Designated ELD course. These courses continue to be offered virtually. Additionally, all EL students have access to their teachers, as well as the school site EL Coordinator and EL Paraprofessionals, via tutoring and/or office hours, email, Google Classroom, and virtual live class sessions. Teachers have been provided with ongoing professional development to support meeting the needs of ELs during Distance Learning, including but not limited to: English Learner Support Strategies, Designated ELD, and Addressing the Needs of LTELs.

Our Homeless/ Foster Youth Liaison stays in communication with the MPS Director of Students regarding access to resources and information that will benefit our most in need families. These liaison's and mentors have been checking in with specific families weekly. We also received additional training and support from Jennifer Kottke at LACOE regarding resources and outreach for our families experiencing homelessness. During this training we also reviewed our outreach efforts to families struggling with basic needs and connecting them to free community resources. We are very aware that our low-income families are in need of support with basic needs, we surveyed our families regarding what they may need and how we can help, based on the responses provided our school leaders addressed requests. Our Principal designee oversees the attendance/ participation engagement system to follow up with any students who are not as active with biweekly check in. All teachers and support staff who are in contact with families and students via distance learning platforms are also aware of remote crisis intervention as needed. The MPS Executive Office Manager quickly mobilized response for providing food to families through our providers and there are currently centralized pick up locations for food distribution that our families can access. We have been fortunate to leverage partnerships with organizations such as One Family Los Angeles to nominate more than 100 families to receive additional financial help across MPS. We are sharing various resources and opportunities for families and keeping them updated via our school outreach platform Parent Square, school websites, phone calls and newsletters.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

MPS has created a comprehensive distance learning plan to support high-quality learning. Distance Learning Guides and Protocols have been developed and clear expectations for all staff have been communicated to ensure various levels of support for students. Staff has been provided with ongoing professional development to support distance learning. Our distance learning platform was created to inform students and families of learning goals and is updated weekly. Both asynchronous and synchronous learning opportunities are provided to students in order to meet individual needs. Every teacher has created a Google Classroom to post assignments, resources and provide feedback to students. For students that do not currently have access to online resources, physical resources and assignments are provided. Instruction is conducted in a variety of manners. Students have the option to attend virtual live sessions with their teachers. These sessions are also recorded for students who are not able to attend the live sessions. Teachers conduct virtual office hours weekly to further support students and provide opportunities for them to get additional support. Teachers also post videos and resources, post discussion questions, and use various online programs to provide learning opportunities. Students and their families have been assigned a grade level coordinator that checks- n with them on a regular basis and provides additional support as needed. In addition, teachers and staff reach out to both students in various manners, such as phone calls, video meetings, emails, and through the use of our parent messaging system. To support technology needs, our school has distributed Chromebooks and hot spots to students.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

Our school is committed to doing all we can do to support our students and families in greatest need. To ensure students and families have access to daily meals, our school has immediately started providing school meals to our families through our provider. Meals are distributed in the parking lot/gym to ensure social distancing at Magnolia Science Academy-1 located at, 18238 Sherman Way, Reseda, CA 91332. Students enrolled at four MPS sites, MSA-1, 2, 5 and 7, as well as local community members participate in the over 1,000 meals distributed daily from 9 am-2 pm. We implement a state-approved Covid-19 Emergency Feeding Plan that details the steps taken to ensure that meals are served under state guidelines. This includes ensuring that all meal servers are trained and aware of meal service guidelines. Meals are distributed to parents or guardians to take home to their children while minimizing exposure to the Covid-19. We have safety signs and reminders posted at the school site and around the meal grab location. Servers have access to handwashing stations. Social distancing guidelines are observed during meal pickup. Families are also able to grab multiple meals at a time to cut down on the number of times they need to visit a week. In addition, at MSA2, families that do not have access to transportation to the meal pickup site can request to have the meals dropped off to their residence for a full week at a time.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

Our school is implementing a distance learning education program. Our staff do daily check-ins with students, update engagement reports daily and provide live office hours. Adequate and necessary supervision has been provided during the meal pick up process while observing social distancing protocols. All special education and related services have been provided remotely, including holding virtual counseling sessions with our school psychologist via Zoom. We also utilize the advance Zoom security settings which include having authenticated users only be able to access live class sessions as well as create a virtual waiting room which teachers incorporate to support with secure access to classes. Further, we shared with our families via Parent Square resources which contain childcare facilities that are currently open during Covid-19 and which can be found by searching within zip codes. Moreover, we shared resources which included childcare facilities available to essential workers, as well as a phone number to a county childcare referral agency.

We work closely with LAUSD and LACOE as well as the city of Los Angeles to share the resources available to our community. We have also conducted a survey with our parents and the need for child care was not evident. We will continue to refer families in need of care to the childcare facilities in our community.

COVID-19 Operations Written Report for Magnolia Science Academy-3

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Magnolia Science Academy-3	Shandrea Daniel Principal	sdaniel@magnoliapublicschools.org (310) 637-3806	June 29, 2020

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

On March 13, 2020, MPS Board of Directors passed the Resolution #20200313-01 concerning measures to address the organizational and educational impacts of the covid-19 virus. Also, on March 13, MPS leadership decided to shut down operations in all school sites. Due to the closures, MPS home office together with school teams developed and rolled out our emergency distance learning plans to be implemented in all schools starting March 16, 2020. Since then, MPS in collaboration with all stakeholders updating plans and implementing the Distance Learning programs continuously.

Distance learning in MPS includes both virtual and non-virtual means of providing education. All teachers are providing high quality distance learning using the proposed curricula and strategies during the closure by developing a plan to cover the content and standards necessary to complete the planned course syllabus per CDE and agency guidance.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

English learners continue to receive both designated and integrated ELD, as outlined in our EL Master Plan and Distance Learning Guides and Protocols. All core class teachers provide integrated ELD, while students receive designated ELD in their ELA classes, and EL level 1 and 2 students receive an additional Designated ELD course. These courses continue to be offered virtually. Additionally, all EL students have access to their teachers, as well as the school site EL Coordinator and EL Paraprofessionals, via tutoring and/or office hours, email, Google Classroom, and virtual live class sessions. Teachers have been provided with ongoing professional development to support meeting the needs of ELs during Distance Learning, including but not limited to: English Learner Support Strategies, Designated ELD, and Addressing the Needs of LTELs.

Our Homeless/ Foster Youth Liaison stays in communication with the MPS Director of Students regarding access to resources and information that will benefit our most in need families. These liaison's and mentors have been checking in with specific families weekly. We also received additional training and support from Jennifer Kottke at LACOE regarding resources and outreach for our families experiencing

homelessness. During this training we also reviewed our outreach efforts to families struggling with basic needs and connecting them to free community resources. We are very aware that our low-income families are in need of support with basic needs, we surveyed our families regarding what they may need and how we can help, based on the responses provided our school leaders addressed requests. Our Principal designee oversees the attendance/ participation engagement system to follow up with any students who are not as active with biweekly check in. All teachers and support staff who are in contact with families and students via distance learning platforms are also aware of remote crisis intervention as needed. The MPS Executive Office Manager quickly mobilized response for providing food to families through our providers and there are currently centralized pick up locations for food distribution that our families can access. We have been fortunate to leverage partnerships with organizations such as One Family Los Angeles to nominate more than 100 families to receive additional financial help. We are sharing various resources and opportunities for families and keeping them updated via our school outreach platform Parent Square, school websites, phone calls and newsletters.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

MPS has created a comprehensive distance learning plan to support high-quality learning. Distance Learning Guides and Protocols have been developed and clear expectations for all staff have been communicated to ensure various levels of support for students. Staff has been provided with ongoing professional development to support distance learning. Our distance learning platform was created to inform students and families of learning goals and is updated weekly. Both asynchronous and synchronous learning opportunities are provided to students in order to meet individual needs. Every teacher has created a Google Classroom to post assignments, resources and provide feedback to students. For students that do not currently have access to online resources, physical resources and assignments are provided. Instruction is conducted in a variety of manners. Students have the option to attend virtual live sessions with their teachers. These sessions are also recorded for students who are not able to attend the live sessions. Teachers conduct virtual office hours weekly to further support students and provide opportunities for them to get additional support. Teachers also post videos and resources, post discussion questions, and use various online programs to provide learning opportunities. Students have been assigned a mentor that checks-in with them on a regular basis and provides additional support as needed. In addition, teachers and staff reach out to both students in various manners, such as phone calls, video meetings, emails, and through the use of our parent messaging system. To support technology needs, our school has distributed Chromebooks and hot spots to students.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

Our school continues to provide nutritious meals to all students who need them during the temporary closure of schools. To ensure students and families have access to daily meals, our school has immediately shared a list of centralized school meal pick up locations that our families can access. We have also collaborated with our co-located district school, Curtiss Middle School, in distributing food to the local community on their campus and we refer our families to the co-located school. Families have access to nutritious “grab and go” meals at these locations on a daily basis while minimizing potential exposure to Covid-19. Meal servers are trained and aware of meal service guidelines. Servers have access to handwashing stations and signs for safety directions are posted at the locations.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

Our school is implementing a distance learning education program. Our staff do daily check-ins with students, update engagement reports twice weekly and provide office hours. Adequate and necessary supervision has been provided during the meal pick up process while observing social distancing protocols. All special education and related services have been provided remotely. We recently sent a parent communication to inform families about child care offerings in our community. We work closely with LACOE and the city of Carson to share the resources available to our community. We have also conducted a survey with our parents and the need for child care was not evident. We will continue to refer families in need of care to the childcare facilities in our community.

COVID-19 Operations Written Report for Magnolia Science Academy-4

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Magnolia Science Academy-4	Musa Avsar Principal	mavsar@magnoliapublicschools.org 310-473-2464	June 29, 2020

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

On March 13, 2020, MPS Board of Directors passed the Resolution #20200313-01 concerning measures to address the organizational and educational impacts of the covid-19 virus. Also, on March 13, MPS leadership decided to shut down operations in all school sites. Due to the closures, MPS home office together with school teams developed and rolled out our emergency distance learning plans to be implemented in all schools starting March 16, 2020. Since then, MPS in collaboration with all stakeholders updating plans and implementing the Distance Learning programs continuously.

Distance learning in MPS includes both virtual and non-virtual means of providing education. All teachers are providing high quality distance learning using the proposed curricula and strategies during the closure by developing a plan to cover the content and standards necessary to complete the planned course syllabus per CDE and agency guidance.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

English learners continue to receive both designated and integrated ELD, as outlined in our EL Master Plan and Distance Learning Guides and Protocols. All core class teachers provide integrated ELD, while students receive designated ELD in their ELA classes, and EL level 1 and 2 students receive an additional Designated ELD course. These courses continue to be offered virtually. Additionally, all EL students have access to their teachers, as well as the school site EL Coordinator and EL Paraprofessionals, via tutoring and/or office hours, email, Google Classroom, and virtual live class sessions. Teachers have been provided with ongoing professional development to support meeting the needs of ELs during Distance Learning, including but not limited to: English Learner Support Strategies, Designated ELD, and Addressing the Needs of LTELs.

Our Homeless/ Foster Youth Liaison stays in communication with the MPS Director of Students regarding access to resources and information that will benefit our most in need families. These liaison's and mentors have been checking in with specific families weekly. We also received additional training and support from Jennifer Kottke at LACOE regarding resources and outreach for our families experiencing

homelessness. During this training we also reviewed our outreach efforts to families struggling with basic needs and connecting them to free community resources. We are very aware that our low-income families are in need of support with basic needs, we surveyed our families regarding what they may need and how we can help, based on the responses provided our school leaders addressed requests. Our Principal designee oversees the attendance/ participation engagement system to follow up with any students who are not as active with biweekly check in. All teachers and support staff who are in contact with families and students via distance learning platforms are also aware of remote crisis intervention as needed. The MPS Executive Office Manager quickly mobilized response for providing food to families through our providers and there are currently centralized pick up locations for food distribution that our families can access. We have been fortunate to leverage partnerships with organizations such as One Family Los Angeles to nominate more than 100 families to receive additional financial help. We are sharing various resources and opportunities for families and keeping them updated via our school outreach platform Parent Square, school websites, phone calls and newsletters.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

MPS has created a comprehensive distance learning plan to support high-quality learning. Distance Learning Guides and Protocols have been developed and clear expectations for all staff have been communicated to ensure various levels of support for students. Staff has been provided with ongoing professional development to support distance learning. Our distance learning platform was created to inform students and families of learning goals and is updated weekly. Both asynchronous and synchronous learning opportunities are provided to students in order to meet individual needs. Every teacher has created a Google Classroom to post assignments, resources and provide feedback to students. For students that do not currently have access to online resources, physical resources and assignments are provided. Instruction is conducted in a variety of manners. Students have the option to attend virtual live sessions with their teachers. These sessions are also recorded for students who are not able to attend the live sessions. Teachers conduct virtual office hours weekly to further support students and provide opportunities for them to get additional support. Teachers also post videos and resources, post discussion questions, and use various online programs to provide learning opportunities. Students have been assigned a mentor that checks-in with them on a regular basis and provides additional support as needed. In addition, teachers and staff reach out to both students in various manners, such as phone calls, video meetings, emails, and through the use of our parent messaging system. To support technology needs, our school has distributed Chromebooks and hot spots to students.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

Our school continues to provide nutritious meals to all students who need them during the temporary closure of schools. To ensure students and families have access to daily meals, our school has immediately shared a list of centralized school meal pick up locations that our families can access. [MSA-6/First Lutheran Church 3751 Hughes Ave. Los Angeles, 90034. We refer our families to this location.] Families have access to nutritious “grab and go” meals at these locations on a daily basis while minimizing potential exposure to Covid-19. Meal servers are trained and aware of meal service guidelines. Servers have access to hand-washing stations and signs for safety directions are posted at the locations. Our Grab & Go sites are staffed weekdays from 8:00 a.m. to 12 p.m. To limit interactions each child can take home two nutritious meals.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

Our school is implementing a distance learning education program. Our staff do daily check-ins with students, update engagement reports daily, and provide office hours. Adequate and necessary supervision has been provided during the meal pick up process while observing social distancing protocols. All special education and related services have been provided remotely. We recently sent a parent communication to inform families about child care offerings in our community. We work closely with LAUSD, LACOE and the city of Los Angeles to share the resources available to our community. We have also conducted a survey with our parents and the need for child care was not evident. We will continue to refer families in need of care to the childcare facilities in our community.

COVID-19 Operations Written Report for Magnolia Science Academy-5

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Magnolia Science Academy-5	Brad Plonka Principal	bplonka@magnoliapublicschools.org (818) 705-5676	June 29, 2020

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

On March 13, 2020, MPS Board of Directors passed the Resolution #20200313-01 concerning measures to address the organizational and educational impacts of the covid-19 virus. Also, on March 13, MPS leadership decided to shut down operations in all school sites. Due to the closures, MPS home office together with school teams developed and rolled out our emergency distance learning plans to be implemented in all schools starting March 16, 2020. Since then, MPS in collaboration with all stakeholders updating plans and implementing the Distance Learning programs continuously.

Distance learning in MPS includes both virtual and non-virtual means of providing education. All teachers are providing high quality distance learning using the proposed curricula and strategies during the closure by developing a plan to cover the content and standards necessary to complete the planned course syllabus per CDE and agency guidance.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

English learners continue to receive both designated and integrated ELD, as outlined in our EL Master Plan and Distance Learning Guides and Protocols. All core class teachers provide integrated ELD, while students receive designated ELD in their ELA classes, and EL level 1 and 2 students receive an additional Designated ELD course. These courses continue to be offered virtually. Additionally, all EL students have access to their teachers, as well as the school site EL Coordinator and EL Paraprofessionals, via tutoring and/or office hours, email, Google Classroom, and virtual live class sessions. Teachers have been provided with ongoing professional development to support meeting the needs of ELs during Distance Learning, including but not limited to: English Learner Support Strategies, Designated ELD, and Addressing the Needs of LTELs.

Our Homeless/ Foster Youth Liaison stays in communication with the MPS Director of Students regarding access to resources and information that will benefit our most in need families. These liaison's and mentors have been checking in with specific families weekly. We also received additional training and support from Jennifer Kottke at LACOE regarding resources and outreach for our families experiencing

homelessness. During this training we also reviewed our outreach efforts to families struggling with basic needs and connecting them to free community resources. We are very aware that our low-income families are in need of support with basic needs, we surveyed our families regarding what they may need and how we can help, based on the responses provided our school leaders addressed requests. Our Principal designee oversees the attendance/ participation engagement system to follow up with any students who are not as active with biweekly check in. All teachers and support staff who are in contact with families and students via distance learning platforms are also aware of remote crisis intervention as needed. The MPS Executive Office Manager quickly mobilized response for providing food to families through our providers and there are currently centralized pick up locations for food distribution that our families can access. We have been fortunate to leverage partnerships with organizations such as One Family Los Angeles to nominate more than 100 families to receive additional financial help. We are sharing various resources and opportunities for families and keeping them updated via our school outreach platform Parent Square, school websites, phone calls and newsletters.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

MPS has created a comprehensive distance learning plan to support high-quality learning. Distance Learning Guides and Protocols have been developed and clear expectations for all staff have been communicated to ensure various levels of support for students. Staff has been provided with ongoing professional development to support distance learning. Our distance learning platform was created to inform students and families of learning goals and is updated weekly. Both asynchronous and synchronous learning opportunities are provided to students in order to meet individual needs. Every teacher has created a Google Classroom to post assignments, resources and provide feedback to students. For students that do not currently have access to online resources, physical resources and assignments are provided. Instruction is conducted in a variety of manners. Students have the option to attend virtual live sessions with their teachers. These sessions are also recorded for students who are not able to attend the live sessions. Teachers conduct virtual office hours weekly to further support students and provide opportunities for them to get additional support. Teachers also post videos and resources, post discussion questions, and use various online programs to provide learning opportunities. Students have been assigned a mentor that checks-in with them on a regular basis and provides additional support as needed. In addition, teachers and staff reach out to both students in various manners, such as phone calls, video meetings, emails, and through the use of our parent messaging system. To support technology needs, our school has distributed Chromebooks and hot spots to students.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

Our school is committed to doing all we can do to support our students and families in greatest need. To ensure students and families have access to daily meals, our school has immediately started providing school meals to our families through our provider. Meals are distributed in the parking lot/gym to ensure social distancing at Magnolia Science Academy-1 located at, 18238 Sherman Way, Reseda, CA 91332. Students enrolled at four MPS sites, MSA-1, 2, 5 and 7, as well as local community members participate in the over 1,000 meals distributed daily from 9 am-2 pm. We implement a state-approved Covid-19 Emergency Feeding Plan that details the steps taken to ensure that meals are served under state guidelines. This includes ensuring that all meal servers are trained and aware of meal service guidelines. Meals are distributed to parents or guardians to take home to their children while minimizing exposure to the Covid-19. We have safety signs and reminders posted at the school site and around the meal grab location. Servers have access to handwashing stations. Social distancing

guidelines are observed during meal pickup. Families are also able to grab multiple meals at a time to cut down on the number of times they need to visit a week.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

Our school is implementing a distance learning education program. Our staff does daily check-ins with students, update engagement reports twice weekly, and provide office hours. All special education and related services have been provided remotely. We work closely with LAUSD and LACOE, the city of Reseda to share the resources available to our community. We have also conducted a survey with our parents and will continue to refer families in need of care to the childcare facilities in our community.

COVID-19 Operations Written Report for Magnolia Science Academy-6

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Magnolia Science Academy-6	John Terzi Principal	jterzi@magnoliapublicschools.org (310) 842-8555	June 29, 2020

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

On March 13, 2020, MPS Board of Directors passed the Resolution #20200313-01 concerning measures to address the organizational and educational impacts of the covid-19 virus. Also, on March 13, MPS leadership decided to shut down operations in all school sites. Due to the closures, MPS home office together with school teams developed and rolled out our emergency distance learning plans to be implemented in all schools starting March 16, 2020. Since then, MPS in collaboration with all stakeholders updating plans and implementing the Distance Learning programs continuously.

Distance learning in MPS includes both virtual and non-virtual means of providing education. All teachers are providing high quality distance learning using the proposed curricula and strategies during the closure by developing a plan to cover the content and standards necessary to complete the planned course syllabus per CDE and agency guidance.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

English learners continue to receive both designated and integrated ELD, as outlined in our EL Master Plan and Distance Learning Guides and Protocols. All core class teachers provide integrated ELD, while students receive designated ELD in their ELA classes, and EL level 1 and 2 students receive an additional Designated ELD course. These courses continue to be offered virtually. Additionally, all EL students have access to their teachers, as well as the school site EL Coordinator and EL Paraprofessionals, via tutoring and/or office hours, email, Google Classroom, and virtual live class sessions. Teachers have been provided with ongoing professional development to support meeting the needs of ELs during Distance Learning, including but not limited to: English Learner Support Strategies, Designated ELD, and Addressing the Needs of LTELs.

Our Homeless/ Foster Youth Liaison stays in communication with the MPS Director of Students regarding access to resources and information that will benefit our most in need families. These liaison's and mentors have been checking in with specific families weekly. We also received additional training and support from Jennifer Kottke at LACOE regarding resources and outreach for our families experiencing

homelessness. During this training we also reviewed our outreach efforts to families struggling with basic needs and connecting them to free community resources. We are very aware that our low-income families are in need of support with basic needs, we surveyed our families regarding what they may need and how we can help, based on the responses provided our school leaders addressed requests. Our Principal designee oversees the attendance/ participation engagement system to follow up with any students who are not as active with biweekly check in. All teachers and support staff who are in contact with families and students via distance learning platforms are also aware of remote crisis intervention as needed. The MPS Executive Office Manager quickly mobilized response for providing food to families through our providers and there are currently centralized pick up locations for food distribution that our families can access. We have been fortunate to leverage partnerships with organizations such as One Family Los Angeles to nominate more than 100 families to receive additional financial help. We are sharing various resources and opportunities for families and keeping them updated via our school outreach platform Parent Square, school websites, phone calls and newsletters.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

MPS has created a comprehensive distance learning plan to support high-quality learning. Distance Learning Guides and Protocols have been developed and clear expectations for all staff have been communicated to ensure various levels of support for students. Staff has been provided with ongoing professional development to support distance learning. Our distance learning platform was created to inform students and families of learning goals and is updated weekly. Both asynchronous and synchronous learning opportunities are provided to students in order to meet individual needs. Every teacher has created a Google Classroom to post assignments, resources and provide feedback to students. For students that do not currently have access to online resources, physical resources and assignments are provided. Instruction is conducted in a variety of manners. Students have the option to attend virtual live sessions with their teachers. These sessions are also recorded for students who are not able to attend the live sessions. Teachers conduct virtual office hours weekly to further support students and provide opportunities for them to get additional support. Teachers also post videos and resources, post discussion questions, and use various online programs to provide learning opportunities. Students have been assigned a mentor that checks-in with them on a regular basis and provides additional support as needed. In addition, teachers and staff reach out to both students in various manners, such as phone calls, video meetings, emails, and through the use of our parent messaging system. To support technology needs, our school has distributed Chromebooks and hot spots to students.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

Our school continues to provide nutritious meals to all students who need them during the temporary closure of schools. To ensure students and families have access to daily meals, our school has immediately shared a list of centralized school meal pick up locations that our families can access. [MSA-6/First Lutheran Church 3751 Hughes Ave. Los Angeles, 90034. We refer our families to this location.] Families have access to nutritious “grab and go” meals at these locations on a daily basis while minimizing potential exposure to Covid-19. Meal servers are trained and aware of meal service guidelines. Servers have access to hand-washing stations and signs for safety directions are posted at the locations. Our Grab & Go sites are staffed weekdays from 8:00 a.m. to 12 p.m. To limit interactions each child can take home two nutritious meals.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

Our school is implementing a distance learning education program. Our staff do daily check-ins with students, update engagement reports twice weekly and provide office hours. Adequate and necessary supervision has been provided during the meal pick up process while observing social distancing protocols. All special education and related services have been provided remotely. We recently sent a parent communication to inform families about child care offerings in our community. We work closely with LAUSD, LACOE and the city of Los Angeles to share the resources available to our community. We have also conducted a survey with our parents and the need for child care was not evident. We will continue to refer families in need of care to the childcare facilities in our community.

COVID-19 Operations Written Report for Magnolia Science Academy-7

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Magnolia Science Academy-7	Meagan Wittek Principal	mwwittek@magnoliapublicschools.org (818) 886-0585	June 29, 2020

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

On March 13, 2020, MPS Board of Directors passed the Resolution #20200313-01 concerning measures to address the organizational and educational impacts of the covid-19 virus. Also, on March 13, MPS leadership decided to shut down operations in all school sites. Due to the closures, MPS home office together with school teams developed and rolled out our emergency distance learning plans to be implemented in all schools starting March 16, 2020. Since then, MPS in collaboration with all stakeholders updating plans and implementing the Distance Learning programs continuously.

Distance learning in MPS includes both virtual and non-virtual means of providing education. All teachers are providing high quality distance learning using the proposed curricula and strategies during the closure by developing a plan to cover the content and standards necessary to complete the planned course syllabus per CDE and agency guidance.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

English learners continue to receive both designated and integrated ELD, as outlined in our EL Master Plan and Distance Learning Guides and Protocols. All core class teachers provide integrated ELD, while students receive designated ELD in their ELA classes, and EL level 1 and 2 students receive an additional Designated ELD course. These courses continue to be offered virtually. Additionally, all EL students have access to their teachers, as well as the school site EL Coordinator and EL Paraprofessionals, via tutoring and/or office hours, email, Google Classroom, and virtual live class sessions. Teachers have been provided with ongoing professional development to support meeting the needs of ELs during Distance Learning, including but not limited to: English Learner Support Strategies, Designated ELD, and Addressing the Needs of LTELs.

Our Homeless/ Foster Youth Liaison stays in communication with the MPS Director of Students regarding access to resources and information that will benefit our most in need families. These liaison's and mentors have been checking in with specific families weekly. We also received additional training and support from Jennifer Kottke at LACOE regarding resources and outreach for our families experiencing

homelessness. During this training we also reviewed our outreach efforts to families struggling with basic needs and connecting them to free community resources. We are very aware that our low-income families are in need of support with basic needs, we surveyed our families regarding what they may need and how we can help, based on the responses provided our school leaders addressed requests. Our Principal designee oversees the attendance/ participation engagement system to follow up with any students who are not as active with biweekly check in. All teachers and support staff who are in contact with families and students via distance learning platforms are also aware of remote crisis intervention as needed. The MPS Executive Office Manager quickly mobilized response for providing food to families through our providers and there are currently centralized pick up locations for food distribution that our families can access. We have been fortunate to leverage partnerships with organizations such as One Family Los Angeles to nominate more than 100 families to receive additional financial help. We are sharing various resources and opportunities for families and keeping them updated via our school outreach platform Parent Square, school websites, phone calls and newsletters.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

MPS has created a comprehensive distance learning plan to support high-quality learning. Distance Learning Guides and Protocols have been developed and clear expectations for all staff have been communicated to ensure various levels of support for students. Staff has been provided with ongoing professional development to support distance learning. Our distance learning platform was created to inform students and families of learning goals and is updated weekly. Both asynchronous and synchronous learning opportunities are provided to students in order to meet individual needs. Every teacher has created a Google Classroom to post assignments, resources and provide feedback to students. For students that do not currently have access to online resources, physical resources and assignments are provided. Instruction is conducted in a variety of manners. Students have the option to attend virtual live sessions with their teachers. These sessions are also recorded for students who are not able to attend the live sessions. Teachers conduct virtual office hours weekly to further support students and provide opportunities for them to get additional support. Teachers also post videos and resources, post discussion questions, and use various online programs to provide learning opportunities. Students have been assigned a mentor that checks-in with them on a regular basis and provides additional support as needed. In addition, teachers and staff reach out to both students in various manners, such as phone calls, video meetings, emails, and through the use of our parent messaging system. To support technology needs, our school has distributed Chromebooks and hot spots to students.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

Our school is committed to doing all we can do to support our students and families in greatest need. To ensure students and families have access to daily meals, our school has immediately started providing school meals to our families through our provider. Meals are distributed in the parking lot/gym to ensure social distancing at Magnolia Science Academy-1 located at, 18238 Sherman Way, Reseda, CA 91332. Students enrolled at four MPS sites, MSA-1, 2, 5 and 7, as well as local community members participate in the over 1,000 meals distributed daily from 9 am-2 pm. We implement a state-approved Covid-19 Emergency Feeding Plan that details the steps taken to ensure that meals are served under state guidelines. This includes ensuring that all meal servers are trained and aware of meal service guidelines. Meals are distributed to parents or guardians to take home to their children while minimizing exposure to the Covid-19. We have safety signs and reminders posted at the school site and around the meal grab location. Servers have access to handwashing stations. Social distancing

guidelines are observed during meal pickup. Families are also able to grab multiple meals at a time to cut down on the number of times they need to visit a week.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

Our school is implementing a distance learning education program. Our staff do daily check-ins with students, update engagement reports twice weekly and provide office hours. Adequate and necessary supervision has been provided during the meal pick up process while observing social distancing protocols. All special education and related services have been provided remotely. We recently sent a parent communication to inform families about child care offerings in our community. We work closely with LAUSD and the city of Northridge to share the resources available to our community. We have also conducted a survey with our parents and the need for child care was not evident. We will continue to refer families in need of care to the childcare facilities in our community.

COVID-19 Operations Written Report for Magnolia Science Academy-Bell

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Magnolia Science Academy-Bell	Jason Hernandez Principal	jhernandez@magnoliapublicschools.org 323-826-3925	June 29, 2020

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

On March 13, 2020, the MPS Board of Directors passed Resolution #20200313-01 concerning measures to address the organizational and educational impacts of the COVID-19 virus. Also, on March 13, MPS leadership decided to shut down operations in all school sites. Due to the closures, the MPS home office together with school teams developed and rolled out our emergency distance learning plans to be implemented in all schools starting March 16, 2020. Since then, MPS in collaboration with all stakeholders updating plans and implementing the Distance Learning programs continuously.

Distance learning in MPS includes both virtual and non-virtual means of providing education. All teachers are providing high-quality distance learning using the proposed curricula and strategies during the closure by developing a plan to cover the content and standards necessary to complete the planned course syllabus per CDE and agency guidance.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

English learners continue to receive both designated and integrated ELD, as outlined in our EL Master Plan and Distance Learning Guides and Protocols. All core class teachers provide integrated ELD, while students receive designated ELD in their ELA classes, and EL level 1 and 2 students receive an additional Designated ELD course. These courses continue to be offered virtually. Additionally, all EL students have access to their teachers, as well as the school site EL Coordinator and support staff members, via tutoring and/or office hours, email, Google Classroom, and virtual live class sessions. Teachers have been provided with ongoing professional development to support meeting the needs of ELs during Distance Learning, including but not limited to English Learner Support Strategies, Designated ELD, and Addressing the Needs of LTELs.

Our Homeless/Foster Youth Liaison stays in communication with the MPS Director of Students regarding access to resources and information that will benefit our most in-need families. These liaisons and mentors have been checking in with specific families weekly. We

also received additional training and support from Jennifer Kottke at LACOE regarding resources and outreach for our families experiencing homelessness. During this training, we also reviewed our outreach efforts to families struggling with basic needs and connecting them to free community resources. We are very aware that our low-income families are in need of support with basic needs, we surveyed our families regarding what they may need and how we can help, based on the responses provided our school leaders addressed requests/needs. Our Principal designee oversees the attendance/participation engagement system to follow up with any students who are not as active. All teachers and support staff who are in contact with families and students via distance learning platforms are also aware of remote crisis intervention as needed. The MPS Executive Office Manager quickly mobilized response for providing food to families through our providers and there are currently centralized pick-up locations for food distribution that our families can access. We have been fortunate to leverage partnerships with organizations such as One Family Los Angeles to nominate more than 100 families to receive additional financial help. We are sharing various resources and opportunities for families and keeping them updated via our school outreach platform Parent Square, school websites, phone calls, and newsletters.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

MPS has created a comprehensive distance learning plan to support high-quality learning. Distance Learning Guides and Protocols have been developed and clear expectations for all staff have been communicated to ensure various levels of support for students. The staff has been provided with ongoing professional development to support distance learning. Our distance learning platform was created to inform students and families of learning goals and is updated weekly. Both asynchronous and synchronous learning opportunities are provided to students in order to meet individual needs. Every teacher has created a Google Classroom to post assignments, resources, and provide feedback to students. For students that do not currently have access to online resources, physical technological resources, and assignments are provided. Instruction is conducted in a variety of manners. Students have the option to attend virtual live sessions with their teachers. These sessions are also recorded for students who are not able to attend the live sessions. Teachers conduct virtual office hours weekly to further support students and provide opportunities for them to get additional support. Teachers also post videos and resources, post discussion questions, and use various online programs to provide learning opportunities. Students have been assigned a mentor that checks-in with them on a regular basis and provide additional support as needed. In addition, teachers and staff reach out to both students in various manners, such as phone calls, video conferences, emails, and through the use of our parent messaging system. To support technology needs, our school has distributed Chromebooks and hot spots for students in need.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

Magnolia Science Academy Bell, in partnership with Los Angeles Unified School District, continues to provide nutritious meals to all students who need them during the temporary closure of schools. Meals are distributed by Bell High School 4328 Bell Ave., Bell, CA 90201. Students enrolled at our school site as well as local community members participate in meals distributed daily from 9 a.m. to 11 a.m. Our co-located school shared a list of centralized school meal pick up locations that our families can access. Children do not need to be present, all food is to be taken and consumed offsite. Families have access to nutritious “grab and go” meals at these locations on a daily basis while minimizing potential exposure to Covid-19.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

MSA Bell is implementing a distance learning education program. Our staff does daily check-ins with students, updates engagement reports twice weekly, and provides office hours.

Additionally, MSA Bell works with local agencies to provide information on resources such as food provision, child care, and other beneficial resources are distributed to our families within the community. This information is distributed through our communication platform, ParentSquare, school website, and social media platforms.

In regards to partnerships for student services, counseling support and other special education services shifted to Remote Service. This included regular check-in and support of students, and communication with families to arrange services. Other needs such as mental health are identified through school surveys and regular check-ins from staff. Students that are disengaged are assigned an Engagement Task Force member to reach family and identify reasons for lack of engagement and provide assistance as need. This can include food provisions, technology, etc.

COVID-19 Operations Written Report for Magnolia Science Academy-San Diego

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Magnolia Science Academy-San Diego	Gokhan Serce Principal	gserce@magnoliapublicschools.org (619) 644-1300	June 29, 2020

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

On March 13, 2020, MPS Board of Directors passed the Resolution #20200313-01 concerning measures to address the organizational and educational impacts of the covid-19 virus. Also, on March 13, MPS leadership decided to shut down operations in all school sites. Due to the closures, MPS home office together with school teams developed and rolled out our emergency distance learning plans to be implemented in all schools starting March 16, 2020. Since then, MPS in collaboration with all stakeholders updating plans and implementing the Distance Learning programs continuously.

Distance learning in MPS includes both virtual and non-virtual means of providing education. All teachers are providing high quality distance learning using the proposed curricula and strategies during the closure by developing a plan to cover the content and standards necessary to complete the planned course syllabus per CDE and agency guidance.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

English learners continue to receive both designated and integrated ELD, as outlined in our EL Master Plan and Distance Learning Guides and Protocols. All core class teachers provide integrated ELD, while students receive designated ELD in their ELA classes, and EL level 1 and 2 students receive an additional Designated ELD course. These courses continue to be offered virtually. Additionally, all EL students have access to their teachers, as well as the school site EL Coordinator and EL Paraprofessionals, via tutoring and/or office hours, email, Google Classroom, and virtual live class sessions. Teachers have been provided with ongoing professional development to support meeting the needs of ELs during Distance Learning, including but not limited to: English Learner Support Strategies, Designated ELD, and Addressing the Needs of LTELs.

Our Homeless/ Foster Youth Liaison stays in communication with the MPS Director of Students regarding access to resources and information that will benefit our most in need families. These liaison's and mentors have been checking in with specific families weekly. We also received additional support from SDCOE regarding resources and outreach for our families experiencing homelessness. We are very

aware that our low-income families are in need of support with basic needs, we surveyed our families regarding what they may need and how we can help, based on the responses provided our school leaders addressed requests including Chromebooks and internet hot spots . Our Principal designee oversees the attendance/ participation engagement system to follow up with any students who are not as active with biweekly check in. All teachers and support staff who are in contact with families and students via distance learning platforms are also aware of remote crisis intervention as needed. All county food distribution center addresses and their distribution times communicated with all our families to provide access. We are sharing various resources and opportunities for families and keeping them updated via our school outreach platform Parent Square, school websites, phone calls and newsletters.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

MPS has created a comprehensive distance learning plan to support high-quality learning. Distance Learning Guides and Protocols have been developed and clear expectations for all staff have been communicated to ensure various levels of support for students. Staff has been provided with ongoing professional development to support distance learning. Our distance learning platform was created to inform students and families of learning goals and is updated weekly. Both asynchronous and synchronous learning opportunities are provided to students in order to meet individual needs. Every teacher has created a Google Classroom to post assignments, resources and provide feedback to students. For students that do not currently have access to online resources, physical resources and assignments are provided. Instruction is conducted in a variety of manners. Students have the option to attend virtual live sessions with their teachers. These sessions are also recorded for students who are not able to attend the live sessions. Teachers conduct virtual office hours weekly to further support students and provide opportunities for them to get additional support. Teachers also post videos and resources, post discussion questions, and use various online programs to provide learning opportunities. Students have been assigned a mentor that checks-in with them on a regular basis and provides additional support as needed. In addition, teachers and staff reach out to both students in various manners, such as phone calls, video meetings, emails, and through the use of our parent messaging system. To support technology needs, our school has distributed Chromebooks and hot spots to students.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

MSA-San Diego students and families were notified of local meal distribution locations in San Diego County. San Diego Unified Food and Nutrition Services is conducting a drive thru/walk-up distribution of daily prepared meals, free of charge. Meal distribution times for all locations are Monday through Friday, 11:00 a.m. to 1:00 p.m. While the district does not serve food on the weekend, it is distributing one extra breakfast and one extra lunch on each Thursday and Friday of the week. That allows each child to receive two breakfasts and two lunches on these days. Beginning Monday, May 11, the district will begin serving evening meals at all 24 sites in operation across the city. Evening meals will be served 11:00 a.m. - 1:00 p.m. Mondays, Tuesdays, and Wednesdays only. Children do not need to be present, there will be no congregate feeding; all food is to be taken and consumed offsite. Social distancing guidelines will be followed to stay safe. Families have access to nutritious “grab and go” meals at these locations on a daily basis while minimizing potential exposure to COVID-19. Meal servers are trained and aware of meal service guidelines. Servers have access to handwashing stations and signs for safety directions are posted at the locations.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

Our school is implementing a distance learning education program. Our staff do daily check-ins with students, update engagement reports twice weekly and provide office hours. All special education and related services have been provided remotely. We recently sent a parent communication to inform families about child care offerings in our community. We work closely with the San Diego County Office of Education (SDCOE) and the city of San Diego to share the resources available to our community. We have also conducted a survey with our parents and the need for child care was not evident. We will continue to refer families in need of care to the childcare facilities in our community.

COVID-19 Operations Written Report for Magnolia Science Academy - Santa Ana

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Magnolia Science Academy - Santa Ana	Steven Keskindurk Principal	skeskinturk@magnoliapublicschools.org (714) 479-0115	June 29, 2020

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

On March 13, 2020, MPS Board of Directors passed the Resolution #20200313-01 concerning measures to address the organizational and educational impacts of the covid-19 virus. Also, on March 13, MPS leadership decided to shut down operations in all school sites. Due to the closures, MPS home office together with school teams developed and rolled out our emergency distance learning plans to be implemented in all schools starting March 16, 2020. Since then, MPS in collaboration with all stakeholders updating plans and implementing the Distance Learning programs continuously.

Distance learning in MPS includes both virtual and non-virtual means of providing education. All teachers are providing high quality distance learning using the proposed curricula and strategies during the closure by developing a plan to cover the content and standards necessary to complete the planned course syllabus per CDE and agency guidance.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

English learners continue to receive both designated and integrated ELD, as outlined in our EL Master Plan and Distance Learning Guides and Protocols. All core class teachers provide integrated ELD, while students receive designated ELD in their ELA classes, and EL level 1 and 2 students receive an additional Designated ELD course. These courses continue to be offered virtually. Additionally, all EL students have access to their teachers, as well as the school site EL Coordinator and EL Paraprofessionals, via tutoring and/or office hours, email, Google Classroom, and virtual live class sessions. Teachers have been provided with ongoing professional development to support meeting the needs of ELs during Distance Learning, including but not limited to: English Learner Support Strategies, Designated ELD, and Addressing the Needs of LTELs.

Our Homeless/ Foster Youth Liaison stays in communication with the MPS Director of Students regarding access to resources and information that will benefit our most in need families. These liaison's and mentors have been checking in with specific families weekly. We also received additional training and support from Jennifer Kottke at LACOE regarding resources and outreach for our families experiencing homelessness. During this training we also reviewed our outreach efforts to families struggling with basic needs and connecting them to free community resources. We are very aware that our low-income families are in need of support with basic needs, we surveyed our families regarding what they may need and how we can help, based on the responses provided our school leaders addressed requests. Our Principal designee oversees the attendance/ participation engagement system to follow up with any students who are not as active with biweekly check in. All teachers and support staff who are in contact with families and students via distance learning platforms are also aware of remote crisis intervention as needed. The MPS Executive Office Manager quickly mobilized response for providing food to families through our providers and there are currently centralized pick up locations for food distribution that our families can access. We have been fortunate to leverage partnerships with organizations such as One Family Los Angeles to nominate more than 100 families to receive additional financial help. We are sharing various resources and opportunities for families and keeping them updated via our school outreach platform Parent Square, school websites, phone calls and newsletters.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

MPS has created a comprehensive distance learning plan to support high-quality learning. Distance Learning Guides and Protocols have been developed and clear expectations for all staff have been communicated to ensure various levels of support for students. Staff has been provided with ongoing professional development to support distance learning. Our distance learning platform was created to inform students and families of learning goals and is updated weekly. Both asynchronous and synchronous learning opportunities are provided to students in order to meet individual needs. Every teacher has created a Google Classroom to post assignments, resources and provide feedback to students. For students that do not currently have access to online resources, physical resources and assignments are provided. Instruction is conducted in a variety of manners. Students have the option to attend virtual live sessions with their teachers. These sessions are also recorded for students who are not able to attend the live sessions. Teachers conduct virtual office hours weekly to further support students and provide opportunities for them to get additional support. Teachers also post videos and resources, post discussion questions, and use various online programs to provide learning opportunities. Students have been assigned a mentor that checks-in with them on a regular basis and provides additional support as needed. In addition, teachers and staff reach out to both students in various manners, such as phone calls, video meetings, emails, and through the use of our parent messaging system. To support technology needs, our school has distributed Chromebooks and hot spots to students.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

Our school is committed to doing all we can do to support our students and families in greatest need. To ensure students and families have access to daily meals, our school has immediately started providing school meals to our families through our provider. MSA-Santa Ana provides nutritious meals at the site located at 2840 W 1st Street, Santa Ana, CA, 92703, from 7:30 am-2 pm daily in a "Grab & Go" distribution to ensure social distancing. Meals are distributed in the parking lot to ensure social distancing guidelines are observed. We implement a state-approved Covid-19 Emergency Feeding Plan that details the steps taken to ensure that meals are served under state

guidelines. This includes ensuring that all meal servers are trained and aware of meal service guidelines. Meals are distributed to parents or guardians to take home to their children while minimizing exposure to the Covid-19. We have safety signs and reminders posted at the school site and around the meal grab location. Servers have access to handwashing stations. Social distancing guidelines are observed during meal pickup. Families are also able to grab multiple meals at a time to cut down on the number of times they need to visit a week. Social distancing guidelines are observed during meal pickup.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

MSA-Santa Ana has provided all families with community resources to assist with child care needs and supervision during school hours, and support is being provided for families in need. We continue to work closely with local districts (Santa Ana Unified and Irvine School District) to share the resources available to our community. MSA-Santa Ana is on a distance learning education program now. Our staff do daily check-ins with students, update engagement reports twice weekly and provide office hours. Adequate and necessary supervision has been provided during the meal pick up process while observing social distancing protocols. All special education and related services have been provided remotely.

Cover Sheet

Approval of MPS Summer School Policy

Section: IV. Action Items
Item: B. Approval of MPS Summer School Policy
Purpose: Vote
Submitted by:
Related Material: IV B Summer Schools.pdf



Board Agenda Item #	IV B- Action Item
Date:	June 29, 2020
To:	Magnolia Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Erdinc Acar, Chief Academic Officer
RE:	Summer Schools

Proposed Board Recommendation

Staff moves that the full Board of Directors of MPS (the “**MPS Board**”) approve 2020 MPS summer school programs and related expenditures.

Background

MPS provides summer school options to all MPS students and staff to enrich and supplement our academic programs. Each year about 800 students from all grades benefit from these programs. Different than past years, this year all of our summer schools will be in virtual format as a result of the COVID-19 pandemic. All MPS schools are offering summer programs open to all current and incoming students between July 1 – 31, 2020 free of charge.

Our summer programs address several areas including the learning loss recovery as a result of COVID-19 safer-at-home orders, credit recovery, acceleration and makeup for failing classes in the form online courses, bridge programs for incoming students, SAT/ACT prep course, Pe-AP courses, and enrichment programs such as STEAM courses, coding, robotics, arts, sports experiential learning and skill building classes.

Summer schools are designed and led by MPS administrators with guidance from the MPS Home office teams. Teachers and support staff are also recruited mostly from Magnolia schools.

This year’s summer schools being virtual, no facility and related costs are expected. Funding will be allocated from LCFE and CARES Act funds to cover personnel, instructional programs and materials costs. Here are the expected costs for each school.

School	Total Salaries	Benefits	Salaries & Benefits	Other Costs (Curriculum and Materials)	Total
MSA-1	30,298	7,575	37,873	4,000	41,873
MSA-2	31,322	7,831	39,153	3,000	42,153
MSA-3	21,400	5,350	26,750	2,000	28,750
MSA-4	8,000	2,000	10,000	4,000	14,000
MSA-5	23,753	5,938	29,691	11,060	40,751
MSA-6	8,000	2,000	10,000	4,000	14,000
MSA-7	14,876	3,719	18,595	-	18,595
MSA-8	40,073	10,018	50,091	-	50,091
MSA-SA	30,953	7,738	38,691	2,000	40,691
MSA-SD	25,231	6,308	31,539	1,000	32,539
Total	233,905	58,476	292,382	31,060	323,442

Budget Implications

Summer Program is included in the 2020-21 Budgets using LCFF and CARES Act funds.

Name of Staff Originator: Erdinc Acar, CAO

Cover Sheet

Approval of 2020-2021 EPA Spending Plans for all MPS

Section: IV. Action Items
Item: C. Approval of 2020-2021 EPA Spending Plans for all MPS
Purpose: Vote
Submitted by:
Related Material: IV C EPAs V2.pdf



Board Agenda Item #	IV C Action Item
Date:	June 29, 2020
To:	MPS Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Nanie Montijo, Chief Financial Officer
RE:	Approval of 2020-2021 EPA Spending Plans for all MPS

Proposed Board Recommendation

I move that the MPS Board approve the 2020-21 EPA Spending Plans for MSA 1-8, MSA- Santa Ana and MSA- San Diego.

Background

Proposition 30, *The Schools and Local Public Safety Protection Act of 2012*, approved by the voters on November 6, 2012, temporarily increases the state's sales tax rate for all taxpayers and the personal income tax rates for upper-income taxpayers.

The new revenues generated from Proposition 30 are deposited into a newly created state account called the Education Protection Account (EPA). School districts, county offices of education, and charter schools (LEAs) will receive funds from the EPA based on their proportionate share of the statewide revenue limit amount. A corresponding reduction is made to an LEA's revenue limit EPA entitlement. LEAs will receive EPA payments quarterly beginning with the 2013-2014 Fiscal Year.

Proposition 30 provides that all K-14 local agencies have the sole authority to determine how the funds from the EPA are spent but with these provisions:

- The spending plan must be approved by the governing board during a public meeting.
- EPA funds can not be used for the salaries of benefits of administrators or any other administrative costs. (Refer to the attached list of functions for which EPA funds may be used.)
- - Each year, the local agency must publish on its website an accounting of how much money was received from the EPA and how the funds were expended.

Budget Implications

Projected EPA funding is included in the 2020-21 proposed budget expenditures in accordance with the EPA guidelines provided by the state.

How Does This Action Relate/Affect/Benefit All MSAs?

All MPS sites budgets are in compliance with EPA guidelines.

Name of Staff Originator:

Nanie Montijo, Chief Financial Officer

Attachments

EPA Board Resolution FY 2020-21
EPA Summary of Spending Plans – All MPS School Sites

**RESOLUTION REGARDING THE EDUCATION PROTECTION ACCOUNT
Magnolia Public Schools**

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies

received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of **Magnolia Public Schools**;

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the **Magnolia Public Schools** has determined to spend the monies received from the Education Protection Act as attached.

DATED:

Board Secretary

Magnolia Public Schools

2018-2019 Education Protection Account (EPA) Spending Plan

Proposition 30, *The Schools and Local Public Safety Protection Act of 2012*, approved by the voters on November 6, 2012, temporarily increases the state's sales tax rate for all taxpayers and the personal income tax rates for upper-income taxpayers.

The new revenues generated from Proposition 30 are deposited into a newly created state account called the Education Protection Account (EPA). School districts, county offices of education, and charter schools (LEAs) will receive funds from the EPA based on their proportionate share of the statewide revenue limit amount. A corresponding reduction is made to an LEA's revenue limit EPA entitlement. LEAs will receive EPA payments quarterly beginning with the 2013-2014 Fiscal Year.

Proposition 30 provides that all K-14 local agencies have the sole authority to determine how the funds received from the EPA are spent, but with these provisions:

- The spending plan must be approved by the governing board during a public meeting.
- EPA funds cannot be used for the salaries or benefits of administrators or any other administrative costs. (Refer to the attached list of functions for which EPA funds may be used.)
- Each year, the local agency must publish on its website an accounting of how much money was received from the EPA and how the funds were expended.

EDUCATION PROTECTION ACCOUNT - EXPENDITURE SUMMARY

State law requires that our charter school make a specific determination of how Education Protection Account monies are received and spent. These funds may not be expended on administrative costs. Our practice is to expend 100% of all Education Protection Account monies on teacher salaries, to ensure that 100% of spending is instructionally-related and is not spent for administrative uses.

The table on the following page shows the historical and projected revenues and expenditures of Education Protection Account dollars, from the most recent audited fiscal year through the upcoming budget year.

This document shall be approved by the School's Governing Board as part of the approval of the annual budget in June, and a copy of the approved document shall be posted on the School's website.

Below is the actual law relating to this requirement:

Article XIII, Section 36, Subdivision (e), Paragraph (6) of the California Constitution:

(6) A community college district, county office of education, school district, or charter school shall have sole authority to determine how the moneys received from the Education Protection Account are spent in the school or schools within its jurisdiction, provided, however, that the appropriate governing board or body shall make these spending determinations in open session of a public meeting of the governing board or body and shall not use any of the funds from the Education Protection Account for salaries or benefits of administrators or any other administrative costs. Each community college district, county office of education, school district, and charter school shall annually publish on its Internet Web site an accounting of how much money was received from the Education Protection Account and how that money was spent.

EDUCATION PROTECTION ACCOUNT - EXPENDITURE SUMMARY**MAGNOLIA SCIENCE ACADEMY - 1**

Expenditures for Years Ending June 30, 2019, 2020 & 2021

For Fund 62, Resource 1400 Education Protection Account

Description	Object Codes	2018-19 (Audited)	2019-20 (Actuals)	2020-21 (Projected)
AMOUNT AVAILABLE FOR THIS FISCAL YEAR				
Adjusted Beginning Fund Balance	9791-9795	0.00	0.00	0.00
Education Protection Account Revenue	8010-8099	998,655.00	859,215.00	930,605.00
Federal Revenue	8100-8299	0.00	0.00	0.00
Other State Revenue	8300-8599	0.00	0.00	0.00
Other Local Revenue	8600-8799	0.00	0.00	0.00
All Other Financing Sources	8900-8999	0.00	0.00	0.00
Deferred Revenue	9650	0.00	0.00	0.00
TOTAL AVAILABLE		998,655.00	859,215.00	930,605.00
EXPENDITURES AND OTHER FINANCING USES				
Certificated Salaries	1000-1999	998,655.00	859,215.00	930,605.00
Classified Salaries	2000-2999	0.00	0.00	0.00
Employee Benefits	3000-3999	0.00	0.00	0.00
Books and Supplies	4000-4999	0.00	0.00	0.00
Subagreements for Services	5100-5199	0.00	0.00	0.00
Other Services & Operating Expenditures	5200-5999	0.00	0.00	0.00
Capital Outlay	6000-6999	0.00	0.00	0.00
Other Outgo	7000-7999	0.00	0.00	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		998,655.00	859,215.00	930,605.00
BALANCE (Total Available minus Total Expenditures)		0.00	0.00	0.00
PORTION OF EPA DOLLARS EXPENDED ON INSTRUCTION (NON-ADMINISTRATIVE)		100.00%	100.00%	100.00%

EDUCATION PROTECTION ACCOUNT - EXPENDITURE SUMMARY

State law requires that our charter school make a specific determination of how Education Protection Account monies are received and spent. These funds may not be expended on administrative costs. Our practice is to expend 100% of all Education Protection Account monies on teacher salaries, to ensure that 100% of spending is instructionally-related and is not spent for administrative uses.

The table on the following page shows the historical and projected revenues and expenditures of Education Protection Account dollars, from the most recent audited fiscal year through the upcoming budget year.

This document shall be approved by the School's Governing Board as part of the approval of the annual budget in June, and a copy of the approved document shall be posted on the School's website.

Below is the actual law relating to this requirement:

Article XIII, Section 36, Subdivision (e), Paragraph (6) of the California Constitution:

(6) A community college district, county office of education, school district, or charter school shall have sole authority to determine how the moneys received from the Education Protection Account are spent in the school or schools within its jurisdiction, provided, however, that the appropriate governing board or body shall make these spending determinations in open session of a public meeting of the governing board or body and shall not use any of the funds from the Education Protection Account for salaries or benefits of administrators or any other administrative costs. Each community college district, county office of education, school district, and charter school shall annually publish on its Internet Web site an accounting of how much money was received from the Education Protection Account and how that money was spent.

EDUCATION PROTECTION ACCOUNT - EXPENDITURE SUMMARY**MAGNOLIA SCIENCE ACADEMY - 2****Expenditures for Years Ending June 30, 2019, 2020 & 2021****For Fund 62, Resource 1400 Education Protection Account**

Description	Object Codes	2018-19 (Audited)	2019-20 (Actuals)	2020-21 (Projected)
AMOUNT AVAILABLE FOR THIS FISCAL YEAR				
Adjusted Beginning Fund Balance	9791-9795	0.00	0.00	0.00
Education Protection Account Revenue	8010-8099	714,708.00	565,990.00	565,736.00
Federal Revenue	8100-8299	0.00	0.00	0.00
Other State Revenue	8300-8599	0.00	0.00	0.00
Other Local Revenue	8600-8799	0.00	0.00	0.00
All Other Financing Sources	8900-8999	0.00	0.00	0.00
Deferred Revenue	9650	0.00	0.00	0.00
TOTAL AVAILABLE		714,708.00	565,990.00	565,736.00
EXPENDITURES AND OTHER FINANCING USES				
Certificated Salaries	1000-1999	714,708.00	565,990.00	565,736.00
Classified Salaries	2000-2999	0.00	0.00	0.00
Employee Benefits	3000-3999	0.00	0.00	0.00
Books and Supplies	4000-4999	0.00	0.00	0.00
Subagreements for Services	5100-5199	0.00	0.00	0.00
Other Services & Operating Expenditures	5200-5999	0.00	0.00	0.00
Capital Outlay	6000-6999	0.00	0.00	0.00
Other Outgo	7000-7999	0.00	0.00	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		714,708.00	565,990.00	565,736.00
BALANCE (Total Available minus Total Expenditures)		0.00	0.00	0.00
PORTION OF EPA DOLLARS EXPENDED ON INSTRUCTION (NON-ADMINISTRATIVE)		100.00%	100.00%	100.00%

EDUCATION PROTECTION ACCOUNT - EXPENDITURE SUMMARY

State law requires that our charter school make a specific determination of how Education Protection Account monies are received and spent. These funds may not be expended on administrative costs. Our practice is to expend 100% of all Education Protection Account monies on teacher salaries, to ensure that 100% of spending is instructionally-related and is not spent for administrative uses.

The table on the following page shows the historical and projected revenues and expenditures of Education Protection Account dollars, from the most recent audited fiscal year through the upcoming budget year.

This document shall be approved by the School's Governing Board as part of the approval of the annual budget in June, and a copy of the approved document shall be posted on the School's website.

Below is the actual law relating to this requirement:

Article XIII, Section 36, Subdivision (e), Paragraph (6) of the California Constitution:

(6) A community college district, county office of education, school district, or charter school shall have sole authority to determine how the moneys received from the Education Protection Account are spent in the school or schools within its jurisdiction, provided, however, that the appropriate governing board or body shall make these spending determinations in open session of a public meeting of the governing board or body and shall not use any of the funds from the Education Protection Account for salaries or benefits of administrators or any other administrative costs. Each community college district, county office of education, school district, and charter school shall annually publish on its Internet Web site an accounting of how much money was received from the Education Protection Account and how that money was spent.

EDUCATION PROTECTION ACCOUNT - EXPENDITURE SUMMARY**MAGNOLIA SCIENCE ACADEMY - 3**

Expenditures for Years Ending June 30, 2019, 2020 & 2021

For Fund 62, Resource 1400 Education Protection Account

Description	Object Codes	2018-19 (Audited)	2019-20 (Actuals)	2020-21 (Projected)
AMOUNT AVAILABLE FOR THIS FISCAL YEAR				
Adjusted Beginning Fund Balance	9791-9795	0.00	0.00	0.00
Education Protection Account Revenue	8010-8099	828,372.00	628,888.00	614,155.00
Federal Revenue	8100-8299	0.00	0.00	0.00
Other State Revenue	8300-8599	0.00	0.00	0.00
Other Local Revenue	8600-8799	0.00	0.00	0.00
All Other Financing Sources	8900-8999	0.00	0.00	0.00
Deferred Revenue	9650	0.00	0.00	0.00
TOTAL AVAILABLE		828,372.00	628,888.00	614,155.00
EXPENDITURES AND OTHER FINANCING USES				
Certificated Salaries	1000-1999	828,372.00	628,888.00	614,155.00
Classified Salaries	2000-2999	0.00	0.00	0.00
Employee Benefits	3000-3999	0.00	0.00	0.00
Books and Supplies	4000-4999	0.00	0.00	0.00
Subagreements for Services	5100-5199	0.00	0.00	0.00
Other Services & Operating Expenditures	5200-5999	0.00	0.00	0.00
Capital Outlay	6000-6999	0.00	0.00	0.00
Other Outgo	7000-7999	0.00	0.00	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		828,372.00	628,888.00	614,155.00
BALANCE (Total Available minus Total Expenditures)		0.00	0.00	0.00
PORTION OF EPA DOLLARS EXPENDED ON INSTRUCTION (NON-ADMINISTRATIVE)		100.00%	100.00%	100.00%

EDUCATION PROTECTION ACCOUNT - EXPENDITURE SUMMARY

State law requires that our charter school make a specific determination of how Education Protection Account monies are received and spent. These funds may not be expended on administrative costs. Our practice is to expend 100% of all Education Protection Account monies on teacher salaries, to ensure that 100% of spending is instructionally-related and is not spent for administrative uses.

The table on the following page shows the historical and projected revenues and expenditures of Education Protection Account dollars, from the most recent audited fiscal year through the upcoming budget year.

This document shall be approved by the School's Governing Board as part of the approval of the annual budget in June, and a copy of the approved document shall be posted on the School's website.

Below is the actual law relating to this requirement:

Article XIII, Section 36, Subdivision (e), Paragraph (6) of the California Constitution:

(6) A community college district, county office of education, school district, or charter school shall have sole authority to determine how the moneys received from the Education Protection Account are spent in the school or schools within its jurisdiction, provided, however, that the appropriate governing board or body shall make these spending determinations in open session of a public meeting of the governing board or body and shall not use any of the funds from the Education Protection Account for salaries or benefits of administrators or any other administrative costs. Each community college district, county office of education, school district, and charter school shall annually publish on its Internet Web site an accounting of how much money was received from the Education Protection Account and how that money was spent.

EDUCATION PROTECTION ACCOUNT - EXPENDITURE SUMMARY**MAGNOLIA SCIENCE ACADEMY - 4**

Expenditures for Years Ending June 30, 2019, 2020 & 2021

For Fund 62, Resource 1400 Education Protection Account

Description	Object Codes	2018-19 (Audited)	2019-20 (Actuals)	2020-21 (Projected)
AMOUNT AVAILABLE FOR THIS FISCAL YEAR				
Adjusted Beginning Fund Balance	9791-9795	0.00	0.00	0.00
Education Protection Account Revenue	8010-8099	287,607.00	170,182.00	170,292.00
Federal Revenue	8100-8299	0.00	0.00	0.00
Other State Revenue	8300-8599	0.00	0.00	0.00
Other Local Revenue	8600-8799	0.00	0.00	0.00
All Other Financing Sources	8900-8999	0.00	0.00	0.00
Deferred Revenue	9650	0.00	0.00	0.00
TOTAL AVAILABLE		287,607.00	170,182.00	170,292.00
EXPENDITURES AND OTHER FINANCING USES				
Certificated Salaries	1000-1999	287,607.00	170,182.00	170,292.00
Classified Salaries	2000-2999	0.00	0.00	0.00
Employee Benefits	3000-3999	0.00	0.00	0.00
Books and Supplies	4000-4999	0.00	0.00	0.00
Subagreements for Services	5100-5199	0.00	0.00	0.00
Other Services & Operating Expenditures	5200-5999	0.00	0.00	0.00
Capital Outlay	6000-6999	0.00	0.00	0.00
Other Outgo	7000-7999	0.00	0.00	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		287,607.00	170,182.00	170,292.00
BALANCE (Total Available minus Total Expenditures)		0.00	0.00	0.00
PORTION OF EPA DOLLARS EXPENDED ON INSTRUCTION (NON-ADMINISTRATIVE)		100.00%	100.00%	100.00%

EDUCATION PROTECTION ACCOUNT - EXPENDITURE SUMMARY

State law requires that our charter school make a specific determination of how Education Protection Account monies are received and spent. These funds may not be expended on administrative costs. Our practice is to expend 100% of all Education Protection Account monies on teacher salaries, to ensure that 100% of spending is instructionally-related and is not spent for administrative uses.

The table on the following page shows the historical and projected revenues and expenditures of Education Protection Account dollars, from the most recent audited fiscal year through the upcoming budget year.

This document shall be approved by the School's Governing Board as part of the approval of the annual budget in June, and a copy of the approved document shall be posted on the School's website.

Below is the actual law relating to this requirement:

Article XIII, Section 36, Subdivision (e), Paragraph (6) of the California Constitution:

(6) A community college district, county office of education, school district, or charter school shall have sole authority to determine how the moneys received from the Education Protection Account are spent in the school or schools within its jurisdiction, provided, however, that the appropriate governing board or body shall make these spending determinations in open session of a public meeting of the governing board or body and shall not use any of the funds from the Education Protection Account for salaries or benefits of administrators or any other administrative costs. Each community college district, county office of education, school district, and charter school shall annually publish on its Internet Web site an accounting of how much money was received from the Education Protection Account and how that money was spent.

EDUCATION PROTECTION ACCOUNT - EXPENDITURE SUMMARY**MAGNOLIA SCIENCE ACADEMY - 5**

Expenditures for Years Ending June 30, 2019, 2020 & 2021

For Fund 62, Resource 1400 Education Protection Account

Description	Object Codes	2018-19 (Audited)	2019-20 (Actuals)	2020-21 (Projected)
AMOUNT AVAILABLE FOR THIS FISCAL YEAR				
Adjusted Beginning Fund Balance	9791-9795	0.00	0.00	0.00
Education Protection Account Revenue	8010-8099	46,382.00	53,754.00	59,144.00
Federal Revenue	8100-8299	0.00	0.00	0.00
Other State Revenue	8300-8599	0.00	0.00	0.00
Other Local Revenue	8600-8799	0.00	0.00	0.00
All Other Financing Sources	8900-8999	0.00	0.00	0.00
Deferred Revenue	9650	0.00	0.00	0.00
TOTAL AVAILABLE		46,382.00	53,754.00	59,144.00
EXPENDITURES AND OTHER FINANCING USES				
Certificated Salaries	1000-1999	46,382.00	53,754.00	59,144.00
Classified Salaries	2000-2999	0.00	0.00	0.00
Employee Benefits	3000-3999	0.00	0.00	0.00
Books and Supplies	4000-4999	0.00	0.00	0.00
Subagreements for Services	5100-5199	0.00	0.00	0.00
Other Services & Operating Expenditures	5200-5999	0.00	0.00	0.00
Capital Outlay	6000-6999	0.00	0.00	0.00
Other Outgo	7000-7999	0.00	0.00	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		46,382.00	53,754.00	59,144.00
BALANCE (Total Available minus Total Expenditures)		0.00	0.00	0.00
PORTION OF EPA DOLLARS EXPENDED ON INSTRUCTION (NON-ADMINISTRATIVE)		100.00%	100.00%	100.00%

EDUCATION PROTECTION ACCOUNT - EXPENDITURE SUMMARY

State law requires that our charter school make a specific determination of how Education Protection Account monies are received and spent. These funds may not be expended on administrative costs. Our practice is to expend 100% of all Education Protection Account monies on teacher salaries, to ensure that 100% of spending is instructionally-related and is not spent for administrative uses.

The table on the following page shows the historical and projected revenues and expenditures of Education Protection Account dollars, from the most recent audited fiscal year through the upcoming budget year.

This document shall be approved by the School's Governing Board as part of the approval of the annual budget in June, and a copy of the approved document shall be posted on the School's website.

Below is the actual law relating to this requirement:

Article XIII, Section 36, Subdivision (e), Paragraph (6) of the California Constitution:

(6) A community college district, county office of education, school district, or charter school shall have sole authority to determine how the moneys received from the Education Protection Account are spent in the school or schools within its jurisdiction, provided, however, that the appropriate governing board or body shall make these spending determinations in open session of a public meeting of the governing board or body and shall not use any of the funds from the Education Protection Account for salaries or benefits of administrators or any other administrative costs. Each community college district, county office of education, school district, and charter school shall annually publish on its Internet Web site an accounting of how much money was received from the Education Protection Account and how that money was spent.

EDUCATION PROTECTION ACCOUNT - EXPENDITURE SUMMARY**MAGNOLIA SCIENCE ACADEMY - 6****Expenditures for Years Ending June 30, 2019, 2020 & 2021****For Fund 62, Resource 1400 Education Protection Account**

Description	Object Codes	2018-19 (Audited)	2019-20 (Actuals)	2020-21 (Projected)
AMOUNT AVAILABLE FOR THIS FISCAL YEAR				
Adjusted Beginning Fund Balance	9791-9795	0.00	0.00	0.00
Education Protection Account Revenue	8010-8099	242,397.00	161,576.00	190,183.00
Federal Revenue	8100-8299	0.00	0.00	0.00
Other State Revenue	8300-8599	0.00	0.00	0.00
Other Local Revenue	8600-8799	0.00	0.00	0.00
All Other Financing Sources	8900-8999	0.00	0.00	0.00
Deferred Revenue	9650	0.00	0.00	0.00
TOTAL AVAILABLE		242,397.00	161,576.00	190,183.00
EXPENDITURES AND OTHER FINANCING USES				
Certificated Salaries	1000-1999	242,397.00	161,576.00	190,183.00
Classified Salaries	2000-2999	0.00	0.00	0.00
Employee Benefits	3000-3999	0.00	0.00	0.00
Books and Supplies	4000-4999	0.00	0.00	0.00
Subagreements for Services	5100-5199	0.00	0.00	0.00
Other Services & Operating Expenditures	5200-5999	0.00	0.00	0.00
Capital Outlay	6000-6999	0.00	0.00	0.00
Other Outgo	7000-7999	0.00	0.00	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		242,397.00	161,576.00	190,183.00
BALANCE (Total Available minus Total Expenditures)		0.00	0.00	0.00
PORTION OF EPA DOLLARS EXPENDED ON INSTRUCTION (NON-ADMINISTRATIVE)		100.00%	100.00%	100.00%

EDUCATION PROTECTION ACCOUNT - EXPENDITURE SUMMARY

State law requires that our charter school make a specific determination of how Education Protection Account monies are received and spent. These funds may not be expended on administrative costs. Our practice is to expend 100% of all Education Protection Account monies on teacher salaries, to ensure that 100% of spending is instructionally-related and is not spent for administrative uses.

The table on the following page shows the historical and projected revenues and expenditures of Education Protection Account dollars, from the most recent audited fiscal year through the upcoming budget year.

This document shall be approved by the School's Governing Board as part of the approval of the annual budget in June, and a copy of the approved document shall be posted on the School's website.

Below is the actual law relating to this requirement:

Article XIII, Section 36, Subdivision (e), Paragraph (6) of the California Constitution:

(6) A community college district, county office of education, school district, or charter school shall have sole authority to determine how the moneys received from the Education Protection Account are spent in the school or schools within its jurisdiction, provided, however, that the appropriate governing board or body shall make these spending determinations in open session of a public meeting of the governing board or body and shall not use any of the funds from the Education Protection Account for salaries or benefits of administrators or any other administrative costs. Each community college district, county office of education, school district, and charter school shall annually publish on its Internet Web site an accounting of how much money was received from the Education Protection Account and how that money was spent.

EDUCATION PROTECTION ACCOUNT - EXPENDITURE SUMMARY**MAGNOLIA SCIENCE ACADEMY - 7**

Expenditures for Years Ending June 30, 2019, 2020 & 2021

For Fund 62, Resource 1400 Education Protection Account

Description	Object Codes	2018-19 (Audited)	2019-20 (Actuals)	2020-21 (Projected)
AMOUNT AVAILABLE FOR THIS FISCAL YEAR				
Adjusted Beginning Fund Balance	9791-9795	0.00	0.00	0.00
Education Protection Account Revenue	8010-8099	431,550.00	341,872.00	341,394.00
Federal Revenue	8100-8299	0.00	0.00	0.00
Other State Revenue	8300-8599	0.00	0.00	0.00
Other Local Revenue	8600-8799	0.00	0.00	0.00
All Other Financing Sources	8900-8999	0.00	0.00	0.00
Deferred Revenue	9650	0.00	0.00	0.00
TOTAL AVAILABLE		431,550.00	341,872.00	341,394.00
EXPENDITURES AND OTHER FINANCING USES				
Certificated Salaries	1000-1999	431,550.00	341,872.00	341,394.00
Classified Salaries	2000-2999	0.00	0.00	0.00
Employee Benefits	3000-3999	0.00	0.00	0.00
Books and Supplies	4000-4999	0.00	0.00	0.00
Subagreements for Services	5100-5199	0.00	0.00	0.00
Other Services & Operating Expenditures	5200-5999	0.00	0.00	0.00
Capital Outlay	6000-6999	0.00	0.00	0.00
Other Outgo	7000-7999	0.00	0.00	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		431,550.00	341,872.00	341,394.00
BALANCE (Total Available minus Total Expenditures)		0.00	0.00	0.00
PORTION OF EPA DOLLARS EXPENDED ON INSTRUCTION (NON-ADMINISTRATIVE)		100.00%	100.00%	100.00%

EDUCATION PROTECTION ACCOUNT - EXPENDITURE SUMMARY

State law requires that our charter school make a specific determination of how Education Protection Account monies are received and spent. These funds may not be expended on administrative costs. Our practice is to expend 100% of all Education Protection Account monies on teacher salaries, to ensure that 100% of spending is instructionally-related and is not spent for administrative uses.

The table on the following page shows the historical and projected revenues and expenditures of Education Protection Account dollars, from the most recent audited fiscal year through the upcoming budget year.

This document shall be approved by the School's Governing Board as part of the approval of the annual budget in June, and a copy of the approved document shall be posted on the School's website.

Below is the actual law relating to this requirement:

Article XIII, Section 36, Subdivision (e), Paragraph (6) of the California Constitution:

(6) A community college district, county office of education, school district, or charter school shall have sole authority to determine how the moneys received from the Education Protection Account are spent in the school or schools within its jurisdiction, provided, however, that the appropriate governing board or body shall make these spending determinations in open session of a public meeting of the governing board or body and shall not use any of the funds from the Education Protection Account for salaries or benefits of administrators or any other administrative costs. Each community college district, county office of education, school district, and charter school shall annually publish on its Internet Web site an accounting of how much money was received from the Education Protection Account and how that money was spent.

EDUCATION PROTECTION ACCOUNT - EXPENDITURE SUMMARY**MAGNOLIA SCIENCE ACADEMY - 8**

Expenditures for Years Ending June 30, 2019, 2020 & 2021

For Fund 62, Resource 1400 Education Protection Account

Description	Object Codes	2018-19 (Audited)	2019-20 (Actuals)	2020-21 (Projected)
AMOUNT AVAILABLE FOR THIS FISCAL YEAR				
Adjusted Beginning Fund Balance	9791-9795	0.00	0.00	0.00
Education Protection Account Revenue	8010-8099	733,863.00	588,804.00	588,944.00
Federal Revenue	8100-8299	0.00	0.00	0.00
Other State Revenue	8300-8599	0.00	0.00	0.00
Other Local Revenue	8600-8799	0.00	0.00	0.00
All Other Financing Sources	8900-8999	0.00	0.00	0.00
Deferred Revenue	9650	0.00	0.00	0.00
TOTAL AVAILABLE		733,863.00	588,804.00	588,944.00
EXPENDITURES AND OTHER FINANCING USES				
Certificated Salaries	1000-1999	733,863.00	588,804.00	588,944.00
Classified Salaries	2000-2999	0.00	0.00	0.00
Employee Benefits	3000-3999	0.00	0.00	0.00
Books and Supplies	4000-4999	0.00	0.00	0.00
Subagreements for Services	5100-5199	0.00	0.00	0.00
Other Services & Operating Expenditures	5200-5999	0.00	0.00	0.00
Capital Outlay	6000-6999	0.00	0.00	0.00
Other Outgo	7000-7999	0.00	0.00	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		733,863.00	588,804.00	588,944.00
BALANCE (Total Available minus Total Expenditures)		0.00	0.00	0.00
PORTION OF EPA DOLLARS EXPENDED ON INSTRUCTION (NON-ADMINISTRATIVE)		100.00%	100.00%	100.00%

EDUCATION PROTECTION ACCOUNT - EXPENDITURE SUMMARY

State law requires that our charter school make a specific determination of how Education Protection Account monies are received and spent. These funds may not be expended on administrative costs. Our practice is to expend 100% of all Education Protection Account monies on teacher salaries, to ensure that 100% of spending is instructionally-related and is not spent for administrative uses.

The table on the following page shows the historical and projected revenues and expenditures of Education Protection Account dollars, from the most recent audited fiscal year through the upcoming budget year.

This document shall be approved by the School's Governing Board as part of the approval of the annual budget in June, and a copy of the approved document shall be posted on the School's website.

Below is the actual law relating to this requirement:

Article XIII, Section 36, Subdivision (e), Paragraph (6) of the California Constitution:

(6) A community college district, county office of education, school district, or charter school shall have sole authority to determine how the moneys received from the Education Protection Account are spent in the school or schools within its jurisdiction, provided, however, that the appropriate governing board or body shall make these spending determinations in open session of a public meeting of the governing board or body and shall not use any of the funds from the Education Protection Account for salaries or benefits of administrators or any other administrative costs. Each community college district, county office of education, school district, and charter school shall annually publish on its Internet Web site an accounting of how much money was received from the Education Protection Account and how that money was spent.

EDUCATION PROTECTION ACCOUNT - EXPENDITURE SUMMARY

MAGNOLIA SCIENCE ACADEMY - SA

Expenditures for Years Ending June 30, 2019, 2020 & 2021

For Fund 62, Resource 1400 Education Protection Account

Description	Object Codes	2018-19 (Audited)	2019-20 (Actuals)	2020-21 (Projected)
AMOUNT AVAILABLE FOR THIS FISCAL YEAR				
Adjusted Beginning Fund Balance	9791-9795	0.00	0.00	0.00
Education Protection Account Revenue	8010-8099	128,000.00	105,474.00	111,404.00
Federal Revenue	8100-8299	0.00	0.00	0.00
Other State Revenue	8300-8599	0.00	0.00	0.00
Other Local Revenue	8600-8799	0.00	0.00	0.00
All Other Financing Sources	8900-8999	0.00	0.00	0.00
Deferred Revenue	9650	0.00	0.00	0.00
TOTAL AVAILABLE		128,000.00	105,474.00	111,404.00
EXPENDITURES AND OTHER FINANCING USES				
Certificated Salaries	1000-1999	128,000.00	105,474.00	111,404.00
Classified Salaries	2000-2999	0.00	0.00	0.00
Employee Benefits	3000-3999	0.00	0.00	0.00
Books and Supplies	4000-4999	0.00	0.00	0.00
Subagreements for Services	5100-5199	0.00	0.00	0.00
Other Services & Operating Expenditures	5200-5999	0.00	0.00	0.00
Capital Outlay	6000-6999	0.00	0.00	0.00
Other Outgo	7000-7999	0.00	0.00	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		128,000.00	105,474.00	111,404.00
BALANCE (Total Available minus Total Expenditures)		0.00	0.00	0.00
PORTION OF EPA DOLLARS EXPENDED ON INSTRUCTION (NON-ADMINISTRATIVE)		100.00%	100.00%	100.00%

EDUCATION PROTECTION ACCOUNT - EXPENDITURE SUMMARY

State law requires that our charter school make a specific determination of how Education Protection Account monies are received and spent. These funds may not be expended on administrative costs. Our practice is to expend 100% of all Education Protection Account monies on teacher salaries, to ensure that 100% of spending is instructionally-related and is not spent for administrative uses.

The table on the following page shows the historical and projected revenues and expenditures of Education Protection Account dollars, from the most recent audited fiscal year through the upcoming budget year.

This document shall be approved by the School's Governing Board as part of the approval of the annual budget in June, and a copy of the approved document shall be posted on the School's website.

Below is the actual law relating to this requirement:

Article XIII, Section 36, Subdivision (e), Paragraph (6) of the California Constitution:

(6) A community college district, county office of education, school district, or charter school shall have sole authority to determine how the moneys received from the Education Protection Account are spent in the school or schools within its jurisdiction, provided, however, that the appropriate governing board or body shall make these spending determinations in open session of a public meeting of the governing board or body and shall not use any of the funds from the Education Protection Account for salaries or benefits of administrators or any other administrative costs. Each community college district, county office of education, school district, and charter school shall annually publish on its Internet Web site an accounting of how much money was received from the Education Protection Account and how that money was spent.

EDUCATION PROTECTION ACCOUNT - EXPENDITURE SUMMARY**MAGNOLIA SCIENCE ACADEMY - SD**

Expenditures for Years Ending June 30, 2019, 2020 & 2021

For Fund 62, Resource 1400 Education Protection Account

Description	Object Codes	2018-19 (Audited)	2019-20 (Actuals)	2020-21 (Projected)
AMOUNT AVAILABLE FOR THIS FISCAL YEAR				
Adjusted Beginning Fund Balance	9791-9795	0.00	0.00	0.00
Education Protection Account Revenue	8010-8099	77,250.00	84,866.00	88,602.00
Federal Revenue	8100-8299	0.00	0.00	0.00
Other State Revenue	8300-8599	0.00	0.00	0.00
Other Local Revenue	8600-8799	0.00	0.00	0.00
All Other Financing Sources	8900-8999	0.00	0.00	0.00
Deferred Revenue	9650	0.00	0.00	0.00
TOTAL AVAILABLE		77,250.00	84,866.00	88,602.00
EXPENDITURES AND OTHER FINANCING USES				
Certificated Salaries	1000-1999	77,250.00	84,866.00	88,602.00
Classified Salaries	2000-2999	0.00	0.00	0.00
Employee Benefits	3000-3999	0.00	0.00	0.00
Books and Supplies	4000-4999	0.00	0.00	0.00
Subagreements for Services	5100-5199	0.00	0.00	0.00
Other Services & Operating Expenditures	5200-5999	0.00	0.00	0.00
Capital Outlay	6000-6999	0.00	0.00	0.00
Other Outgo	7000-7999	0.00	0.00	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		77,250.00	84,866.00	88,602.00
BALANCE (Total Available minus Total Expenditures)		0.00	0.00	0.00
PORTION OF EPA DOLLARS EXPENDED ON INSTRUCTION (NON-ADMINISTRATIVE)		100.00%	100.00%	100.00%

Cover Sheet

2020-21 Magnolia Public Schools Budget Including Master List of Contracts over \$25,000

Section: IV. Action Items
Item: E. 2020-21 Magnolia Public Schools Budget Including Master List of
Contracts over \$25,000
Purpose: Vote
Submitted by:
Related Material: IV E FY 20-21 Budget Adoption.pdf



Board Agenda Item #	IV E – Action Item
Date:	6/29/2020
To:	Magnolia Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Finance Committee/Nanie Montijo, CFO/Karl Yoder, DMS
RE:	Adoption of 2020-2021 Budget, Approval of Vendors and Ongoing Contracts over \$25,000, Approval of Home Office Fees Structure for FY 2020-21

Proposed Board Recommendation

I move that the Board:

1. Adopt the FY 2020-21 Budget as reviewed and recommended for approval by the MPS Finance Committee
2. Approve all vendors and ongoing contracts over \$25,000 for FY 2020-21 as listed on the attached document.
3. Approve the Home Office Management Fee Structure for FY 2020-21

Background

- The Adopted Budget is part of an ongoing series of state-required reports for the 2020-221 fiscal year. The state requires that all local educational agencies adopt a budget by July 1 of each year. County superintendents are required to examine the adopted budget for each school district in the county and the State Superintendent of Public Instruction (SSPI) is required to examine the adopted budget for each county office of education. Budgets are examined for compliance with state-adopted criteria and standards, to identify technical corrections needed, and to determine whether the budget will allow the LEA to meet budget year and multiyear financial commitments.

- The board approves all vendors and ongoing contracts included in the attached list annually. MPS Financial Policy PUR107 requires all contracts over \$25,000 to go thru RFP process and be approved by the Board if not included in the board approved Master Vendor List.
- Home office management fees are calculated based on a fee structure approved by the board in FY 2015-16. Fees are calculated based on the projected ADA per school site for budgeting purposes. A final amount is recalculated at the end of each fiscal year using P2 report.

Budget Implications

Fees are included in 2020-21 Proposed Budgets for MERF and all MPS schools. All known contracted services are also included in the 2020-21 proposed budgets.

Attachments

2020-21 Proposed Budget

2020-21 Master Vendor List

2020-21 Home Office Management Fees

Name of Staff Originator:

Nanie Montijo, Chief Financial Officer



2020-21 July Budget (based on Governor's May Revise)

June 29, 2020 Board Meeting



2020-21 July Budget: Executive Summary

- The COVID-19 pandemic has caused statewide budgeting for K-12 education to be one of the least predictable and most changeable budget cycles in the past decade or more. This July 1 budget is based on the Governor's May Revise, which projected a 7.92% cut in LCFF funding from 2019-20 as well as deferrals in LCFF monthly payments in Spring 2021.
- Since that time, the Governor and the Legislature have been negotiating a final budget package, which will include significant changes from the May Revise assumptions contained herein. In addition, the impact of additional federal stimulus (or its absence) will significantly impact the budget as well. It is staff's intent to bring a Revised 2020-21 Budget back to the Board in August to reflect both the final state budget as well as the result of any federal stimulus or other budgetary changes.
- Based on the May Revise assumptions as discussed, here are the budget results:
 - **Average Daily Attendance of 3,880, up 168 from 2019-20**
 - **Revenues of \$52.34 million, down \$1.2m from 2019-20 due to LCFF cuts**
 - **Expenditures of \$51.96 million, down \$4.2m from 2019-20 to mitigate revenue cuts**
 - **Net operating surplus of \$376k, up \$2.99m from 2019-20**
- For bond compliance, all covenants are on track for full compliance.

2020-21 July Budget :

Executive Summary

MSA Consolidated	2019-20 Estimated Actuals	2020-21 July Budget	Change From Prior Year	Primary Reasons For Variance (see budget detail for all changes)
Projected Average Daily Attendance	3,713	3,880	168	See by-site detail
SUMMARY				
Revenues				
LCFF Entitlement	40,566,661	38,715,279	(1,851,382)	Based on Governor's May Revise 7.92% cut Includes estimated ESSER funding
Federal Revenues	2,674,951	3,672,758	997,807	
Other State Revenues	4,995,832	4,889,433	(106,399)	
Other Local Revenues	5,302,586	5,060,420	(242,166)	
Total Revenues	53,540,030	52,337,890	(1,202,140)	
Expenditures				
Salaries & Benefits	33,884,222	35,189,731	1,305,509	Maintaining teaching staff - distance learning Significant reduction to balance budget Significant reduction to balance budget
Books and Supplies	2,191,246	1,432,225	(759,021)	
Services and Operating Exp.	18,470,221	13,851,302	(4,618,919)	
Depreciation & Cap Outlay	1,002,106	888,488	(113,618)	
Other Outflows	601,727	600,165	(1,562)	
Total Expenditures	56,149,521	51,961,911	(4,187,610)	
Net Revenues	(2,609,491)	375,979	2,985,470	
Audited Beginning Balance (July 1)	27,117,781	24,508,290		
Net Revenues	(2,609,491)	375,979		
Ending Balance (June 30)	24,508,290	24,884,269		
Components of Fund Balance				
Available For Econ. Uncertainties	15,832,822	14,409,670	27.7% of Exp.	
Restricted Fund Balances	946,443	724,509	1.4% of Exp.	
Net Fixed Assets	7,729,025	9,750,090	18.8% of Exp.	
Ending Fund Balance	24,508,290	24,884,269	17.5% of Exp.	

2020-21 July Budget: Executive Summary

2020-21 JULY BUDGET - BY SITE

	MSA-1	MSA-2	MSA-3	MSA-4	MSA-5	MSA-6	MSA-7	MSA-8	MSA-SA	MSA-SD	MERF	TOTAL
Enrollment (CALPADS)	700	437	483	131	310	160	292	482	575	465		4,035
Attendance (P-2 ADA)	680.84	423.30	462.70	123.21	295.72	150.58	279.00	465.00	557.02	443.01		3,880.38
Revenue												
LCFF Entitlement	7,250,472	4,469,661	4,602,711	1,367,038	3,168,635	1,463,870	2,756,382	4,439,874	5,756,482	3,440,154	-	38,715,279
Federal Revenue	607,761	420,752	375,195	136,114	223,005	170,788	234,924	486,754	886,099	131,366	-	3,672,758
Other State Revenues	1,374,928	326,291	455,051	101,523	261,925	223,658	596,814	518,317	607,025	423,901	-	4,889,433
Other Local Revenues	81,934	35,069	29,514	9,823	1,867	15,642	15,756	5,500	51,106	84,557	4,729,652	5,060,420
Total Revenue	9,315,095	5,251,773	5,462,471	1,614,498	3,655,432	1,873,958	3,603,876	5,450,445	7,300,712	4,079,978	4,729,652	52,337,890
Expenses												
Certificated Salaries	3,532,378	2,401,990	2,144,792	745,025	1,318,848	866,395	1,203,556	2,239,039	2,883,172	1,643,538	752,584	19,731,317
Classified Salaries	706,297	525,482	486,454	152,768	349,964	119,808	390,188	412,130	658,381	238,666	1,790,887	5,831,025
Benefits	1,482,041	991,316	1,079,015	373,383	650,150	379,220	593,958	860,075	1,355,739	797,999	1,064,493	9,627,389
Books and Supplies	282,005	118,401	146,032	118,322	188,772	28,802	83,560	233,585	159,591	69,315	3,840	1,432,225
Services and Operations	3,053,566	1,160,295	1,605,017	221,685	1,070,613	444,273	1,196,116	1,629,556	1,062,897	1,310,399	1,096,885	13,851,302
Depreciation / Cap Outlay	166,000	54,259	-	-	16,279	-	30,000	21,435	580,000	20,000	515	888,488
Other Outflows	-	-	-	-	-	-	-	-	600,165	-	-	600,165
Total Expenses	9,222,287	5,251,743	5,461,310	1,611,183	3,594,626	1,838,498	3,497,378	5,395,820	7,299,945	4,079,917	4,709,204	51,961,911
Net Revenue	92,808	30	1,161	3,315	60,806	35,460	106,498	54,625	767	61	20,448	375,979
Fund Balance												
Beginning Balance	4,684,291	807,178	574,990	663,453	1,788,535	1,623,055	1,746,750	4,107,016	7,349,742	177,205	986,075	24,508,290
Net Revenue	92,808	30	1,161	3,315	60,806	35,460	106,498	54,625	767	61	20,448	375,979
Projected Ending Balance	4,777,099	807,208	576,151	666,768	1,849,341	1,658,515	1,853,248	4,161,641	7,350,509	177,266	1,006,523	24,884,269
Ending Bal. as % of Exp.:	51.8%	15.4%	10.5%	41.4%	51.4%	90.2%	53.0%	77.1%	100.7%	4.3%	21.4%	47.9%

2020-21 July Budget - Enrollment and ADA Assumptions

	MERF	MSA-1	MSA-2	MSA-3	MSA-4	MSA-5	MSA-6	MSA-7	MSA-8	MSA-SA	MSA-SD	TOTAL
Demographic Information												
CALPADS Enroll		700	437	483	131	310	160	292	482	575	465	4,035
# LCFF Unduplicated		628	399	359	112	286	141	239	394	495	167	3,220
LCFF Unduplicated Pupil %		89.71%	91.30%	74.33%	85.50%	92.26%	88.13%	81.85%	81.74%	86.09%	35.91%	79.80%
Enrollment Summary												
TK-3		-	-	-	-	-	-	211	-	183	-	394
4-6		130	90	68	2	50	54	81	135	159	160	929
7-8		250	170	191	14	115	106	-	347	97	305	1,595
9-12		320	177	224	115	145	-	-	-	136	-	1,117
Total Enrolled		700	437	483	131	310	160	292	482	575	465	4,035
ADA %												
TK-3		97.26%	96.86%	95.80%	94.05%	95.39%	94.12%	95.55%	96.47%	96.87%	95.27%	
4-6		97.26%	96.86%	95.80%	94.05%	95.39%	94.12%	95.55%	96.47%	96.87%	95.27%	
7-8		97.26%	96.86%	95.80%	94.05%	95.39%	94.12%	95.55%	96.47%	96.87%	95.27%	
9-12		97.26%	96.86%	95.80%	94.05%	95.39%	94.12%	95.55%	96.47%	96.87%	95.27%	
Average ADA %		97.263%	96.865%	95.797%	94.053%	95.394%	94.113%	95.548%	96.473%	96.873%	95.271%	
ADA (P-2 Projected)												
TK-3		-	-	-	-	-	-	201.61	-	177.27	-	378.88
4-6		126.44	87.18	65.14	1.88	47.70	50.82	77.39	130.24	154.03	152.43	893.25
7-8		243.16	164.67	182.97	13.17	109.70	99.76	-	334.76	93.97	290.58	1,532.74
9-12		311.24	171.45	214.59	108.16	138.32	-	-	-	131.75	-	1,075.51
Total ADA		680.84	423.30	462.70	123.21	295.72	150.58	279.00	465.00	557.02	443.01	3,880.38
Change from 19-20 2nd Int		51.54	-	(11.50)	0.01	26.72	22.58	-	-	30.02	20.01	139.38
% Change from 19-20		108.19%	100.00%	97.57%	100.01%	109.93%	117.64%	100.00%	100.00%	105.70%	104.73%	103.73%

2019-20 ESTIMATED ACTUALS - BY SITE

	MSA-1	MSA-2	MSA-3	MSA-4	MSA-5	MSA-6	MSA-7	MSA-8	MSA-SA	MSA-SD	MERF	TOTAL
Enrollment	647	437	495	131	282	136	292	482	544	444		3,890
Attendance (P-2 ADA)	623.87	419.36	468.14	121.71	266.75	127.32	276.84	461.47	526.51	420.72		3,712.69
Revenue												
LCFF Entitlement	7,294,736	4,832,958	5,199,261	1,436,450	3,074,449	1,353,622	2,963,387	4,893,201	5,938,190	3,580,407	-	40,566,661
Federal Revenue	398,406	280,036	258,111	101,113	137,543	105,881	326,604	324,265	643,849	99,144	-	2,674,951
Other State Revenues	1,311,243	359,717	550,252	115,640	276,623	199,382	605,400	536,369	605,260	435,945	-	4,995,832
Other Local Revenues	74,900	35,069	31,418	19,511	1,698	13,296	15,756	4,729	75,654	86,219	4,944,337	5,302,586
Total Revenue	9,079,285	5,507,779	6,039,042	1,672,714	3,490,313	1,672,181	3,911,147	5,758,564	7,262,953	4,201,716	4,944,337	53,540,030
Expenses												
Certificated Salaries	2,961,520	2,293,581	2,115,400	907,211	1,356,074	699,566	1,206,444	2,056,969	2,621,973	1,520,342	751,794	18,490,875
Classified Salaries	632,787	565,902	745,562	133,566	234,897	182,499	470,800	599,724	721,676	374,399	1,814,791	6,476,601
Benefits	1,319,748	1,022,810	1,011,446	374,631	569,378	313,162	532,685	904,149	1,284,049	674,996	909,691	8,916,745
Books and Supplies	311,301	210,350	245,611	78,994	237,437	134,307	125,376	398,574	219,543	103,475	126,278	2,191,246
Services and Operations	3,889,457	1,555,244	2,383,951	835,253	1,068,418	519,673	1,345,478	1,835,193	1,390,980	1,667,202	1,979,371	18,470,221
Depreciation / Cap Outlay	141,079	69,266	6,249	2,335	17,579	14,208	26,256	92,500	612,633	20,000	-	1,002,106
Other Outflows	1,259	-	2,845	-	-	-	-	-	590,867	6,756	-	601,727
Total Expenses	9,257,152	5,717,154	6,511,062	2,331,990	3,483,784	1,863,415	3,707,038	5,887,109	7,441,721	4,367,170	5,581,925	56,149,521
Net Revenue	(177,867)	(209,375)	(472,020)	(659,276)	6,528	(191,234)	204,109	(128,545)	(178,768)	(165,455)	(637,588)	(2,609,491)
Fund Balance												
Beginning Balance	4,862,158	1,016,553	1,047,010	1,322,729	1,782,007	1,814,289	1,542,641	4,235,561	7,528,510	342,660	1,623,663	27,117,781
Net Revenue	(177,867)	(209,375)	(472,020)	(659,276)	6,528	(191,234)	204,109	(128,545)	(178,768)	(165,455)	(637,588)	(2,609,491)
Projected Ending Balance	4,684,291	807,178	574,990	663,453	1,788,535	1,623,055	1,746,750	4,107,016	7,349,742	177,205	986,075	24,508,290
Ending Bal. as % of Exp.:	50.6%	14.1%	8.8%	28.5%	51.3%	87.1%	47.1%	69.8%	98.8%	4.1%	17.7%	43.6%

2020-21 JULY BUDGET - BY SITE

	MSA-1	MSA-2	MSA-3	MSA-4	MSA-5	MSA-6	MSA-7	MSA-8	MSA-SA	MSA-SD	MERF	TOTAL
Enrollment (CALPADS)	700	437	483	131	310	160	292	482	575	465		4,035
Attendance (P-2 ADA)	680.84	423.30	462.70	123.21	295.72	150.58	279.00	465.00	557.02	443.01		3,880.38
Revenue												
LCFF Entitlement	7,250,472	4,469,661	4,602,711	1,367,038	3,168,635	1,463,870	2,756,382	4,439,874	5,756,482	3,440,154	-	38,715,279
Federal Revenue	607,761	420,752	375,195	136,114	223,005	170,788	234,924	486,754	886,099	131,366	-	3,672,758
Other State Revenues	1,374,928	326,291	455,051	101,523	261,925	223,658	596,814	518,317	607,025	423,901	-	4,889,433
Other Local Revenues	81,934	35,069	29,514	9,823	1,867	15,642	15,756	5,500	51,106	84,557	4,729,652	5,060,420
Total Revenue	9,315,095	5,251,773	5,462,471	1,614,498	3,655,432	1,873,958	3,603,876	5,450,445	7,300,712	4,079,978	4,729,652	52,337,890
Expenses												
Certificated Salaries	3,532,378	2,401,990	2,144,792	745,025	1,318,848	866,395	1,203,556	2,239,039	2,883,172	1,643,538	752,584	19,731,317
Classified Salaries	706,297	525,482	486,454	152,768	349,964	119,808	390,188	412,130	658,381	238,666	1,790,887	5,831,025
Benefits	1,482,041	991,316	1,079,015	373,383	650,150	379,220	593,958	860,075	1,355,739	797,999	1,064,493	9,627,389
Books and Supplies	282,005	118,401	146,032	118,322	188,772	28,802	83,560	233,585	159,591	69,315	3,840	1,432,225
Services and Operations	3,053,566	1,160,295	1,605,017	221,685	1,070,613	444,273	1,196,116	1,629,556	1,062,897	1,310,399	1,096,885	13,851,302
Depreciation / Cap Outlay	166,000	54,259	-	-	16,279	-	30,000	21,435	580,000	20,000	515	888,488
Other Outflows	-	-	-	-	-	-	-	-	600,165	-	-	600,165
Total Expenses	9,222,287	5,251,743	5,461,310	1,611,183	3,594,626	1,838,498	3,497,378	5,395,820	7,299,945	4,079,917	4,709,204	51,961,911
Net Revenue	92,808	30	1,161	3,315	60,806	35,460	106,498	54,625	767	61	20,448	375,979
Fund Balance												
Beginning Balance	4,684,291	807,178	574,990	663,453	1,788,535	1,623,055	1,746,750	4,107,016	7,349,742	177,205	986,075	24,508,290
Net Revenue	92,808	30	1,161	3,315	60,806	35,460	106,498	54,625	767	61	20,448	375,979
Projected Ending Balance	4,777,099	807,208	576,151	666,768	1,849,341	1,658,515	1,853,248	4,161,641	7,350,509	177,266	1,006,523	24,884,269
Ending Bal. as % of Exp.:	51.8%	15.4%	10.5%	41.4%	51.4%	90.2%	53.0%	77.1%	100.7%	4.3%	21.4%	47.9%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
CONSOLIDATED		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Projected Average Daily Attendance:		3,713	3,880	168	
SUMMARY					
Revenue					
LCFF Entitlement	40,566,661	38,715,279	(1,851,382)	-5%	
Federal Revenue	2,674,951	3,672,758	997,807	37%	
Other State Revenues	4,995,832	4,889,433	(106,399)	-2%	
Other Local Revenues	5,302,586	5,060,420	(242,166)	-5%	
Total Revenue	53,540,030	52,337,890	(1,202,140)	-2%	
Expenditures					
Certificated Salaries	18,490,875	19,731,317	1,240,442	7%	
Classified Salaries	6,476,601	5,831,025	(645,576)	-10%	
Benefits	8,916,745	9,627,389	710,644	8%	
Books and Supplies	2,191,246	1,432,225	(759,021)	-35%	
Services and Operating Exp.	18,470,221	13,851,302	(4,620,123)	-25%	
Depreciation & Cap Outlay	1,002,106	888,488	(113,618)	-11%	
Other Outflows	601,727	600,165	(1,562)	0%	
Total Expenditures	56,149,521	51,961,911	(4,188,814)	-7%	
Net Revenues	(2,609,491)	375,979	2,986,674		
Fund Balance					
Beginning Balance (Audited)	27,117,781	24,508,290			
Net Revenues	(2,609,491)	375,979			
Ending Fund Balance	24,508,290	24,884,269			
Components of Fund Bal.					
Available For Econ. Uncert.		14,409,670	27.7% of Expenditures		
Restricted Balances (Est.)		724,509	1.4% of Expenditures		
Net Fixed Assets		9,750,090	18.8% of Expenditures		
Ending Fund Balance		24,884,269	47.9% of Expenditures		



2020-21 July Budget (BOARD FINAL 6-26-2020)	Annual Budget			
CONSOLIDATED	2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %

REVENUE DETAIL

		2019-20 Second Interim Budget	Proposed 2020-21 July Budget	Variance From Prior Year	Variance as %
LCFF Entitlement					
8011	State Aid	25,991,078	24,646,975	(1,344,103)	-5%
8012	EPA Entitlement	4,831,644	3,660,459	(1,171,185)	-24%
8019	Prior Year Adjustments	-	-	-	0%
8096	InLieuPropTaxes	9,743,939	10,407,845	663,906	7%
SUBTOTAL - LCFF Entitlement		40,566,661	38,715,279	(1,851,382)	-5%
Federal Revenue					
8181	SpEd - Revenue	554,909	569,256	14,347	3%
8220	SchLunchFederal	-	-	-	0%
8290	All Other Federal Revenue	2,120,043	3,103,502	983,459	46%
8295	Prior Year Adjustments (Fed Rev)	-	-	-	0%
SUBTOTAL - Federal Revenue		2,674,951	3,672,758	997,807	37%
Other State Revenue					
8311	SpEd Revenue	2,154,557	2,060,191	(94,366)	-4%
8520	SchoolNutrState	-	-	-	0%
8550	MandCstReimburs	92,699	94,673	1,974	2%
8560	StateLotteryRev	809,109	839,859	30,750	4%
8590	AllOthStateRev	1,939,467	1,894,710	(44,757)	-2%
8595	Prior Year Adjustments (Other State Rev)	-	-	-	0%
SUBTOTAL - Other State Revenue		4,995,832	4,889,433	(106,399)	-2%
Local Revenue					
8600	Other Local Rev	2,228	2,228	0	0%
8660	Interest	10,104	10,628	524	5%
8698	OthRev-Suspense	-	-	-	0%
8701	CMO Fee - MSA-1	895,132	777,775	(117,357)	-13%
8702	CMO Fee - MSA-2	811,213	704,858	(106,355)	-13%
8703	CMO Fee - MSA-3	895,132	777,775	(117,357)	-13%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
CONSOLIDATED		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
8704	CMO Fee - MSA-4	67,135	34,028	(33,107)	-49%
8705	CMO Fee - MSA-5	167,837	475,295	307,458	183%
8706	CMO Fee - MSA-6	67,135	34,028	(33,107)	-49%
8707	CMO Fee - MSA-7	447,566	388,887	(58,679)	-13%
8708	CMO Fee - MSA-8	895,132	777,775	(117,357)	-13%
8709	CMO Fee - MSA-SA	295,132	573,775	278,643	94%
8712	CMO Fee - MSA-SD	393,570	185,456	(208,114)	-53%
8690	Prior Year Adj (Local1)	-	-	-	0%
8695	Prior Year Adj (Local2)	-	-	-	0%
8699	Other Revenue	18,712	20,974	2,262	12%
8999	Misc Revenue (Suspense)	-	-	-	0%
SUBTOTAL - Local Revenue		4,966,026	4,763,482	(202,544)	-4%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
CONSOLIDATED		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Fundraising & Grants					
8802	Donations - Private	14,200	7,205	(6,995)	-49%
8803	Fundraising	322,360	289,733	(32,627)	-10%
SUBTOTAL - Fundraising & Grants		336,560	296,938	(39,622)	-12%
TOTAL REVENUE					
		53,540,030	52,337,890	(1,202,140)	-2%
EXPENSES					
Certificated Salaries					
1100	TeacherSalaries	14,382,390	15,373,882	991,492	7%
1300	Cert Adminis	4,108,485	4,357,435	248,950	6%
SUBTOTAL - Certificated Salaries		18,490,875	19,731,317	1,240,442	7%
Classified Salaries					
2100	Instructional Aides	1,731,285	1,671,255	(60,030)	-3%
2200	Classified Support	1,239,131	1,044,631	(194,500)	-16%
2300	Classified Admin	-	-	-	0%
2400	Clerical & Tech	2,943,089	2,549,771	(393,318)	-13%
2900	OtherClassStaff	563,096	565,368	2,272	0%
SUBTOTAL - Classified Salaries		6,476,601	5,831,025	(645,576)	-10%
Employee Benefits					
3101	STRS-Certified	3,065,204	3,290,902	225,698	7%
3102	STRS-Classified	91,722	365,743	274,021	299%
3201	PERS-Cert	29,985	-	(29,985)	-100%
3202	PERS-Classified	1,072,731	697,921	(374,810)	-35%
3301	OASDI/Med-Cert	439,856	432,903	(6,953)	-2%
3302	OASDI/Med-Class	342,071	403,190	61,119	18%
3401	HlthWelfareCert	3,442,187	2,729,376	(712,811)	-21%
3402	HlthWelfareCert	50,824	1,162,132	1,111,308	2187%
3501	UI-Certificated	83,039	137,830	54,791	66%
3502	UI-Classified	4,816	31,744	26,928	559%
3601	WorkersCmp-Cert	242,596	262,986	20,390	8%
3701	Other Retirement-Cert	6,566	112,652	106,086	1616%
3901	OthBenes-Cert	31,201	-	(31,201)	-100%
3902	OthBenes-Class	13,947	10	(13,937)	-100%

2020-21 July Budget (BOARD FINAL 6-26-2020)	Annual Budget			
CONSOLIDATED	2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
	SUBTOTAL - Employee Benefits	8,916,745	9,627,389	710,644

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
CONSOLIDATED		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Books & Supplies					
4100	Text&CoreCurric	383,790	144,814	(238,976)	-62%
4200	BooksOthRefMats	18,114	10,000	(8,114)	-45%
4310	Ins Mats & Sups	403,650	180,146	(223,504)	-55%
4315	OthrSupplies	23,154	15,546	(7,608)	-33%
4320	Office Supplies	132,175	18,000	(114,175)	-86%
4325	ProfDevMat&Sups	4,852	-	(4,852)	-100%
4326	Arts&MusicSupps	46,081	5,000	(41,081)	-89%
4335	PE Supplies	32,395	2,500	(29,895)	-92%
4340	Educat Software	369,417	451,682	82,265	22%
4345	NonInstStdntSup	77,388	78,945	1,557	2%
4346	TeacherSupplies	30,500	4,500	(26,000)	-85%
4350	Cust. Supplies	73,905	37,500	(36,405)	-49%
4351	Yearbook	5,640	1,256	(4,384)	-78%
4390	Uniforms	2,350	6,000	3,650	155%
4400	NonCapEquip-Gen	78,097	2,500	(75,597)	-97%
4410	ClssrmFrmEqp<5k	18,400	-	(18,400)	-100%
4430	OffceFurnEqp<5k	30,720	2,000	(28,720)	-93%
4440	Computers <\$5k	127,265	302,226	174,961	137%
4461	Fixed Asset Susp (Imp)	-	-	-	0%
4464	Equipment (Pre-Cap)	-	-	-	0%
4710	Food	209,122	154,000	(55,122)	-26%
4720	Food:Other Food	124,230	15,610	(108,620)	-87%
4990	Prior Year Adj (Mat'ls)	-	-	-	0%
4999	Misc Expenditure (Suspense)	-	-	-	0%
SUBTOTAL - Books and Supplies		2,191,246	1,432,225	(759,021)	-35%

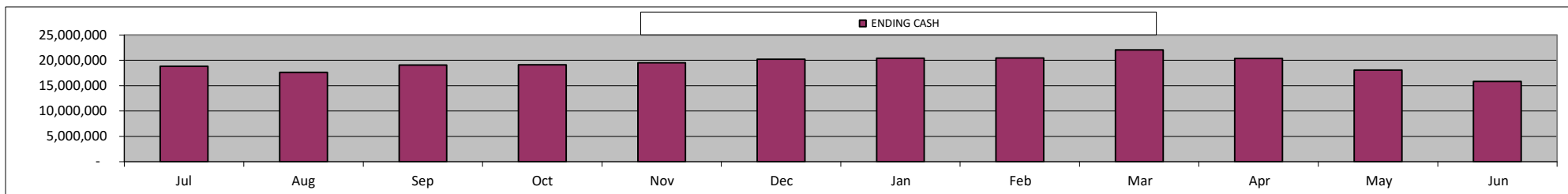
2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
CONSOLIDATED		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Services & Other Operating Expenses					
5101	CMO Fees	4,934,982	4,674,621	(260,361)	-5%
5205	Conference Fees	35,658	-	(35,658)	-100%
5210	MilesParkTolls	93,770	14,000	(79,770)	-85%
5215	TravConferences	8,500	-	(8,500)	-100%
5220	TraLodging	77,489	3,000	(74,489)	-96%
5300	DuesMemberships	150,046	91,957	(58,089)	-39%
5450	Other Insurance	283,130	346,500	63,370	22%
5500	OpsHousekeeping	196,065	121,200	(74,865)	-38%
5510	Gas & Electric	313,500	245,000	(68,500)	-22%
5610	Rent & Leases	4,774,995	3,783,570	(991,425)	-21%
5620	EquipmentLeases	217,414	103,600	(113,814)	-52%
5630	Reps&MaintBldng	126,435	16,227	(110,208)	-87%
5800	ProfessServices	1,019,054	995,671	(23,383)	-2%
5810	Legal	434,097	69,000	(365,097)	-84%
5813	SchPrgAftSchool	296,713	535,909	239,196	81%
5814	SchPrgAcadComps	61,338	10,500	(50,838)	-83%
5819	SchlProgs-Other	218,947	90,729	(128,218)	-59%
5820	Audit & CPA	189,771	127,034	(62,737)	-33%
5825	DMSBusinessSvcs	520,000	545,000	25,000	5%
5835	Field Trips	279,401	118,155	(161,246)	-58%
5836	FieldTrip Trans	80,360	-	(80,360)	-100%
5840	MarkngStdtRecrt	202,075	33,500	(168,575)	-83%
5850	Oversight Fees	428,269	268,110	(160,159)	-37%
5857	Payroll Fees	191,386	159,000	(32,386)	-17%
5860	Service Fees	107,095	4,000	(103,095)	-96%
5861	Prior Year Services	10,000	-	(10,000)	-100%
5863	Prof Developmnt	313,522	7,485	(306,037)	-98%
5864	Prof Dev-Other	229,721	164,071	(65,650)	-29%
5869	SpEd Ctrct Inst	789,691	738,092	(51,599)	-7%
5870	Livescan	3,735	6,450	2,715	73%
5872	SPED Fees (incl Encroachment)	213,814	67,677	(146,137)	-68%
5875	Staff Recruiting	14,154	-	(14,154)	-100%
5884	Substitutes	777,173	167,738	(609,435)	-78%
5890	OthSvcsNon-Inst	61,204	500	(60,704)	-99%
5900	Communications	83,467	13,000	(70,467)	-84%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
CONSOLIDATED		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
5910	Communications 2	-	1,375	1,375	0%
5920	TelecomInternet	255,740	35,650	(220,090)	-86%
5930	PostageDelivery	80,109	16,750	(63,359)	-79%
5940	Technology	396,197	276,231	(119,966)	-30%
5990	Prior Year Adj (Services)	-	-	-	0%
SUBTOTAL - Services & Other Operating Exp.		18,470,221	13,851,302	(4,620,123)	-25%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
CONSOLIDATED		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Capital Outlay & Depreciation					
6400	EquipFixed	-	-	-	0%
6900	Depreciation	1,002,106	888,488	(113,618)	-11%
SUBTOTAL - Capital Outlay & Depreciation		1,002,106	888,488	(113,618)	-11%
Other Outflows					
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	0%
7310	Indirect Costs	17,750	-	(17,750)	-100%
7438	InterestExpense	583,977	600,165	16,188	3%
SUBTOTAL - Other Outflows		601,727	600,165	(1,562)	0%
TOTAL EXPENSES		56,149,521	51,961,911	(4,188,814)	-7%

Monthly Update - Monthly Cash Flow (Actuals + Projections)

AII MPS	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	21,083,138	18,800,741	17,591,677	19,043,458	19,085,656	19,507,422	20,204,992	20,400,898	20,467,208	22,073,102	20,327,298	18,071,301		
Revenue														
LCFF: State Aid	1,232,349	1,232,349	2,218,228	2,218,228	2,218,228	2,218,228	2,218,228	2,218,228	2,218,228	510,192	-	-	6,144,491	24,646,975
LCFF: EPA	-	-	915,115	-	-	915,115	-	-	915,115	-	-	-	915,115	3,660,459
LCFF: ILPT	-	624,471	1,248,941	832,628	832,628	832,628	832,628	832,628	1,457,098	728,549	728,549	728,549	728,549	10,407,845
Federal Revenue	202,978	202,978	202,978	202,978	202,978	202,978	202,978	202,978	202,978	202,978	202,978	259,127	345,877	2,837,765
Other State Revenues	230,848	235,898	451,882	411,245	541,491	443,941	411,245	440,516	440,516	440,516	440,516	440,516	38,206	4,967,335
Other Local Revenues	385,332	386,299	389,465	396,740	393,220	359,463	395,653	396,740	396,740	396,740	396,740	396,740	328,664	5,018,535
Total Revenue	2,051,507	2,681,995	5,426,609	4,061,819	4,188,544	4,972,353	4,060,732	4,091,089	5,630,675	2,278,975	1,768,783	1,824,931	8,500,902	51,538,914
Expenses														
Certificated Salaries	1,371,858	1,404,263	1,421,012	1,446,789	1,425,234	1,422,601	1,432,825	1,477,643	1,477,643	1,477,643	1,477,643	1,477,643	891,089	18,203,884
Classified Salaries	424,147	422,900	436,277	435,591	431,215	429,556	432,547	425,096	425,096	425,096	425,096	425,096	194,520	5,332,235
Benefits	670,790	717,450	718,169	759,608	698,223	767,541	736,097	761,004	761,004	761,004	761,004	761,004	461,651	9,334,547
Books and Supplies	140,091	170,822	129,004	152,440	147,236	147,236	149,695	148,268	148,268	148,268	148,268	148,268	74,771	1,852,634
Services and Operations	1,001,585	1,113,855	1,125,955	1,163,424	1,003,101	1,169,792	1,061,618	1,097,221	1,097,221	1,097,221	1,097,221	1,118,058	242,298	13,388,570
Depreciation / Cap Outlay	34,582	26,977	26,977	26,977	26,977	303,264	17,252	71,036	71,036	71,036	71,036	71,036	20,662	838,850
Other Outflows	34,792	34,792	117,435	34,792	34,792	34,792	34,792	44,512	44,512	44,512	44,512	44,512	22,256	571,003
Total Expenses	3,677,845	3,891,059	3,974,828	4,019,622	3,766,778	4,274,782	3,864,826	4,024,780	4,024,780	4,024,780	4,024,780	4,045,617	1,907,247	49,521,723
Other Transactions Affecting Cash														
Revenues - Prior Year Accruals	5,721,729	-	-	-	-	-	-	-	-	-	-	-	-	5,721,729
Accounts Receivable - Current Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Assets/Accrual Adj	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fixed Assets - Depreciation Addback	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fixed Assets - Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Due To (From)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Expenses - Prior Year Accruals	(5,769,428)	-	-	-	-	-	-	-	-	-	-	-	-	(5,769,428)
Accounts Payable - Current Year	(608,360)	-	-	-	-	-	-	-	-	-	-	-	-	(608,360)
Summerholdback for Teachers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Transactions	(656,059)	-	-	-	-	-	-	-	-	-	-	-	-	(656,059)
Total Change in Cash	(2,282,397)	(1,209,064)	1,451,781	42,197	421,766	697,571	195,906	66,309	1,605,895	(1,745,805)	(2,255,997)	(2,220,685)		1,361,132
ENDING CASH	18,800,741	17,591,677	19,043,458	19,085,656	19,507,422	20,204,992	20,400,898	20,467,208	22,073,102	20,327,298	18,071,301	15,850,615	<<< = 117 days cash	



MSA-1 2020-21 July Budget - Summary Analysis

SUMMARY OF RESULTS

This 2020-21 July Budget update projects a budget surplus of \$92,808.

This is an increase of \$92,808 from the prior year projected deficit of (\$177,867).

This will allow MSA-1 to end this fiscal year with a balance of \$4,777,099, which is 51.8% of annual expenditures.

SIGNIFICANT CHANGES IN REVENUE (Total Change from Prior Year = increase of \$235,810, or 2.6% of Prior Year revenues)

LCFF Entitlement: These "Local Control Funding Formula" revenues are the primary funding source for the school.

LCFF Entitlement projected revenues are (\$44,264) lower than in the prior year, with average daily attendance (ADA) increasing by 56.97.

Federal Revenues: This consists of Title I-IV "Every Student Succeeds Act" (ESSA) funding, federal special education, and federal food programs.

Federal Revenues are projected at \$209,355 higher than in the prior year.

Other State Revenues: These are the non-LCFF state revenues such as Lottery, Facility Grant, and one-time block grants.

Other State Revenues are projected at \$63,685 higher than in the prior year.

Other Local Revenues: This category is primarily fundraising revenue, but includes any non-LCFF local revenue sources.

Other Local Revenues are projected at \$7,034 higher than in the prior year..

SIGNIFICANT CHANGES IN EXPENSES (Total Change from Prior Year = decrease of (\$34,865), or -0.4% of Prior Year expenses)

Salaries and Benefits: This includes all employee pay, plus benefits such as retirement, healthcare, Medicare, Social Security, etc.

Salaries and Benefits costs are \$806,661 higher than in the prior year, reflecting budget adjustments to address changes in enrollment and other factors.

Books & Supplies: This category includes textbooks, computers, supplies, and other instructional and non-instructional materials and equipment.

Books & Supplies costs are projected at (\$29,296) lower than in the prior year.

Services & Operating Expenses: These include all contracted services as well as travel, insurance, rent, legal costs, and other service-related expenses.

Services & Operating costs are projected to be (\$835,891) lower than in the prior year.

Depreciation, Capital Outlay, and Other Outgo: This category includes depreciation on fixed assets and interest on long-term debt.

These costs are projected at \$23,662 higher than in the prior year, reflecting updated depreciation and capital outlay projections.



2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 1		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Projected Average Daily Attendance:		624	681	57	
SUMMARY					
Revenue					
LCFF Entitlement		7,294,736	7,250,472	(44,264)	-1%
Federal Revenue		398,406	607,761	209,355	53%
Other State Revenues		1,311,243	1,374,928	63,685	5%
Other Local Revenues		74,900	81,934	7,034	9%
Total Revenue		9,079,285	9,315,095	235,810	3%
Expenditures					
Certificated Salaries		2,961,520	3,532,378	570,858	19%
Classified Salaries		632,787	706,297	73,510	12%
Benefits		1,319,748	1,482,041	162,293	12%
Books and Supplies		311,301	282,005	(29,296)	-9%
Services and Operating Exp.		3,889,457	3,053,566	(835,891)	-21%
Depreciation & Cap Outlay		141,079	166,000	24,921	18%
Other Outflows		1,259	-	(1,259)	-100%
Total Expenditures		9,257,152	9,222,287	(34,865)	0%
Net Revenues		(177,867)	92,808	270,675	
Fund Balance					
Beginning Balance (Budgeted)		4,862,158	4,684,291		
Net Revenues		(177,867)	92,808		
Ending Fund Balance		4,684,291	4,777,099		
Components of Fund Bal.					
Available For Econ. Uncert.			1,396,850	15.1% of Expenditures	
Restricted Balances (Est.)			139,969	1.5% of Expenditures	
Net Fixed Assets			3,240,280	35.1% of Expenditures	
Ending Fund Balance			4,777,099	51.8% of Expenditures	



2020-21 July Budget (BOARD FINAL 6-26-2020)	Annual Budget			
MSA 1	2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %

REVENUE DETAIL**LCFF Entitlement**

	2019-20 Second Interim Budget	Proposed 2020-21 July Budget	Variance From Prior Year	Variance as %
8011 State Aid	4,595,080	4,546,088	(48,992)	-1%
8012 EPA Entitlement	1,098,780	930,605	(168,175)	-15%
8019 Prior Year Adjustments	-	-	-	0%
8096 InLieuPropTaxes	1,600,876	1,773,779	172,903	11%
SUBTOTAL - LCFF Entitlement	7,294,736	7,250,472	(44,264)	-1%

Federal Revenue

8181 SpEd - Revenue	70,800	76,599	5,799	8%
8220 SchLunchFederal	-	-	-	0%
8290 All Other Federal Revenue	327,606	531,162	203,556	62%
8295 Prior Year Adjustments (Fed Rev)	-	-	-	0%
SUBTOTAL - Federal Revenue	398,406	607,761	209,355	53%

Other State Revenue

8311 SpEd Revenue	366,802	351,359	(15,443)	-4%
8520 SchoolNutrState	-	-	-	0%
8550 MandCstReimburs	17,727	19,179	1,452	8%
8560 StateLotteryRev	135,999	150,452	14,453	11%
8590 AllOthStateRev	790,715	853,938	63,223	8%
8595 Prior Year Adjustments (Other State Rev)	-	-	-	0%
SUBTOTAL - Other State Revenue	1,311,243	1,374,928	63,685	5%

Local Revenue

8600 Other Local Rev	-	-	-	0%
8660 Interest	-	-	-	0%
8698 OthRev-Suspense	-	-	-	0%
8690 Prior Year Adj (Local1)	-	-	-	0%
8695 Prior Year Adj (Local2)	-	-	-	0%
8699 Other Revenue	-	20,000	20,000	0%
8999 Misc Revenue (Suspense)	-	-	-	0%
SUBTOTAL - Local Revenue	-	20,000	20,000	0%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 1		2019-20	Proposed 2020-	Variance From	Variance as %
		Estimated Actuals	21 July Budget	Prior Year	
Fundraising & Grants					
8802	Donations - Private	2,500	2,705	205	8%
8803	Fundraising	72,400	59,229	(13,171)	-18%
SUBTOTAL - Fundraising & Grants		74,900	61,934	(12,966)	-17%
TOTAL REVENUE		9,079,285	9,315,095	235,810	3%
EXPENSES					
Certificated Salaries					
1100	TeacherSalaries	2,475,234	2,950,032	474,798	19%
1300	Cert Adminis	486,286	582,346	96,060	20%
SUBTOTAL - Certificated Salaries		2,961,520	3,532,378	570,858	19%
Classified Salaries					
2100	Instructional Aides	157,574	180,917	23,343	15%
2200	Classified Support	216,082	344,404	128,322	59%
2300	Classified Admin	-	-	-	0%
2400	Clerical & Tech	259,131	180,976	(78,155)	-30%
2900	OtherClassStaff	-	-	-	0%
SUBTOTAL - Classified Salaries		632,787	706,297	73,510	12%
Employee Benefits					
3101	STRS-Certified	504,357	511,723	7,366	1%
3102	STRS-Classified	15,000	-	(15,000)	-100%
3201	PERS-Cert	-	-	-	0%
3202	PERS-Classified	115,009	149,391	34,382	30%
3301	OASDI/Med-Cert	40,500	46,373	5,873	15%
3302	OASDI/Med-Class	53,000	57,473	4,473	8%
3401	HlthWelfareCert	497,014	510,491	13,477	3%
3402	HlthWelfareCert	5,368	128,438	123,070	2293%
3501	UI-Certificated	60,000	45,640	(14,360)	-24%
3502	UI-Classified	3,500	7,119	3,619	103%
3601	WorkersCmp-Cert	25,000	25,393	393	2%
3701	Other Retirement-Cert	-	-	-	0%
3901	OthBenes-Cert	1,000	-	(1,000)	-100%
3902	OthBenes-Class	-	-	-	0%
SUBTOTAL - Employee Benefits		1,319,748	1,482,041	162,293	12%

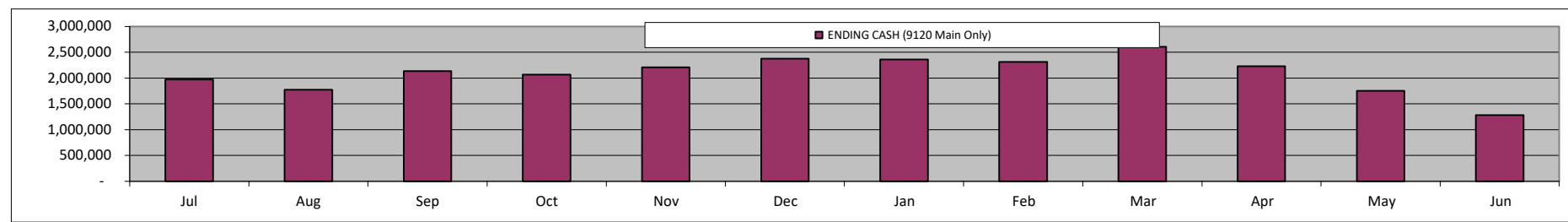
2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 1		2019-20	Proposed 2020-	Variance From	Variance as %
		Estimated Actuals	21 July Budget	Prior Year	
Books & Supplies					
4100	Text&CoreCurric	53,445	25,000	(28,445)	-53%
4200	BooksOthRefMats	-	-	-	0%
4310	Ins Mats & Sups	64,199	51,318	(12,881)	-20%
4315	OthrSupplies	20,000	-	(20,000)	-100%
4320	Office Supplies	12,000	7,000	(5,000)	-42%
4325	ProfDevMat&Sups	-	-	-	0%
4326	Arts&MusicSupps	33,600	5,000	(28,600)	-85%
4335	PE Supplies	10,000	2,500	(7,500)	-75%
4340	Educat Software	34,995	75,187	40,192	115%
4345	NonInstStdntSup	14,148	3,000	(11,148)	-79%
4346	TeacherSupplies	6,000	4,000	(2,000)	-33%
4350	Cust. Supplies	30,000	-	(30,000)	-100%
4351	Yearbook	-	-	-	0%
4390	Uniforms	-	3,000	3,000	0%
4400	NonCapEquip-Gen	4,000	-	(4,000)	-100%
4410	ClssrmFrmEqp<5k	-	-	-	0%
4430	OffceFurnEqp<5k	6,000	-	(6,000)	-100%
4440	Computers <\$5k	6,000	102,000	96,000	1600%
4461	Fixed Asset Susp (Imp)	-	-	-	0%
4464	Equipment (Pre-Cap)	-	-	-	0%
4710	Food	-	1,000	1,000	0%
4720	Food:Other Food	16,914	3,000	(13,914)	-82%
4990	Prior Year Adj (Mat'ls)	-	-	-	0%
4999	Misc Expenditure (Suspense)	-	-	-	0%
SUBTOTAL - Books and Supplies		311,301	282,005	(29,296)	-9%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 1		2019-20	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
		Estimated Actuals			
Services & Other Operating Expenses					
5101	CMO Fees	860,526	773,375	(87,151)	-10%
5205	Conference Fees	-	-	-	0%
5210	MilesParkTolls	8,500	1,000	(7,500)	-88%
5215	TravConferences	-	-	-	0%
5220	TraLodging	10,000	-	(10,000)	-100%
5300	DuesMemberships	25,000	14,000	(11,000)	-44%
5450	Other Insurance	50,000	90,000	40,000	80%
5500	OpsHousekeeping	85,700	100,000	14,300	17%
5510	Gas & Electric	90,000	90,000	-	0%
5610	Rent & Leases	1,839,243	1,290,000	(549,243)	-30%
5620	EquipmentLeases	71,300	71,000	(300)	0%
5630	Reps&MaintBldng	37,000	-	(37,000)	-100%
5800	ProfessServices	153,981	330,172	176,191	114%
5810	Legal	70,780	15,000	(55,780)	-79%
5813	SchPrgAftSchool	-	-	-	0%
5814	SchPrgAcadComps	7,000	-	(7,000)	-100%
5819	SchIProgs-Other	47,000	38,229	(8,771)	-19%
5820	Audit & CPA	12,000	-	(12,000)	-100%
5825	DMSBusinessSvcs	-	-	-	0%
5835	Field Trips	48,192	22,705	(25,487)	-53%
5836	FieldTrip Trans	-	-	-	0%
5840	MarkngStdtRecrt	25,500	25,000	(500)	-2%
5850	Oversight Fees	73,428	-	(73,428)	-100%
5857	Payroll Fees	25,918	26,000	82	0%
5860	Service Fees	64,040	-	(64,040)	-100%
5861	Prior Year Services	-	-	-	0%
5863	Prof Developmnt	65,006	-	(65,006)	-100%
5864	Prof Dev-Other	36,023	29,578	(6,445)	-18%
5869	SpEd Ctrct Inst	50,626	49,075	(1,551)	-3%
5870	Livescan	1,055	1,500	445	42%
5872	SPED Fees (incl Encroachment)	12,668	17,332	4,664	37%
5875	Staff Recruiting	-	-	-	0%
5884	Substitutes	30,000	45,000	15,000	50%
5890	OthSvcsNon-Inst	6,082	-	(6,082)	-100%
5900	Communications	9,955	-	(9,955)	-100%
5910	Communications 2		250	250	0%
5920	TelecomInternet	30,000	-	(30,000)	-100%
5930	PostageDelivery	13,000	-	(13,000)	-100%
5940	Technology	29,934	24,350	(5,584)	-19%
5990	Prior Year Adj (Services)	-	-	-	0%
SUBTOTAL - Services & Other Operating Exp.		3,889,457	3,053,566	(835,891)	-21%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 1		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Capital Outlay & Depreciation					
6400	EquipFixed	-	-	-	0%
6900	Depreciation	141,079	166,000	24,921	18%
SUBTOTAL - Capital Outlay & Depreciation		141,079	166,000	24,921	18%
Other Outflows					
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	0%
7310	Indirect Costs	1,259	-	(1,259)	-100%
7438	InterestExpense	-	-	-	0%
SUBTOTAL - Other Outflows		1,259	-	(1,259)	-100%
TOTAL EXPENSES		9,257,152	9,222,287	(34,865)	0%

Monthly Update - Monthly Cash Flow (Actuals + Projections)

MSA-1	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	2,414,957	1,973,756	1,773,367	2,135,889	2,064,981	2,208,070	2,374,695	2,358,599	2,312,662	2,605,803	2,227,084	1,754,262	1,281,439	
Revenue														
LCFF: State Aid	227,304	227,304	409,148	409,148	409,148	409,148	409,148	409,148	409,148	94,104	-	-	1,133,340	4,546,088
LCFF: EPA	-	-	232,651	-	-	232,651	-	-	232,651	-	-	-	232,651	930,605
LCFF: ILPT	-	106,427	212,853	141,902	141,902	141,902	141,902	141,902	248,329	124,165	124,165	124,165	124,165	1,773,779
Federal Revenue	43,412	43,412	43,412	43,412	43,412	43,412	43,412	43,412	43,412	43,412	43,412	43,412	86,823	607,761
Other State Revenues	68,746	68,746	122,369	122,369	122,369	122,369	122,369	122,665	122,665	122,665	122,665	122,665	12,267	1,374,928
Other Local Revenues	6,303	6,303	6,303	6,303	6,303	6,303	6,303	6,303	6,303	6,303	6,303	6,303	6,303	81,934
Total Revenue	345,765	452,192	1,026,735	723,133	723,133	955,784	723,133	723,430	1,062,507	390,648	296,544	296,544	1,595,548	9,315,095
Expenses														
Certificated Salaries	198,138	230,542	247,292	273,069	251,514	248,881	259,104	303,922	303,922	303,922	303,922	303,922	304,229	3,532,378
Classified Salaries	54,072	52,825	66,202	65,515	61,140	59,481	62,472	55,021	55,021	55,021	55,021	55,021	9,482	706,297
Benefits	42,589	89,250	89,968	131,408	70,022	139,341	107,897	132,803	132,803	132,803	132,803	132,803	147,551	1,482,041
Books and Supplies	14,441	45,172	3,353	26,790	21,585	21,585	24,045	22,617	22,617	22,617	22,617	22,617	11,946	282,005
Services and Operations	126,913	219,213	241,819	281,681	160,204	314,018	279,859	242,804	242,804	242,804	242,804	242,804	215,839	3,053,566
Depreciation / Cap Outlay	15,578	15,578	15,578	15,578	15,578	5,853	5,853	12,198	12,198	12,198	12,198	12,198	15,410	166,000
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	451,731	652,581	664,213	794,041	580,044	789,159	739,229	769,367	769,367	769,367	769,367	769,367	704,456	9,222,287
Other Transactions Affecting Cash														
Revenues - Prior Year Accruals	1,180,691													1,180,691
Accounts Receivable - Current Year														-
Other Assets/Accrual Adj														-
Fixed Assets - Depreciation Addback														-
Fixed Assets - Acquisitions														-
Due To (From)														-
Expenses - Prior Year Accruals	(1,515,926)													(1,515,926)
Accounts Payable - Current Year														-
Summer Holdback for Teachers														-
Loans Payable (Current)			-	-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)			-	-	-	-	-	-	-	-	-	-	-	-
Total Other Transactions	(335,235)	-	-	-	-	-	-	-	-	-	-	-	-	(335,235)
Total Change in Cash	(441,201)	(200,389)	362,523	(70,908)	143,089	166,625	(16,096)	(45,937)	293,141	(378,719)	(472,823)	(472,823)		(242,427)
ENDING CASH (9120 Main Only)	1,973,756	1,773,367	2,135,889	2,064,981	2,208,070	2,374,695	2,358,599	2,312,662	2,605,803	2,227,084	1,754,262	1,281,439	<<<= 51 days cash	



MSA-2 2020-21 July Budget - Summary Analysis

SUMMARY OF RESULTS

This 2020-21 July Budget update projects a budget surplus of \$30.

This is an increase of \$209,405 from the prior year projected deficit of (\$209,375).

This will allow MSA-2 to end this fiscal year with a balance of \$807,208, which is 15.4% of annual expenditures.

SIGNIFICANT CHANGES IN REVENUE (Total Change from Prior Year = decrease of (\$256,006), or -4.6% of Prior Year revenues)

LCFF Entitlement: These "Local Control Funding Formula" revenues are the primary funding source for the school.

LCFF Entitlement projected revenues are (\$363,297) lower than in the prior year, with LCFF COLA adjustments.

Federal Revenues: This consists of Title I-IV "Every Student Succeeds Act" (ESSA) funding, federal special education, and federal food programs.

Federal Revenues are projected at \$140,716 higher than in the prior year.

Other State Revenues: These are the non-LCFF state revenues such as Lottery, Facility Grant, and one-time block grants.

Other State Revenues are projected at (\$33,426) lower than in the prior year.

Other Local Revenues: This category is primarily fundraising revenue, but includes any non-LCFF local revenue sources.

Other Local Revenues are projected at \$0 higher than in the prior year..

SIGNIFICANT CHANGES IN EXPENSES (Total Change from Prior Year = decrease of (\$465,411), or -8.1% of Prior Year expenses)

Salaries and Benefits: This includes all employee pay, plus benefits such as retirement, healthcare, Medicare, Social Security, etc.

Salaries and Benefits costs are \$36,495 higher than in the prior year, reflecting budget adjustments to address changes.

Books & Supplies: This category includes textbooks, computers, supplies, and other instructional and non-instructional materials and equipment.

Books & Supplies costs are projected at (\$91,949) lower than in the prior year.

Services & Operating Expenses: These include all contracted services as well as travel, insurance, rent, legal costs, and other service-related expenses.

Services & Operating costs are projected to be (\$394,949) lower than in the prior year.

Depreciation, Capital Outlay, and Other Outgo: This category includes depreciation on fixed assets and interest on long-term debt.

These costs are projected at (\$15,007) lower than in the prior year, reflecting stable depreciation and capital outlay projections.



2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget		
MSA 2	2019-20	Proposed 2020	Variance From	
	Estimated Actuals	21 July Budget	Prior Year	Variance as %
Projected Average Daily Attendance:	419	423	4	
SUMMARY				
Revenue				
LCFF Entitlement	4,832,958	4,469,661	(363,297)	-8%
Federal Revenue	280,036	420,752	140,716	50%
Other State Revenues	359,717	326,291	(33,426)	-9%
Other Local Revenues	35,069	35,069	0	0%
Total Revenue	5,507,779	5,251,773	(256,006)	-5%
Expenditures				
Certificated Salaries	2,293,581	2,401,990	108,409	5%
Classified Salaries	565,902	525,482	(40,420)	-7%
Benefits	1,022,810	991,316	(31,494)	-3%
Books and Supplies	210,350	118,401	(91,949)	-44%
Services and Operating Exp.	1,555,244	1,160,295	(394,949)	-25%
Depreciation & Cap Outlay	69,266	54,259	(15,007)	-22%
Other Outflows	-	-	-	0%
Total Expenditures	5,717,154	5,251,743	(465,411)	-8%
Net Revenues	(209,375)	30	209,405	
Fund Balance				
Beginning Balance (Budgeted)	1,016,553	807,178		
Net Revenues	(209,375)	30		
Ending Fund Balance	807,178	807,208		
Components of Fund Bal.				
Available For Econ. Uncert.		735,463	14.0% of Expenditures	
Restricted Balances (Est.)		23,651	0.5% of Expenditures	
Net Fixed Assets		48,094	0.9% of Expenditures	
Ending Fund Balance		807,208	15.4% of Expenditures	



2020-21 July Budget (BOARD FINAL 6-26-2020)	Annual Budget		
MSA 2	2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year Variance as %

REVENUE DETAIL**LCFF Entitlement**

	2019-20 Second Interim Budget	Proposed 2020-21 July Budget	Variance From Prior Year	Variance as %
8011 State Aid	3,033,444	2,801,110	(232,334)	-8%
8012 EPA Entitlement	722,681	565,736	(156,945)	-22%
8019 Prior Year Adjustments	-	-	-	0%
8096 InLieuPropTaxes	1,076,833	1,102,815	25,982	2%
SUBTOTAL - LCFF Entitlement	4,832,958	4,469,661	(363,297)	-8%

Federal Revenue

8181 SpEd - Revenue	52,440	52,440	-	0%
8220 SchLunchFederal	-	-	-	0%
8290 All Other Federal Revenue	227,596	368,312	140,716	62%
8295 Prior Year Adjustments (Fed Rev)	-	-	-	0%
SUBTOTAL - Federal Revenue	280,036	420,752	140,716	50%

Other State Revenue

8311 SpEd Revenue	256,204	218,451	(37,753)	-15%
8520 SchoolNutrState	-	-	-	0%
8550 MandCstReimburs	12,019	12,019	-	0%
8560 StateLotteryRev	91,494	95,821	4,327	5%
8590 AllOthStateRev	-	-	-	0%
8595 Prior Year Adjustments (Other State Rev)	-	-	-	0%
SUBTOTAL - Other State Revenue	359,717	326,291	(33,426)	-9%

Local Revenue

8600 Other Local Rev	2,228	2,228	0	0%
8660 Interest	-	-	-	0%
8698 OthRev-Suspense	-	-	-	0%
8690 Prior Year Adj (Local1)	-	-	-	0%
8695 Prior Year Adj (Local2)	-	-	-	0%
8699 Other Revenue	-	-	-	0%
8999 Misc Revenue (Suspense)	-	-	-	0%
SUBTOTAL - Local Revenue	2,228	2,228	0	0%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 2		2019-20	Proposed 2020	Variance From	
		Estimated Actuals	21 July Budget	Prior Year	Variance as %
Fundraising & Grants					
8802	Donations - Private	2,500	2,500	-	0%
8803	Fundraising	30,341	30,341	0	0%
SUBTOTAL - Fundraising & Grants		32,841	32,841	0	0%
TOTAL REVENUE		5,507,779	5,251,773	(256,006)	-5%
EXPENSES					
Certificated Salaries					
1100	TeacherSalaries	1,900,171	2,005,828	105,657	6%
1300	Cert Adminis	393,410	396,162	2,752	1%
SUBTOTAL - Certificated Salaries		2,293,581	2,401,990	108,409	5%
Classified Salaries					
2100	Instructional Aides	104,905	75,059	(29,846)	-28%
2200	Classified Support	167,330	68,349	(98,981)	-59%
2300	Classified Admin	-	-	-	0%
2400	Clerical & Tech	293,667	382,074	88,407	30%
2900	OtherClassStaff	-	-	-	0%
SUBTOTAL - Classified Salaries		565,902	525,482	(40,420)	-7%
Employee Benefits					
3101	STRS-Certified	375,903	332,394	(43,509)	-12%
3102	STRS-Classified	109	-	(109)	-100%
3201	PERS-Cert	10,000	-	(10,000)	-100%
3202	PERS-Classified	107,692	127,564	19,872	18%
3301	OASDI/Med-Cert	24,400	31,151	6,751	28%
3302	OASDI/Med-Class	35,000	47,373	12,373	35%
3401	HlthWelfareCert	434,706	266,893	(167,813)	-39%
3402	HlthWelfareCert	-	126,425	126,425	0%
3501	UI-Certificated	5,000	20,882	15,882	318%
3502	UI-Classified	-	6,307	6,307	0%
3601	WorkersCmp-Cert	28,000	32,327	4,327	15%
3701	Other Retirement-Cert	-	-	-	0%
3901	OthBenes-Cert	2,000	-	(2,000)	-100%
3902	OthBenes-Class	-	-	-	0%
SUBTOTAL - Employee Benefits		1,022,810	991,316	(31,494)	-3%

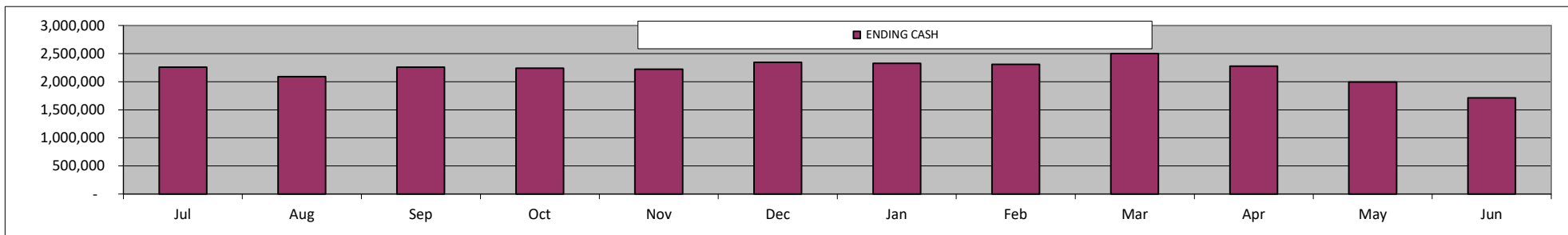
2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 2		2019-20	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
		Estimated Actuals			
Books & Supplies					
4100	Text&CoreCurric	37,641	-	(37,641)	-100%
4200	BooksOthRefMats	2,760	-	(2,760)	-100%
4310	Ins Mats & Sups	28,975	28,368	(607)	-2%
4315	OthrSupplies	-	-	-	0%
4320	Office Supplies	12,000	500	(11,500)	-96%
4325	ProfDevMat&Sups	-	-	-	0%
4326	Arts&MusicSupps	-	-	-	0%
4335	PE Supplies	3,000	-	(3,000)	-100%
4340	Educat Software	58,185	83,155	24,970	43%
4345	NonInstStdntSup	15,140	500	(14,640)	-97%
4346	TeacherSupplies	-	-	-	0%
4350	Cust. Supplies	3,000	1,000	(2,000)	-67%
4351	Yearbook	-	-	-	0%
4390	Uniforms	-	-	-	0%
4400	NonCapEquip-Gen	1,075	2,500	1,425	133%
4410	ClssrmFrnEqp<5k	9,600	-	(9,600)	-100%
4430	OfficeFurnEqp<5k	430	-	(430)	-100%
4440	Computers <\$5k	28,000	-	(28,000)	-100%
4461	Fixed Asset Susp (Imp)			-	0%
4464	Equipment (Pre-Cap)			-	0%
4710	Food	500	-	(500)	-100%
4720	Food:Other Food	10,044	2,378	(7,666)	-76%
4990	Prior Year Adj (Mat'ls)	-	-	-	0%
4999	Misc Expenditure (Suspense)	-	-	-	0%
SUBTOTAL - Books and Supplies		210,350	118,401	(91,949)	-44%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 2		2019-20	Proposed 2020-	Variance From	Variance as %
		Estimated Actuals	21 July Budget	Prior Year	
Services & Other Operating Expenses					
5101	CMO Fees	779,851	704,858	(74,993)	-10%
5205	Conference Fees	5,000	-	(5,000)	-100%
5210	MilesParkTolls	5,000	200	(4,800)	-96%
5215	TravConferences	2,000	-	(2,000)	-100%
5220	TraLodging	-	-	-	0%
5300	DuesMemberships	6,000	-	(6,000)	-100%
5450	Other Insurance	24,000	26,000	2,000	8%
5500	OpsHousekeeping	20,000	2,000	(18,000)	-90%
5510	Gas & Electric	-	-	-	0%
5610	Rent & Leases	130,000	140,000	10,000	8%
5620	EquipmentLeases	20,000	4,000	(16,000)	-80%
5630	Reps&MaintBldng	20,000	-	(20,000)	-100%
5800	ProfessServices	24,771	115,974	91,203	368%
5810	Legal	33,200	2,500	(30,700)	-92%
5813	SchPrgAftSchool	-	-	-	0%
5814	SchPrgAcadComps	17,250	10,500	(6,750)	-39%
5819	SchlProgs-Other	44,375	1,000	(43,375)	-98%
5820	Audit & CPA	10,000	-	(10,000)	-100%
5825	DMSBusinessSvcs	-	-	-	0%
5835	Field Trips	34,750	20,341	(14,409)	-41%
5836	FieldTrip Trans	-	-	-	0%
5840	MarkngStdtRecrt	10,000	-	(10,000)	-100%
5850	Oversight Fees	46,000	44,697	(1,303)	-3%
5857	Payroll Fees	17,000	16,000	(1,000)	-6%
5860	Service Fees	1,500	-	(1,500)	-100%
5861	Prior Year Services	-	-	-	0%
5863	Prof Developmnt	10,000	-	(10,000)	-100%
5864	Prof Dev-Other	45,262	-	(45,262)	-100%
5869	SpEd Ctrct Inst	63,019	50,000	(13,019)	-21%
5870	Livescan	400	750	350	88%
5872	SPED Fees (incl Encroachment)	8,441	-	(8,441)	-100%
5875	Staff Recruiting	-	-	-	0%
5884	Substitutes	126,726	5,000	(121,726)	-96%
5890	OthSvcsNon-Inst	10,000	-	(10,000)	-100%
5900	Communications	2,440	-	(2,440)	-100%
5910	Communications 2	-	275	275	0%
5920	TelecomInternet	7,570	7,550	(20)	0%
5930	PostageDelivery	10,000	-	(10,000)	-100%
5940	Technology	20,690	8,650	(12,040)	-58%
5990	Prior Year Adj (Services)	-	-	-	0%
SUBTOTAL - Services & Other Operating Exp.		1,555,244	1,160,295	(394,949)	-25%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 2		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Capital Outlay & Depreciation					
6400	EquipFixed	-	-	-	0%
6900	Depreciation	69,266	54,259	(15,007)	-22%
SUBTOTAL - Capital Outlay & Depreciation		69,266	54,259	(15,007)	-22%
Other Outflows					
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	0%
7310	Indirect Costs	-	-	-	0%
7438	InterestExpense	-	-	-	0%
SUBTOTAL - Other Outflows		-	-	-	0%
TOTAL EXPENSES		5,717,154	5,251,743	(465,411)	-8%

Monthly Update - Monthly Cash Flow (Actuals + Projections)

MSA-2	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	2,179,922	2,255,370	2,090,521	2,258,044	2,240,021	2,221,998	2,345,409	2,327,386	2,309,433	2,499,083	2,275,985	1,994,905	1,713,824	
Revenue														
LCFF: State Aid	140,056	140,056	252,100	252,100	252,100	252,100	252,100	252,100	252,100	57,983	-	-	698,317	2,801,110
LCFF: EPA	-	-	141,434	-	-	141,434	-	-	141,434	-	-	-	141,434	565,736
LCFF: ILPT	-	66,169	132,338	88,225	88,225	88,225	88,225	88,225	154,394	77,197	77,197	77,197	77,197	1,102,815
Federal Revenue	30,054	30,054	30,054	30,054	30,054	30,054	30,054	30,054	30,054	30,054	30,054	30,054	60,107	420,752
Other State Revenues	16,315	16,315	29,040	29,040	29,040	29,040	29,040	29,110	29,110	29,110	29,110	29,110	2,911	326,291
Other Local Revenues	2,698	2,698	2,698	2,698	2,698	2,698	2,698	2,698	2,698	2,698	2,698	2,698	2,698	35,069
Total Revenue	189,121	255,290	587,663	402,116	402,116	543,550	402,116	402,187	609,790	197,042	139,059	139,059	982,664	5,251,773
Expenses														
Certificated Salaries	192,159	192,159	192,159	192,159	192,159	192,159	192,159	192,159	192,159	192,159	192,159	192,159	96,080	2,401,990
Classified Salaries	42,039	42,039	42,039	42,039	42,039	42,039	42,039	42,039	42,039	42,039	42,039	42,039	21,019	525,482
Benefits	79,305	79,305	79,305	79,305	79,305	79,305	79,305	79,305	79,305	79,305	79,305	79,305	39,653	991,316
Books and Supplies	9,472	9,472	9,472	9,472	9,472	9,472	9,472	9,472	9,472	9,472	9,472	9,472	4,736	118,401
Services and Operations	92,824	92,824	92,824	92,824	92,824	92,824	92,824	92,824	92,824	92,824	92,824	92,824	46,412	1,160,295
Depreciation / Cap Outlay	4,341	4,341	4,341	4,341	4,341	4,341	4,341	4,341	4,341	4,341	4,341	4,341	2,170	54,259
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	420,139	420,139	420,139	420,139	420,139	420,139	420,139	420,139	420,139	420,139	420,139	420,139	210,070	5,251,743
Other Transactions Affecting Cash														
Revenues - Prior Year Accruals	853,490													853,490
Accounts Receivable - Current Year														-
Other Assets/Accrual Adj														-
Fixed Assets - Depreciation Addback														-
Fixed Assets - Acquisitions														-
Due To (From)														-
Expenses - Prior Year Accruals	(547,024)													(547,024)
Accounts Payable - Current Year														-
Summer Holdback for Teachers														-
Loans Payable (Current)														-
Loans Payable (Long Term)														-
Total Other Transactions	306,466	-	-	-	-	-	-	-	-	-	-	-	-	306,466
Total Change in Cash	75,448	(164,849)	167,523	(18,023)	(18,023)	123,411	(18,023)	(17,953)	189,650	(223,098)	(281,081)	(281,081)		306,496
ENDING CASH	2,255,370	2,090,521	2,258,044	2,240,021	2,221,998	2,345,409	2,327,386	2,309,433	2,499,083	2,275,985	1,994,905	1,713,824	<<< = 119 days cash	



MSA-3 2020-21 July Budget - Summary Analysis

SUMMARY OF RESULTS

This 2020-21 July Budget update projects a budget surplus of \$1,161.

This is an increase of \$473,181 from the prior year projected deficit of (\$472,020).

This will allow MSA-3 to end this fiscal year with a balance of \$576,151, which is 10.5% of annual expenditures.

SIGNIFICANT CHANGES IN REVENUE (Total Change from Prior Year = decrease of (\$576,571), or -9.5% of Prior Year revenues)

LCFF Entitlement: These "Local Control Funding Formula" revenues are the primary funding source for the school.

LCFF Entitlement projected revenues are (\$596,550) lower than in the prior year, with average daily attendance (ADA) decreasing by 5.44.

Federal Revenues: This consists of Title I-IV "Every Student Succeeds Act" (ESSA) funding, federal special education, and federal food programs.

Federal Revenues are projected at \$117,084 higher than in the prior year.

Other State Revenues: These are the non-LCFF state revenues such as Lottery, Facility Grant, and one-time block grants.

Other State Revenues are projected at (\$95,201) lower than in the prior year.

Other Local Revenues: These are the non-LCFF state revenues such as Lottery, Facility Grant, and one-time block grants.

Other Local Revenues are projected at \$29,514 higher than in the prior year..

SIGNIFICANT CHANGES IN EXPENSES (Total Change from Prior Year = decrease of (\$1,049,752), or -16.1% of Prior Year expenses)

Salaries and Benefits: This includes all employee pay, plus benefits such as retirement, healthcare, Medicare, Social Security, etc.

Salaries and Benefits costs are (\$162,146) lower than in the Prior Budget, reflecting budget adjustments to address changes in enrollment and other factors.

Books & Supplies: This category includes textbooks, computers, supplies, and other instructional and non-instructional materials and equipment.

Books & Supplies costs are projected at (\$99,579) lower than in the prior year.

Services & Operating Expenses: These include all contracted services as well as travel, insurance, rent, legal costs, and other service-related expenses.

Services & Operating costs are projected to be (\$778,934) lower than in the prior year.

Depreciation, Capital Outlay, and Other Outgo: This category includes depreciation on fixed assets and interest on long-term debt.

These costs are projected at (\$9,094) lower than in the prior year, reflecting stable depreciation and capital outlay projections.



2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 3		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Projected Average Daily Attendance:		468	463	(5)	
SUMMARY					
Revenue					
LCFF Entitlement	5,199,261	4,602,711	(596,550)	-11%	
Federal Revenue	258,111	375,195	117,084	45%	
Other State Revenues	550,252	455,051	(95,201)	-17%	
Other Local Revenues	31,418	29,514	(1,904)	-6%	
Total Revenue	6,039,042	5,462,471	(576,571)	-10%	
Expenditures					
Certificated Salaries	2,115,400	2,144,792	29,392	1%	
Classified Salaries	745,562	486,454	(259,108)	-35%	
Benefits	1,011,446	1,079,015	67,569	7%	
Books and Supplies	245,611	146,032	(99,579)	-41%	
Services and Operating Exp.	2,383,951	1,605,017	(778,934)	-33%	
Depreciation & Cap Outlay	6,249	-	(6,249)	-100%	
Other Outflows	2,845	-	(2,845)	-100%	
Total Expenditures	6,511,062	5,461,310	(1,049,752)	-16%	
Net Revenues		(472,020)	1,161	473,181	
Fund Balance					
Beginning Balance (Budgeted)	1,047,010	574,990			
Net Revenues	(472,020)	1,161			
Ending Fund Balance	574,990	576,151			
Components of Fund Bal.					
Available For Econ. Uncert.		559,270	10.2% of Expenditures		
Restricted Balances (Est.)		16,881	0.3% of Expenditures		
Net Fixed Assets		-	0.0% of Expenditures		
Ending Fund Balance		576,151	10.5% of Expenditures		



2020-21 July Budget (BOARD FINAL 6-26-2020)	Annual Budget		
MSA 3	2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year Variance as %

REVENUE DETAIL**LCFF Entitlement**

		2019-20 Second Interim Budget	Proposed 2020-21 July Budget	Variance From Prior Year	Variance as %
8011	State Aid	3,188,914	2,783,093	(405,821)	-13%
8012	EPA Entitlement	804,030	614,155	(189,875)	-24%
8019	Prior Year Adjustments	-	-	-	0%
8096	InLieuPropTaxes	1,206,317	1,205,463	(854)	0%
SUBTOTAL - LCFF Entitlement		5,199,261	4,602,711	(596,550)	-11%

Federal Revenue

8181	SpEd - Revenue	61,200	57,490	(3,710)	-6%
8220	SchLunchFederal	-	-	-	0%
8290	All Other Federal Revenue	196,911	317,705	120,794	61%
8295	Prior Year Adjustments (Fed Rev)	-	-	-	0%
SUBTOTAL - Federal Revenue		258,111	375,195	117,084	45%

Other State Revenue

8311	SpEd Revenue	247,191	229,882	(17,309)	-7%
8520	SchoolNutrState	-	-	-	0%
8550	MandCstReimburs	14,490	13,611	(879)	-6%
8560	StateLotteryRev	102,465	96,254	(6,211)	-6%
8590	AllOthStateRev	186,106	115,304	(70,802)	-38%
8595	Prior Year Adjustments (Other State Rev)	-	-	-	0%
SUBTOTAL - Other State Revenue		550,252	455,051	(95,201)	-17%

Local Revenue

8600	Other Local Rev	-	-	-	0%
8660	Interest	-	-	-	0%
8698	OthRev-Suspense	-	-	-	0%
8690	Prior Year Adj (Local1)	-	-	-	0%
8695	Prior Year Adj (Local2)	-	-	-	0%
8699	Other Revenue	1,025	963	(62)	-6%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 3		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
8999	Misc Revenue (Suspense)	-	-	-	0%
	SUBTOTAL - Local Revenue	1,025	963	(62)	-6%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 3		2019-20	Proposed 2020-	Variance From	
		Estimated Actuals	21 July Budget	Prior Year	Variance as %
Fundraising & Grants					
8802	Donations - Private	-	-	-	0%
8803	Fundraising	30,393	28,551	(1,842)	-6%
SUBTOTAL - Fundraising & Grants		30,393	28,551	(1,842)	-6%
TOTAL REVENUE		6,039,042	5,462,471	(576,571)	-10%
EXPENSES					
Certificated Salaries					
1100	TeacherSalaries	1,664,777	1,719,939	55,162	3%
1300	Cert Adminis	450,622	424,853	(25,769)	-6%
SUBTOTAL - Certificated Salaries		2,115,400	2,144,792	29,392	1%
Classified Salaries					
2100	Instructional Aides	405,110	299,341	(105,769)	-26%
2200	Classified Support	166,140	137,132	(29,008)	-17%
2300	Classified Admin	-	-	-	0%
2400	Clerical & Tech	174,311	49,981	(124,330)	-71%
2900	OtherClassStaff	(0)	-	0	-100%
SUBTOTAL - Classified Salaries		745,562	486,454	(259,108)	-35%
Employee Benefits					
3101	STRS-Certified	355,962	399,413	43,451	12%
3102	STRS-Classified	-	-	-	0%
3201	PERS-Cert	10,000	-	(10,000)	-100%
3202	PERS-Classified	147,381	166,994	19,613	13%
3301	OASDI/Med-Cert	31,704	33,482	1,778	6%
3302	OASDI/Med-Class	51,950	53,789	1,839	4%
3401	HlthWelfareCert	370,596	275,924	(94,672)	-26%
3402	HlthWelfareCert	15,000	115,960	100,960	673%
3501	UI-Certificated	3,346	2,310	(1,036)	-31%
3502	UI-Classified	76	703	627	829%
3601	WorkersCmp-Cert	25,402	30,440	5,038	20%
3701	Other Retirement-Cert	-	-	-	0%
3901	OthBenes-Cert	20	-	(20)	-100%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 3		2019-20	Proposed 2020-	Variance From	
		Estimated Actuals	21 July Budget	Prior Year	Variance as %
3902	OthBenes-Class	10	-	(10)	-100%
	SUBTOTAL - Employee Benefits	1,011,446	1,079,015	67,569	7%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 3		2019-20	Proposed 2020-	Variance From	
		Estimated Actuals	21 July Budget	Prior Year	Variance as %
Books & Supplies					
4100	Text&CoreCurric	56,000	22,693	(33,307)	-59%
4200	BooksOthRefMats	4,000	-	(4,000)	-100%
4310	Ins Mats & Sups	65,512	10,592	(54,920)	-84%
4315	OthrSupplies	761	15,546	14,785	1942%
4320	Office Supplies	14,000	2,000	(12,000)	-86%
4325	ProfDevMat&Sups	500	-	(500)	-100%
4326	Arts&MusicSupps	1,500	-	(1,500)	-100%
4335	PE Supplies	2,000	-	(2,000)	-100%
4340	Educat Software	54,085	57,819	3,734	7%
4345	NonInstStdntSup	12,991	9,382	(3,609)	-28%
4346	TeacherSupplies	1,000	-	(1,000)	-100%
4350	Cust. Supplies	300	-	(300)	-100%
4351	Yearbook	-	-	-	0%
4390	Uniforms	500	3,000	2,500	500%
4400	NonCapEquip-Gen	-	-	-	0%
4410	ClssrmFrnEq<5k	-	-	-	0%
4430	OffceFurnEq<5k	8,120	-	(8,120)	-100%
4440	Computers <\$5k	13,029	25,000	11,971	92%
4461	Fixed Asset Susp (Imp)	-	-	-	0%
4464	Equipment (Pre-Cap)	-	-	-	0%
4710	Food	-	-	-	0%
4720	Food:Other Food	11,312	-	(11,312)	-100%
4990	Prior Year Adj (Mat'ls)	-	-	-	0%
4999	Misc Expenditure (Suspense)	-	-	-	0%
SUBTOTAL - Books and Supplies		245,611	146,032	(99,579)	-41%

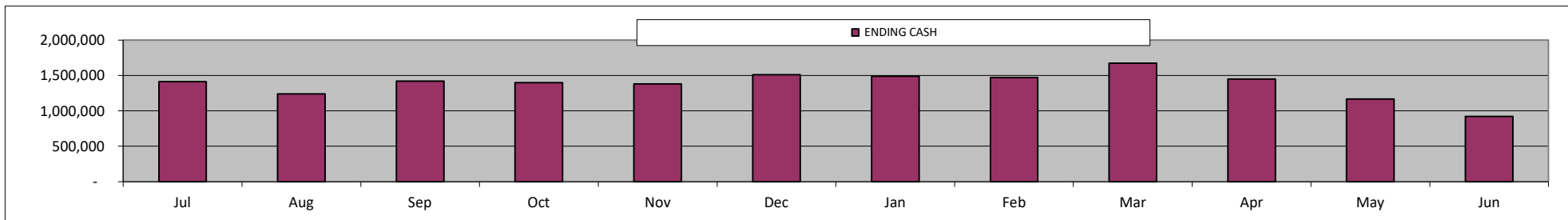
2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 3		2019-20	Proposed 2020-	Variance From	
		Estimated Actuals	21 July Budget	Prior Year	Variance as %
Services & Other Operating Expenses					
5101	CMO Fees	860,526	773,375	(87,151)	-10%
5205	Conference Fees	-	-	-	0%
5210	MilesParkTolls	2,244	-	(2,244)	-100%
5215	TravConferences	-	-	-	0%
5220	TraLodging	1,500	-	(1,500)	-100%
5300	DuesMemberships	8,800	6,000	(2,800)	-32%
5450	Other Insurance	27,808	27,000	(808)	-3%
5500	OpsHousekeeping	2,150	-	(2,150)	-100%
5510	Gas & Electric	-	-	-	0%
5610	Rent & Leases	523,507	282,803	(240,704)	-46%
5620	EquipmentLeases	16,068	1,200	(14,868)	-93%
5630	Reps&MaintBldng	3,000	-	(3,000)	-100%
5800	ProfessServices	70,619	29,357	(41,262)	-58%
5810	Legal	91,623	15,000	(76,623)	-84%
5813	SchPrgAftSchool	(0)	115,304	115,304	-
5814	SchPrgAcadComps	5,000	-	(5,000)	-100%
5819	SchIProgs-Other	47,955	1,500	(46,455)	-97%
5820	Audit & CPA	10,313	10,200	(113)	-1%
5825	DMSBusinessSvcs	-	-	-	0%
5835	Field Trips	22,922	-	(22,922)	-100%
5836	FieldTrip Trans	-	-	-	0%
5840	MarkngStdtrcrt	10,000	3,000	(7,000)	-70%
5850	Oversight Fees	53,481	53,481	(0)	0%
5857	Payroll Fees	25,714	14,000	(11,714)	-46%
5860	Service Fees	515	-	(515)	-100%
5861	Prior Year Services	-	-	-	0%
5863	Prof Developmnt	41,888	-	(41,888)	-100%
5864	Prof Dev-Other	20,316	31,084	10,768	53%
5869	SpEd Ctrct Inst	148,865	206,000	57,135	38%
5870	Livescan	500	500	-	0%
5872	SPED Fees (incl Encroachment)	12,740	-	(12,740)	-100%
5875	Staff Recruiting	309	-	(309)	-100%
5884	Substitutes	282,408	5,000	(277,408)	-98%
5890	OthSvcsNon-Inst	13,390	-	(13,390)	-100%
5900	Communications	9,362	-	(9,362)	-100%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 3		2019-20	Proposed 2020-	Variance From	
		Estimated Actuals	21 July Budget	Prior Year	Variance as %
5910	Communications 2		200	200	0%
5920	TelecomInternet	36,000	-	(36,000)	-100%
5930	PostageDelivery	6,896	2,000	(4,896)	-71%
5940	Technology	26,329	28,013	1,684	6%
5990	Prior Year Adj (Services)	-	-	-	0%
SUBTOTAL - Services & Other Operating Exp.		2,383,951	1,605,017	(778,934)	-33%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 3		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Capital Outlay & Depreciation					
6400	EquipFixed	-	-	-	0%
6900	Depreciation	6,249	-	(6,249)	-100%
SUBTOTAL - Capital Outlay & Depreciation		6,249	-	(6,249)	-100%
Other Outflows					
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	0%
7310	Indirect Costs	2,845	-	(2,845)	-100%
7438	InterestExpense	-	-	-	0%
SUBTOTAL - Other Outflows		2,845	-	(2,845)	-100%
TOTAL EXPENSES		6,511,062	5,461,310	(1,049,752)	-16%

Monthly Update - Monthly Cash Flow (Actuals + Projections)

MSA-3	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	1,158,522	1,412,867	1,239,267	1,420,605	1,400,185	1,379,765	1,512,884	1,492,464	1,472,142	1,677,687	1,452,442	1,169,588	922,045	
Revenue														
LCFF: State Aid	139,155	139,155	250,478	250,478	250,478	250,478	250,478	250,478	250,478	57,610	-	-	693,825	2,783,093
LCFF: EPA	-	-	153,539	-	-	153,539	-	-	153,539	-	-	-	153,539	614,155
LCFF: ILPT	-	72,328	144,656	96,437	96,437	96,437	96,437	96,437	168,765	84,382	84,382	84,382	84,382	1,205,463
Federal Revenue	26,800	26,800	26,800	26,800	26,800	26,800	26,800	26,800	26,800	26,800	26,800	82,948	(2,549)	375,195
Other State Revenues	22,753	22,753	40,500	40,500	40,500	40,500	40,500	40,598	40,598	40,598	40,598	40,598	4,060	455,051
Other Local Revenues	2,270	2,270	2,270	2,270	2,270	2,270	2,270	2,270	2,270	2,270	2,270	2,270	2,270	29,514
Total Revenue	190,977	263,305	618,242	416,485	416,485	570,024	416,485	416,583	642,450	211,660	154,050	210,198	935,527	5,462,471
Expenses														
Certificated Salaries	171,583	171,583	171,583	171,583	171,583	171,583	171,583	171,583	171,583	171,583	171,583	171,583	85,792	2,144,792
Classified Salaries	38,916	38,916	38,916	38,916	38,916	38,916	38,916	38,916	38,916	38,916	38,916	38,916	19,458	486,454
Benefits	86,321	86,321	86,321	86,321	86,321	86,321	86,321	86,321	86,321	86,321	86,321	86,321	43,161	1,079,015
Books and Supplies	11,683	11,683	11,683	11,683	11,683	11,683	11,683	11,683	11,683	11,683	11,683	11,683	5,841	146,032
Services and Operations	128,401	128,401	128,401	128,401	128,401	128,401	128,401	128,401	128,401	128,401	128,401	149,238	43,364	1,605,017
Depreciation / Cap Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	436,905	436,905	436,905	436,905	436,905	436,905	436,905	436,905	436,905	436,905	436,905	457,741	197,616	5,461,310
Other Transactions Affecting Cash														
Revenues - Prior Year Accruals	818,108													818,108
Accounts Receivable - Current Year														-
Other Assets/Accrual Adj														-
Fixed Assets - Depreciation Addback														-
Fixed Assets - Acquisitions														-
Due To (From)														-
Expenses - Prior Year Accruals	(317,835)													(317,835)
Accounts Payable - Current Year														-
Summer Holdback for Teachers														-
Loans Payable (Current)			-	-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)			-	-	-	-	-	-	-	-	-	-	-	-
Total Other Transactions	500,273	-	-	-	-	-	-	-	-	-	-	-	-	500,273
Total Change in Cash	254,345	(173,600)	181,337	(20,420)	(20,420)	133,119	(20,420)	(20,322)	205,545	(225,245)	(282,855)	(247,543)		501,434
ENDING CASH	1,412,867	1,239,267	1,420,605	1,400,185	1,379,765	1,512,884	1,492,464	1,472,142	1,677,687	1,452,442	1,169,588	922,045	<<< = 62 days cash	



MSA-4 2020-21 July Budget - Summary Analysis

SUMMARY OF RESULTS

This 2020-21 July Budget update projects a budget surplus of \$3,315.

This is an increase of \$663,795 from the prior year projected deficit of (\$659,276).

This will allow MSA-4 to end this fiscal year with a balance of \$666,768, which is 41.4% of annual expenditures.

SIGNIFICANT CHANGES IN REVENUE (Total Change from Prior Year = decrease of (\$58,216), or -3.5% of Prior Year revenues)

LCFF Entitlement: These "Local Control Funding Formula" revenues are the primary funding source for the school.

LCFF Entitlement projected revenues are (\$69,412) lower than in the prior year, with average daily attendance (ADA) increasing by 1.5.

Federal Revenues: This consists of Title I-IV "Every Student Succeeds Act" (ESSA) funding, federal special education, and federal food programs.

Federal Revenues are projected at \$35,001 higher than in the prior year.

Other State Revenues: These are the non-LCFF state revenues such as Lottery, Facility Grant, and one-time block grants.

Other State Revenues are projected at (\$14,117) lower than in the prior year.

Other Local Revenues: These are the non-LCFF state revenues such as Lottery, Facility Grant, and one-time block grants.

Other Local Revenues are projected at \$9,823 higher than in the prior year..

SIGNIFICANT CHANGES IN EXPENSES (Total Change from Prior Year = decrease of (\$722,011), or -31.0% of Prior Year expenses)

Salaries and Benefits: This includes all employee pay, plus benefits such as retirement, healthcare, Medicare, Social Security, etc.

Salaries and Benefits costs are (\$144,232) lower than in the Prior Budget, reflecting budget adjustments to address changes in enrollment and other factors.

Books & Supplies: This category includes textbooks, computers, supplies, and other instructional and non-instructional materials and equipment.

Books & Supplies costs are projected at \$39,328 higher than in the prior year.

Services & Operating Expenses: These include all contracted services as well as travel, insurance, rent, legal costs, and other service-related expenses.

Services & Operating costs are projected to be (\$614,772) lower than in the prior year.

Depreciation, Capital Outlay, and Other Outgo: This category includes depreciation on fixed assets and interest on long-term debt.

These costs are projected at (\$2,335) lower than in the prior year, reflecting stable depreciation and capital outlay projections.



2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget		
MSA 4	2019-20	Proposed 2020-	Variance From	
	Estimated Actuals	21 July Budget	Prior Year	Variance as %
Projected Average Daily Attendance:	122	123	2	
SUMMARY				
Revenue				
LCFF Entitlement	1,436,450	1,367,038	(69,412)	-5%
Federal Revenue	101,113	136,114	35,001	35%
Other State Revenues	115,640	101,523	(14,117)	-12%
Other Local Revenues	19,511	9,823	(9,688)	-50%
Total Revenue	1,672,714	1,614,498	(58,216)	-3%
Expenditures				
Certificated Salaries	907,211	745,025	(162,186)	-18%
Classified Salaries	133,566	152,768	19,202	14%
Benefits	374,631	373,383	(1,248)	0%
Books and Supplies	78,994	118,322	39,328	50%
Services and Operating Exp.	835,253	221,685	(614,772)	-74%
Depreciation & Cap Outlay	2,335	-	(2,335)	-100%
Other Outflows	-	-	-	0%
Total Expenditures	2,331,990	1,611,183	(722,011)	-31%
Net Revenues	(659,276)	3,315	663,795	
Fund Balance				
Beginning Balance (Budgeted)	1,322,729	663,453		
Net Revenues	(659,276)	3,315		
Ending Fund Balance	663,453	666,768		
Components of Fund Bal.				
Available For Econ. Uncert.		647,232	40.2% of Expenditures	
Restricted Balances (Est.)		19,536	1.2% of Expenditures	
Net Fixed Assets		-	0.0% of Expenditures	
Ending Fund Balance		666,768	41.4% of Expenditures	



2020-21 July Budget (BOARD FINAL 6-26-2020)	Annual Budget		
MSA 4	2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year Variance as %

REVENUE DETAIL

		2019-20 Second Interim Budget	Proposed 2020-21 July Budget	Variance From Prior Year	Variance as %
LCFF Entitlement					
8011	State Aid	905,525	875,750	(29,775)	-3%
8012	EPA Entitlement	217,517	170,292	(47,225)	-22%
8019	Prior Year Adjustments	-	-	-	0%
8096	InLieuPropTaxes	313,408	320,996	7,588	2%
SUBTOTAL - LCFF Entitlement		1,436,450	1,367,038	(69,412)	-5%
Federal Revenue					
8181	SpEd - Revenue	27,690	24,310	(3,380)	-12%
8220	SchLunchFederal	-	-	-	0%
8290	All Other Federal Revenue	73,423	111,804	38,381	52%
8295	Prior Year Adjustments (Fed Rev)	-	-	-	0%
SUBTOTAL - Federal Revenue		101,113	136,114	35,001	35%
Other State Revenue					
8311	SpEd Revenue	82,136	72,109	(10,027)	-12%
8520	SchoolNutrState	-	-	-	0%
8550	MandCstReimburs	6,440	5,654	(786)	-12%
8560	StateLotteryRev	27,064	23,760	(3,304)	-12%
8590	AllOthStateRev	-	-	-	0%
8595	Prior Year Adjustments (Other State Rev)	-	-	-	0%
SUBTOTAL - Other State Revenue		115,640	101,523	(14,117)	-12%
Local Revenue					
8600	Other Local Rev	-	-	-	0%
8660	Interest	-	-	-	0%
8698	OthRev-Suspense	-	-	-	0%
8690	Prior Year Adj (Local1)	-	-	-	0%
8695	Prior Year Adj (Local2)	-	-	-	0%
8699	Other Revenue	8,322	-	(8,322)	-100%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget		
MSA 4		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year Variance as %
8999	Misc Revenue (Suspense)	-	-	- 0%
	SUBTOTAL - Local Revenue	8,322	-	(8,322) -100%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 4		2019-20	Proposed 2020-	Variance From	
		Estimated Actuals	21 July Budget	Prior Year	Variance as %
Fundraising & Grants					
8802	Donations - Private	-	-	-	0%
8803	Fundraising	11,189	9,823	(1,366)	-12%
SUBTOTAL - Fundraising & Grants		11,189	9,823	(1,366)	-12%
TOTAL REVENUE		1,672,714	1,614,498	(58,216)	-3%
EXPENSES					
Certificated Salaries					
1100	TeacherSalaries	713,114	633,311	(79,803)	-11%
1300	Cert Adminis	194,097	111,714	(82,383)	-42%
SUBTOTAL - Certificated Salaries		907,211	745,025	(162,186)	-18%
Classified Salaries					
2100	Instructional Aides	53,330	66,600	13,270	25%
2200	Classified Support	29,000	30,000	1,000	3%
2300	Classified Admin	-	-	-	0%
2400	Clerical & Tech	51,236	56,168	4,932	10%
2900	OtherClassStaff	-	-	-	0%
SUBTOTAL - Classified Salaries		133,566	152,768	19,202	14%
Employee Benefits					
3101	STRS-Certified	153,487	82,384	(71,103)	-46%
3102	STRS-Classified	8,100	-	(8,100)	-100%
3201	PERS-Cert	-	-	-	0%
3202	PERS-Classified	27,134	51,021	23,887	88%
3301	OASDI/Med-Cert	15,199	12,760	(2,439)	-16%
3302	OASDI/Med-Class	12,430	12,834	404	3%
3401	HlthWelfareCert	143,000	156,785	13,785	10%
3402	HlthWelfareCert	5,000	56,066	51,066	1021%
3501	UI-Certificated	449	1,375	926	206%
3502	UI-Classified	65	158	93	145%
3601	WorkersCmp-Cert	9,768	-	(9,768)	-100%
3701	Other Retirement-Cert	-	-	-	0%
3901	OthBenes-Cert	-	-	-	0%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 4		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
3902	OthBenes-Class	-	-	-	0%
	SUBTOTAL - Employee Benefits	374,631	373,383	(1,248)	0%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 4		2019-20	Proposed 2020-	Variance From	
		Estimated Actuals	21 July Budget	Prior Year	Variance as %
Books & Supplies					
4100	Text&CoreCurric	5,489	4,402	(1,087)	-20%
4200	BooksOthRefMats	-	-	-	0%
4310	Ins Mats & Sups	26,981	17,420	(9,561)	-35%
4315	OthrSupplies	270	-	(270)	-100%
4320	Office Supplies	21,000	1,000	(20,000)	-95%
4325	ProfDevMat&Sups	-	-	-	0%
4326	Arts&MusicSupps	-	-	-	0%
4335	PE Supplies	-	-	-	0%
4340	Educat Software	15,574	25,777	10,203	66%
4345	NonInstStdntSup	1,000	2,378	1,378	138%
4346	TeacherSupplies	-	-	-	0%
4350	Cust. Supplies	-	-	-	0%
4351	Yearbook	2,059	-	(2,059)	-100%
4390	Uniforms	-	-	-	0%
4400	NonCapEquip-Gen	-	-	-	0%
4410	ClssrmFrnEq<5k	1,800	-	(1,800)	-100%
4430	OffceFurnEq<5k	-	-	-	0%
4440	Computers <\$5k	2,822	67,345	64,523	2287%
4461	Fixed Asset Susp (Imp)	-	-	-	0%
4464	Equipment (Pre-Cap)	-	-	-	0%
4710	Food	-	-	-	0%
4720	Food:Other Food	2,000	-	(2,000)	-100%
4990	Prior Year Adj (Mat'ls)	-	-	-	0%
4999	Misc Expenditure (Suspense)	-	-	-	0%
SUBTOTAL - Books and Supplies		78,994	118,322	39,328	50%

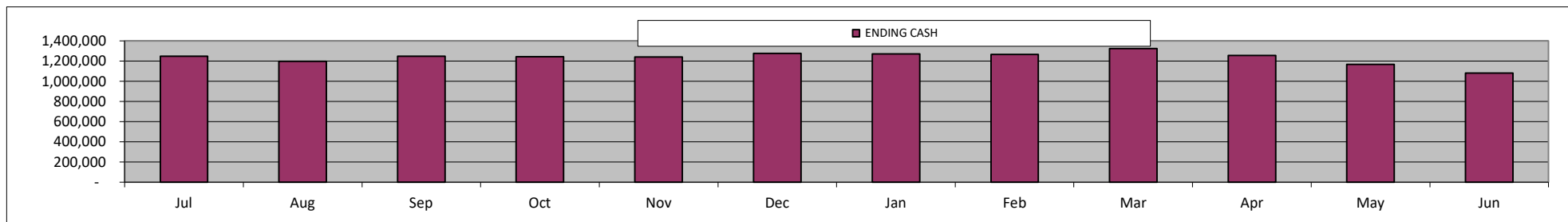
2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 4		2019-20	Proposed 2020-	Variance From	
		Estimated Actuals	21 July Budget	Prior Year	Variance as %
Services & Other Operating Expenses					
5101	CMO Fees	37,648	-	(37,648)	-100%
5205	Conference Fees	-	-	-	0%
5210	MilesParkTolls	-	-	-	0%
5215	TravConferences	1,500	-	(1,500)	-100%
5220	TraLodging	-	-	-	0%
5300	DuesMemberships	5,000	-	(5,000)	-100%
5450	Other Insurance	10,982	22,000	11,018	100%
5500	OpsHousekeeping	800	-	(800)	-100%
5510	Gas & Electric	-	-	-	0%
5610	Rent & Leases	362,862	71,076	(291,786)	-80%
5620	EquipmentLeases	22,134	1,200	(20,934)	-95%
5630	Reps&MaintBldng	7,000	-	(7,000)	-100%
5800	ProfessServices	44,613	18,646	(25,967)	-58%
5810	Legal	15,000	1,000	(14,000)	-93%
5813	SchPrgAftSchool	1,000	-	(1,000)	-100%
5814	SchPrgAcadComps	5,000	-	(5,000)	-100%
5819	SchIProgs-Other	8,897	-	(8,897)	-100%
5820	Audit & CPA	10,850	-	(10,850)	-100%
5825	DMSBusinessSvcs	-	-	-	0%
5835	Field Trips	5,822	-	(5,822)	-100%
5836	FieldTrip Trans	68,860	-	(68,860)	-100%
5840	MarkngStdtRecrt	8,200	-	(8,200)	-100%
5850	Oversight Fees	19,449	12,223	(7,226)	-37%
5857	Payroll Fees	10,044	10,000	(44)	0%
5860	Service Fees	546	-	(546)	-100%
5861	Prior Year Services	-	-	-	0%
5863	Prof Developmnt	4,539	500	(4,039)	-89%
5864	Prof Dev-Other	8,485	5,809	(2,676)	-32%
5869	SpEd Ctrct Inst	54,902	73,181	18,279	33%
5870	Livescan	351	200	(151)	-43%
5872	SPED Fees (incl Encroachment)	27,699	-	(27,699)	-100%
5875	Staff Recruiting	-	-	-	0%
5884	Substitutes	34,705	500	(34,205)	-99%
5890	OthSvcsNon-Inst	7,004	-	(7,004)	-100%
5900	Communications	9,450	-	(9,450)	-100%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 4		2019-20	Proposed 2020- 21 July Budget	Variance From	
		Estimated Actuals		Prior Year	Variance as %
5910	Communications 2		-	-	0%
5920	TelecomInternet	21,150	-	(21,150)	-100%
5930	PostageDelivery	2,713	2,000	(713)	-26%
5940	Technology	18,050	3,350	(14,700)	-81%
5990	Prior Year Adj (Services)	-	-	-	0%
SUBTOTAL - Services & Other Operating Exp.		835,253	221,685	(614,772)	-74%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 4		2019-20	Proposed 2020- 21 July Budget	Variance From	
		Estimated Actuals		Prior Year	Variance as %
Capital Outlay & Depreciation					
6400	EquipFixed	-	-	-	0%
6900	Depreciation	2,335	-	(2,335)	-100%
SUBTOTAL - Capital Outlay & Depreciation		2,335	-	(2,335)	-100%
Other Outflows					
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	0%
7310	Indirect Costs	-	-	-	0%
7438	InterestExpense	-	-	-	0%
SUBTOTAL - Other Outflows		-	-	-	0%
TOTAL EXPENSES		2,331,990	1,611,183	(722,011)	-31%

Monthly Update - Monthly Cash Flow (Actuals + Projections)

MSA-4	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	1,315,143	1,248,995	1,198,702	1,249,231	1,244,347	1,239,463	1,277,152	1,272,268	1,267,406	1,324,377	1,255,616	1,168,726	1,081,837	
Revenue														
LCFF: State Aid	43,788	43,788	78,818	78,818	78,818	78,818	78,818	78,818	78,818	18,128	-	-	218,324	875,750
LCFF: EPA	-	-	42,573	-	-	42,573	-	-	42,573	-	-	-	42,573	170,292
LCFF: ILPT	-	19,260	38,520	25,680	25,680	25,680	25,680	25,680	44,939	22,470	22,470	22,470	22,470	320,996
Federal Revenue	9,722	9,722	9,722	9,722	9,722	9,722	9,722	9,722	9,722	9,722	9,722	9,722	19,445	136,114
Other State Revenues	5,076	5,076	9,036	9,036	9,036	9,036	9,036	9,057	9,057	9,057	9,057	9,057	906	101,523
Other Local Revenues	756	756	756	756	756	756	756	756	756	756	756	756	756	9,823
Total Revenue	59,342	78,601	179,424	124,011	124,011	166,584	124,011	124,033	185,865	60,133	42,005	42,005	304,473	1,614,498
Expenses														
Certificated Salaries	59,602	59,602	59,602	59,602	59,602	59,602	59,602	59,602	59,602	59,602	59,602	59,602	29,801	745,025
Classified Salaries	12,221	12,221	12,221	12,221	12,221	12,221	12,221	12,221	12,221	12,221	12,221	12,221	6,111	152,768
Benefits	29,871	29,871	29,871	29,871	29,871	29,871	29,871	29,871	29,871	29,871	29,871	29,871	14,935	373,383
Books and Supplies	9,466	9,466	9,466	9,466	9,466	9,466	9,466	9,466	9,466	9,466	9,466	9,466	4,733	118,322
Services and Operations	17,735	17,735	17,735	17,735	17,735	17,735	17,735	17,735	17,735	17,735	17,735	17,735	8,867	221,685
Depreciation / Cap Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	128,895	128,895	128,895	128,895	128,895	128,895	128,895	128,895	128,895	128,895	128,895	128,895	64,447	1,611,183
Other Transactions Affecting Cash														
Revenues - Prior Year Accruals	188,845													188,845
Accounts Receivable - Current Year														-
Other Assets/Accrual Adj														-
Fixed Assets - Depreciation Addback														-
Fixed Assets - Acquisitions														-
Due To (From)														-
Expenses - Prior Year Accruals	(185,440)													(185,440)
Accounts Payable - Current Year														-
Summer Holdback for Teachers														-
Loans Payable (Current)			-	-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)			-	-	-	-	-	-	-	-	-	-	-	-
Total Other Transactions	3,405	-	-	-	-	-	-	-	-	-	-	-	-	3,405
Total Change in Cash	(66,148)	(50,293)	50,529	(4,884)	(4,884)	37,689	(4,884)	(4,862)	56,971	(68,761)	(86,889)	(86,889)		6,720
ENDING CASH	1,248,995	1,198,702	1,249,231	1,244,347	1,239,463	1,277,152	1,272,268	1,267,406	1,324,377	1,255,616	1,168,726	1,081,837	<<< = 245 days cash	



MSA-5 2020-21 July Budget - Summary Analysis

SUMMARY OF RESULTS

This 2020-21 July Budget update projects a budget surplus of \$60,806.

This is an increase of \$54,278 from the prior year projected surplus of \$6,528.

This will allow MSA-5 to end this fiscal year with a balance of \$1,849,341, which is 51.4% of annual expenditures.

SIGNIFICANT CHANGES IN REVENUE (Total Change from Prior Year = increase of \$165,119, or 4.7% of Prior Year revenues)

LCFF Entitlement: These "Local Control Funding Formula" revenues are the primary funding source for the school.

LCFF Entitlement projected revenues are \$94,186 higher than in the Prior 2019-20 Budget, due to average daily attendance (ADA) increasing by 28.97.

Federal Revenues: This consists of Title I-IV "Every Student Succeeds Act" (ESSA) funding, federal special education, and federal food programs.

Federal Revenues are projected at \$85,462 higher than in the prior year.

Other State Revenues: These are the non-LCFF state revenues such as Lottery, Facility Grant, and one-time block grants.

Other State Revenues are projected at (\$14,698) lower than in the prior year.

Other Local Revenues: These are the non-LCFF state revenues such as Lottery, Facility Grant, and one-time block grants.

Other Local Revenues are projected at \$169 higher than in the prior year..

SIGNIFICANT CHANGES IN EXPENSES (Total Change from Prior Year = increase of \$110,842, or 3.2% of Prior Year expenses)

Salaries and Benefits: This includes all employee pay, plus benefits such as retirement, healthcare, Medicare, Social Security, etc.

Salaries and Benefits costs are \$158,612 higher than in the prior year, reflecting budget adjustments to address changes.

Books & Supplies: This category includes textbooks, computers, supplies, and other instructional and non-instructional materials and equipment.

Books & Supplies costs are projected at (\$48,665) lower than in the prior year.

Services & Operating Expenses: These include all contracted services as well as travel, insurance, rent, legal costs, and other service-related expenses.

Services & Operating costs are projected to be \$2,195 higher than in the prior year.

Depreciation, Capital Outlay, and Other Outgo: This category includes depreciation on fixed assets and interest on long-term debt.

These costs are projected at (\$1,300) lower than in the prior year, reflecting updated depreciation and encroachment projections.



2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 5		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Projected Average Daily Attendance:		267	296	29	
SUMMARY					
Revenue					
LCFF Entitlement	3,074,449	3,168,635	94,186	3%	
Federal Revenue	137,543	223,005	85,462	62%	
Other State Revenues	276,623	261,925	(14,698)	-5%	
Other Local Revenues	1,698	1,867	169	10%	
Total Revenue	3,490,313	3,655,432	165,119	5%	
Expenditures					
Certificated Salaries	1,356,074	1,318,848	(37,226)	-3%	
Classified Salaries	234,897	349,964	115,067	49%	
Benefits	569,378	650,150	80,772	14%	
Books and Supplies	237,437	188,772	(48,665)	-20%	
Services and Operating Exp.	1,068,418	1,070,613	2,195	0%	
Depreciation & Cap Outlay	17,579	16,279	(1,300)	-7%	
Other Outflows	-	-	-	0%	
Total Expenditures	3,483,784	3,594,626	110,842	3%	
Net Revenues	6,528	60,806	54,278		
Fund Balance					
Beginning Balance (Budgeted)	1,782,007	1,788,535			
Net Revenues	6,528	60,806			
Ending Fund Balance	1,788,535	1,849,341			
Components of Fund Bal.					
Available For Econ. Uncert.		1,765,749	49.1% of Expenditures		
Restricted Balances (Est.)		54,186	1.5% of Expenditures		
Net Fixed Assets		29,407	0.8% of Expenditures		
Ending Fund Balance		1,849,341	51.4% of Expenditures		



2020-21 July Budget (BOARD FINAL 6-26-2020)	Annual Budget			
MSA 5	2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %

REVENUE DETAIL**LCFF Entitlement**

	2019-20 Second Interim Budget	Proposed 2020-21 July Budget	Variance From Prior Year	Variance as %
8011 State Aid	1,986,446	2,339,058	352,612	18%
8012 EPA Entitlement	403,694	59,144	(344,550)	-85%
8019 Prior Year Adjustments	-	-	-	0%
8096 InLieuPropTaxes	684,309	770,433	86,124	13%
SUBTOTAL - LCFF Entitlement	3,074,449	3,168,635	94,186	3%

Federal Revenue

8181 SpEd - Revenue	29,760	32,716	2,956	10%
8220 SchLunchFederal	-	-	-	0%
8290 All Other Federal Revenue	107,783	190,289	82,506	77%
8295 Prior Year Adjustments (Fed Rev)	-	-	-	0%
SUBTOTAL - Federal Revenue	137,543	223,005	85,462	62%

Other State Revenue

8311 SpEd Revenue	140,224	152,610	12,386	9%
8520 SchoolNutrState	-	-	-	0%
8550 MandCstReimburs	5,957	6,548	591	10%
8560 StateLotteryRev	58,167	63,944	5,777	10%
8590 AllOthStateRev	72,275	38,823	(33,452)	-46%
8595 Prior Year Adjustments (Other State Rev)	-	-	-	0%
SUBTOTAL - Other State Revenue	276,623	261,925	(14,698)	-5%

Local Revenue

8600 Other Local Rev	-	-	-	0%
8660 Interest	-	-	-	0%
8698 OthRev-Suspense	-	-	-	0%
8690 Prior Year Adj (Local1)	-	-	-	0%
8695 Prior Year Adj (Local2)	-	-	-	0%
8699 Other Revenue	(0)	-	0	-100%
8999 Misc Revenue (Suspense)	-	-	-	0%
SUBTOTAL - Local Revenue	(0)	-	0	-100%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 5		2019-20	Proposed 2020-	Variance From	Variance as %
		Estimated Actuals	21 July Budget	Prior Year	
Fundraising & Grants					
8802	Donations - Private	-	-	-	0%
8803	Fundraising	1,698	1,867	169	10%
SUBTOTAL - Fundraising & Grants		1,698	1,867	169	10%
TOTAL REVENUE		3,490,313	3,655,432	165,119	5%
EXPENSES					
Certificated Salaries					
1100	TeacherSalaries	1,138,183	1,014,416	(123,767)	-11%
1300	Cert Adminis	217,891	304,432	86,541	40%
SUBTOTAL - Certificated Salaries		1,356,074	1,318,848	(37,226)	-3%
Classified Salaries					
2100	Instructional Aides	123,747	227,552	103,805	84%
2200	Classified Support	3,273	-	(3,273)	-100%
2300	Classified Admin	-	-	-	0%
2400	Clerical & Tech	106,917	122,412	15,495	14%
2900	OtherClassStaff	960	-	(960)	-100%
SUBTOTAL - Classified Salaries		234,897	349,964	115,067	49%
Employee Benefits					
3101	STRS-Certified	216,049	254,318	38,269	18%
3102	STRS-Classified	-	79,792	79,792	0%
3201	PERS-Cert	-	-	-	0%
3202	PERS-Classified	66,430	-	(66,430)	-100%
3301	OASDI/Med-Cert	22,503	20,563	(1,940)	-9%
3302	OASDI/Med-Class	25,346	26,772	1,426	6%
3401	HIthWelfareCert	211,287	213,031	1,744	1%
3402	HIthWelfareCert	12,000	42,962	30,962	258%
3501	UI-Certificated	678	1,418	740	109%
3502	UI-Classified	79	349	270	339%
3601	WorkersCmp-Cert	15,000	10,935	(4,065)	-27%
3701	Other Retirement-Cert	-	-	-	0%
3901	OthBenes-Cert	-	-	-	0%
3902	OthBenes-Class	7	10	3	53%
SUBTOTAL - Employee Benefits		569,378	650,150	80,772	14%

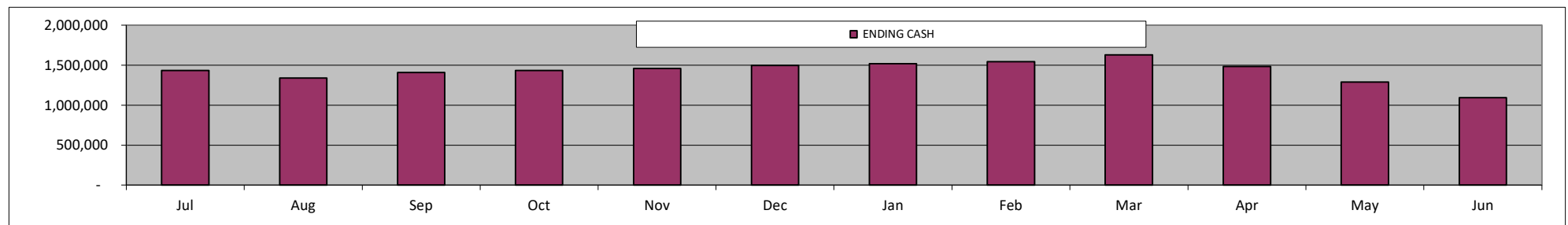
2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 5		2019-20	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
		Estimated Actuals			
Books & Supplies					
4100	Text&CoreCurric	57,000	12,533	(44,467)	-78%
4200	BooksOthRefMats	3,000	-	(3,000)	-100%
4310	Ins Mats & Sups	26,649	19,932	(6,717)	-25%
4315	OthrSupplies	1,198	-	(1,198)	-100%
4320	Office Supplies	11,400	500	(10,900)	-96%
4325	ProfDevMat&Sups	-	-	-	0%
4326	Arts&MusicSupps	-	-	-	0%
4335	PE Supplies	-	-	-	0%
4340	Educat Software	33,713	22,957	(10,756)	-32%
4345	NonInstStdntSup	6,197	550	(5,647)	-91%
4346	TeacherSupplies	-	-	-	0%
4350	Cust. Supplies	1,000	-	(1,000)	-100%
4351	Yearbook	-	-	-	0%
4390	Uniforms	-	-	-	0%
4400	NonCapEquip-Gen	4,829	-	(4,829)	-100%
4410	ClssrmFrnEqp<5k	2,000	-	(2,000)	-100%
4430	OfficeFurnEqp<5k	1,000	-	(1,000)	-100%
4440	Computers <\$5k	-	71,800	71,800	0%
4461	Fixed Asset Susp (Imp)	-	-	-	0%
4464	Equipment (Pre-Cap)	-	-	-	0%
4710	Food	85,000	60,000	(25,000)	-29%
4720	Food:Other Food	4,450	500	(3,950)	-89%
4990	Prior Year Adj (Mat'ls)	-	-	-	0%
4999	Misc Expenditure (Suspense)	-	-	-	0%
SUBTOTAL - Books and Supplies		237,437	188,772	(48,665)	-20%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 5		2019-20	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
		Estimated Actuals			
Services & Other Operating Expenses					
5101	CMO Fees	430,263	475,295	45,032	10%
5205	Conference Fees	2,000	-	(2,000)	-100%
5210	MilesParkTolls	443	-	(443)	-100%
5215	TravConferences	1,000	-	(1,000)	-100%
5220	TraLodging	-	-	-	0%
5300	DuesMemberships	5,100	7,500	2,400	47%
5450	Other Insurance	10,000	19,000	9,000	90%
5500	OpsHousekeeping	600	600	-	0%
5510	Gas & Electric	-	-	-	0%
5610	Rent & Leases	248,597	249,487	890	0%
5620	EquipmentLeases	10,000	8,200	(1,800)	-18%
5630	Reps&MaintBldng	-	-	-	0%
5800	ProfessServices	34,787	99,415	64,628	186%
5810	Legal	9,613	5,000	(4,613)	-48%
5813	SchPrgAftSchool	35,315	38,823	3,508	10%
5814	SchPrgAcadComps	2,000	-	(2,000)	-100%
5819	SchlProgs-Other	3,750	-	(3,750)	-100%
5820	Audit & CPA	8,334	8,334	-	0%
5825	DMSBusinessSvcs	-	-	-	0%
5835	Field Trips	10,400	4,817	(5,583)	-54%
5836	FieldTrip Trans	-	-	-	0%
5840	MarkngStdtRecrt	9,000	-	(9,000)	-100%
5850	Oversight Fees	26,063	31,686	5,623	22%
5857	Payroll Fees	10,038	10,000	(38)	0%
5860	Service Fees	2,000	-	(2,000)	-100%
5861	Prior Year Services	10,000	-	(10,000)	-100%
5863	Prof Developmnt	11,635	-	(11,635)	-100%
5864	Prof Dev-Other	11,525	12,791	1,266	11%
5869	SpEd Ctrct Inst	22,717	31,216	8,500	37%
5870	Livescan	-	500	500	0%
5872	SPED Fees (incl Encroachment)	6,000	4,849	(1,151)	-19%
5875	Staff Recruiting	-	-	-	0%
5884	Substitutes	50,000	30,000	(20,000)	-40%
5890	OthSvcsNon-Inst	4,875	-	(4,875)	-100%
5900	Communications	30,000	4,000	(26,000)	-87%
5910	Communications 2	-	-	-	0%
5920	TelecomInternet	25,340	5,000	(20,340)	-80%
5930	PostageDelivery	3,000	2,000	(1,000)	-33%
5940	Technology	34,025	22,100	(11,925)	-35%
5990	Prior Year Adj (Services)	-	-	-	0%
SUBTOTAL - Services & Other Operating Exp.		1,068,418	1,070,613	2,195	0%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 5		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Capital Outlay & Depreciation					
6400	EquipFixed	-	-	-	0%
6900	Depreciation	17,579	16,279	(1,300)	-7%
SUBTOTAL - Capital Outlay & Depreciation		17,579	16,279	(1,300)	-7%
Other Outflows					
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	0%
7310	Indirect Costs	-	-	-	0%
7438	InterestExpense	-	-	-	0%
SUBTOTAL - Other Outflows		-	-	-	0%
TOTAL EXPENSES		3,483,784	3,594,626	110,842	3%

Monthly Update - Monthly Cash Flow (Actuals + Projections)

MSA-5	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	1,227,369	1,434,996	1,339,773	1,409,340	1,433,304	1,457,267	1,496,017	1,519,981	1,544,001	1,629,033	1,483,252	1,289,053	1,094,853	
Revenue														
LCFF: State Aid	116,953	116,953	210,515	210,515	210,515	210,515	210,515	210,515	210,515	48,419	-	-	583,127	2,339,058
LCFF: EPA	-	-	14,786	-	-	14,786	-	-	14,786	-	-	-	14,786	59,144
LCFF: ILPT	-	46,226	92,452	61,635	61,635	61,635	61,635	61,635	107,861	53,930	53,930	53,930	53,930	770,433
Federal Revenue	15,929	15,929	15,929	15,929	15,929	15,929	15,929	15,929	15,929	15,929	15,929	15,929	31,858	223,005
Other State Revenues	13,096	13,096	23,311	23,311	23,311	23,311	23,311	23,368	23,368	23,368	23,368	23,368	2,337	261,925
Other Local Revenues	144	144	144	144	144	144	144	144	144	144	144	144	144	1,867
Total Revenue	146,122	192,348	357,137	311,534	311,534	326,320	311,534	311,590	372,602	141,789	93,371	93,371	686,182	3,655,432
Expenses														
Certificated Salaries	105,508	105,508	105,508	105,508	105,508	105,508	105,508	105,508	105,508	105,508	105,508	105,508	52,754	1,318,848
Classified Salaries	27,997	27,997	27,997	27,997	27,997	27,997	27,997	27,997	27,997	27,997	27,997	27,997	13,999	349,964
Benefits	52,012	52,012	52,012	52,012	52,012	52,012	52,012	52,012	52,012	52,012	52,012	52,012	26,006	650,150
Books and Supplies	15,102	15,102	15,102	15,102	15,102	15,102	15,102	15,102	15,102	15,102	15,102	15,102	7,551	188,772
Services and Operations	85,649	85,649	85,649	85,649	85,649	85,649	85,649	85,649	85,649	85,649	85,649	85,649	42,825	1,070,613
Depreciation / Cap Outlay	1,302	1,302	1,302	1,302	1,302	1,302	1,302	1,302	1,302	1,302	1,302	1,302	651	16,279
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	287,570	287,570	287,570	287,570	287,570	287,570	287,570	287,570	287,570	287,570	287,570	287,570	143,785	3,594,626
Other Transactions Affecting Cash														
Revenues - Prior Year Accruals	529,129													529,129
Accounts Receivable - Current Year														-
Other Assets/Accrual Adj														-
Fixed Assets - Depreciation Addback														-
Fixed Assets - Acquisitions														-
Due To (From)														-
Expenses - Prior Year Accruals	(180,054)													(180,054)
Accounts Payable - Current Year														-
Summer Holdback for Teachers														-
Loans Payable (Current)														-
Loans Payable (Long Term)														-
Total Other Transactions	349,075	-	-	-	-	-	-	-	-	-	-	-	-	349,075
Total Change in Cash	207,627	(95,222)	69,567	23,964	23,964	38,750	23,964	24,020	85,032	(145,781)	(194,199)	(194,199)		409,881
ENDING CASH	1,434,996	1,339,773	1,409,340	1,433,304	1,457,267	1,496,017	1,519,981	1,544,001	1,629,033	1,483,252	1,289,053	1,094,853	<<< = 111 days cash	



MSA-6 2020-21 July Budget - Summary Analysis

SUMMARY OF RESULTS

This 2020-21 July Budget update projects a budget surplus of \$226,694.

This is an increase of \$226,694 from the prior year projected deficit of (\$191,234).

This will allow MSA-6 to end this fiscal year with a balance of \$1,658,515, which is 90.2% of annual expenditures.

SIGNIFICANT CHANGES IN REVENUE (Total Change from Prior Year = increase of \$201,777, or 12.1% of Prior Year revenues)

LCFF Entitlement: These "Local Control Funding Formula" revenues are the primary funding source for the school.

LCFF Entitlement projected revenues are \$110,248 higher than in the prior year, with average daily attendance (ADA) increasing by 23.26.

Federal Revenues: This consists of Title I-IV "Every Student Succeeds Act" (ESSA) funding, federal special education, and federal food programs. Federal Revenues are projected at \$64,907 higher than in the prior year.

Other State Revenues: These are the non-LCFF state revenues such as Lottery, Facility Grant, and one-time block grants. Other State Revenues are projected at (\$95,201) lower than in the prior year.

Other Local Revenues: These are the non-LCFF state revenues such as Lottery, Facility Grant, and one-time block grants. Other Local Revenues are projected at \$2,346 higher than in the prior year..

SIGNIFICANT CHANGES IN EXPENSES (Total Change from Prior Year = decrease of (\$24,917), or -1.3% of Prior Year expenses)

Salaries and Benefits: This includes all employee pay, plus benefits such as retirement, healthcare, Medicare, Social Security, etc.

Salaries and Benefits costs are \$170,196 higher than in the prior year, reflecting budget adjustments to address changes in enrollment and other factors.

Books & Supplies: This category includes textbooks, computers, supplies, and other instructional and non-instructional materials and equipment. Books & Supplies costs are projected at (\$29,296) lower than in the prior year.

Services & Operating Expenses: These include all contracted services as well as travel, insurance, rent, legal costs, and other service-related expenses. Services & Operating costs are projected to be (\$394,949) lower than in the prior year.

Depreciation, Capital Outlay, and Other Outgo: This category includes depreciation on fixed assets and interest on long-term debt.

These costs are projected at (\$14,208) lower than in the prior year, reflecting updated depreciation and encroachment projections.



2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget		
MSA 6	2019-20	Proposed 2020-	Variance From	
	Estimated Actuals	21 July Budget	Prior Year	Variance as %
Projected Average Daily Attendance:	127	151	23	
SUMMARY				
Revenue				
LCFF Entitlement	1,353,622	1,463,870	110,248	8%
Federal Revenue	105,881	170,788	64,907	61%
Other State Revenues	199,382	223,658	24,276	12%
Other Local Revenues	13,296	15,642	2,346	18%
Total Revenue	1,672,181	1,873,958	201,777	12%
Expenditures				
Certificated Salaries	699,566	866,395	166,829	24%
Classified Salaries	182,499	119,808	(62,691)	-34%
Benefits	313,162	379,220	66,058	21%
Books and Supplies	134,307	28,802	(105,505)	-79%
Services and Operating Exp.	519,673	444,273	(75,400)	-15%
Depreciation & Cap Outlay	14,208	-	(14,208)	-100%
Other Outflows	-	-	-	0%
Total Expenditures	1,863,415	1,838,498	(24,917)	-1%
Net Revenues	(191,234)	35,460	226,694	
Fund Balance				
Beginning Balance (Budgeted)	1,814,289	1,623,055		
Net Revenues	(191,234)	35,460		
Ending Fund Balance	1,623,055	1,658,515		
Components of Fund Bal.				
Available For Econ. Uncert.		1,609,921	87.6% of Expenditures	
Restricted Balances (Est.)		48,595	2.6% of Expenditures	
Net Fixed Assets		-	0.0% of Expenditures	
Ending Fund Balance		1,658,515	90.2% of Expenditures	



2020-21 July Budget (BOARD FINAL 6-26-2020)	Annual Budget		
MSA 6	2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year Variance as %

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 6		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
		2019-20 Second Interim Budget	Proposed 2020-21 July Budget	Variance From Prior Year	Variance as %
REVENUE DETAIL					
LCFF Entitlement					
8011	State Aid	821,490	881,384	59,894	7%
8012	EPA Entitlement	206,513	190,183	(16,330)	-8%
8019	Prior Year Adjustments	-	-	-	0%
8096	InLieuPropTaxes	325,619	392,303	66,684	20%
SUBTOTAL - LCFF Entitlement		1,353,622	1,463,870	110,248	8%
Federal Revenue					
8181	SpEd - Revenue	32,777	38,559	5,782	18%
8220	SchLunchFederal	-	-	-	0%
8290	All Other Federal Revenue	73,104	132,229	59,125	81%
8295	Prior Year Adjustments (Fed Rev)	-	-	-	0%
SUBTOTAL - Federal Revenue		105,881	170,788	64,907	61%
Other State Revenue					
8311	SpEd Revenue	83,631	87,487	3,856	5%
8520	SchoolNtrState	-	-	-	0%
8550	MandCstReimburs	2,514	2,957	443	18%
8560	StateLotteryRev	27,738	32,631	4,893	18%
8590	AllOthStateRev	85,500	100,583	15,083	18%
8595	Prior Year Adjustments (Other State Rev)	-	-	-	0%
SUBTOTAL - Other State Revenue		199,382	223,658	24,276	12%
Local Revenue					
8600	Other Local Rev	-	-	-	0%
8660	Interest	-	-	-	0%
8698	OthRev-Suspense	-	-	-	0%
8690	Prior Year Adj (Local1)	-	-	-	0%
8695	Prior Year Adj (Local2)	-	-	-	0%
8699	Other Revenue	(0)	-	0	-100%
8999	Misc Revenue (Suspense)	-	-	-	0%

2020-21 July Budget (BOARD FINAL 6-26-2020)	Annual Budget			
MSA 6	2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
	SUBTOTAL - Local Revenue	(0)	-	0

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 6		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Fundraising & Grants					
8802	Donations - Private	-	-	-	0%
8803	Fundraising	13,296	15,642	2,346	18%
SUBTOTAL - Fundraising & Grants		13,296	15,642	2,346	18%
TOTAL REVENUE		1,672,181	1,873,958	201,777	12%
EXPENSES					
Certificated Salaries					
1100	TeacherSalaries	507,268	663,897	156,629	31%
1300	Cert Adminis	192,298	202,498	10,200	5%
SUBTOTAL - Certificated Salaries		699,566	866,395	166,829	24%
Classified Salaries					
2100	Instructional Aides	63,898	68,640	4,742	7%
2200	Classified Support	30,188	-	(30,188)	-100%
2300	Classified Admin	-	-	-	0%
2400	Clerical & Tech	88,413	51,168	(37,245)	-42%
2900	OtherClassStaff	-	-	-	0%
SUBTOTAL - Classified Salaries		182,499	119,808	(62,691)	-34%
Employee Benefits					
3101	STRS-Certified	120,821	134,883	14,062	12%
3102	STRS-Classified	-	-	-	0%
3201	PERS-Cert	-	-	-	0%
3202	PERS-Classified	35,125	48,201	13,076	37%
3301	OASDI/Med-Cert	11,006	11,024	18	0%
3302	OASDI/Med-Class	13,330	18,637	5,307	40%
3401	HlthWelfareCert	120,000	85,391	(34,609)	-29%
3402	HlthWelfareCert	-	80,083	80,083	0%
3501	UI-Certificated	457	730	273	60%
3502	UI-Classified	413	271	(142)	-34%
3601	WorkersCmp-Cert	8,412	-	(8,412)	-100%
3701	Other Retirement-Cert	-	-	-	0%
3901	OthBenes-Cert	3,598	-	(3,598)	-100%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 6		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
3902	OthBenes-Class	-	-	-	0%
	SUBTOTAL - Employee Benefits	313,162	379,220	66,058	21%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 6		2019-20	Proposed 2020-	Variance From	
		Estimated Actuals	21 July Budget	Prior Year	Variance as %
Books & Supplies					
4100	Text&CoreCurric	35,290	6,550	(28,740)	-81%
4200	BooksOthRefMats	1,200	-	(1,200)	-100%
4310	Ins Mats & Sups	25,129	8,475	(16,654)	-66%
4315	OthrSupplies	-	-	-	0%
4320	Office Supplies	12,000	-	(12,000)	-100%
4325	ProfDevMat&Sups	-	-	-	0%
4326	Arts&MusicSupps	-	-	-	0%
4335	PE Supplies	2,000	-	(2,000)	-100%
4340	Educat Software	15,429	25,777	10,348	67%
4345	NonInstStdntSup	1,099	1,500	401	37%
4346	TeacherSupplies	5,000	-	(5,000)	-100%
4350	Cust. Supplies	-	-	-	0%
4351	Yearbook	100	-	(100)	-100%
4390	Uniforms	1,850	-	(1,850)	-100%
4400	NonCapEquip-Gen	17,200	-	(17,200)	-100%
4410	ClssrmFrnEq<5k	2,000	-	(2,000)	-100%
4430	OffceFurnEq<5k	3,000	-	(3,000)	-100%
4440	Computers <\$5k	9,861	(14,000)	(23,861)	-242%
4461	Fixed Asset Susp (Imp)	-	-	-	0%
4464	Equipment (Pre-Cap)	-	-	-	0%
4710	Food	-	-	-	0%
4720	Food:Other Food	3,150	500	(2,650)	-84%
4990	Prior Year Adj (Mat'ls)	-	-	-	0%
4999	Misc Expenditure (Suspense)	-	-	-	0%
SUBTOTAL - Books and Supplies		134,307	28,802	(105,505)	-79%

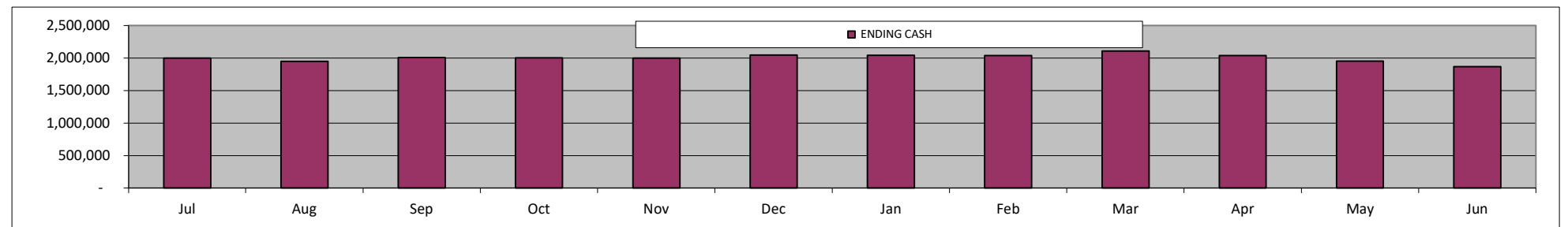
2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 6		2019-20	Proposed 2020-	Variance From	Variance as %
		Estimated Actuals	21 July Budget	Prior Year	
Services & Other Operating Expenses					
5101	CMO Fees	37,648	34,028	(3,620)	-10%
5205	Conference Fees	-	-	-	0%
5210	MilesParkTolls	2,209	-	(2,209)	-100%
5215	TravConferences	1,000	-	(1,000)	-100%
5220	TraLodging	2,820	-	(2,820)	-100%
5300	DuesMemberships	3,400	-	(3,400)	-100%
5450	Other Insurance	8,000	22,000	14,000	175%
5500	OpsHousekeeping	4,985	-	(4,985)	-100%
5510	Gas & Electric	8,500	-	(8,500)	-100%
5610	Rent & Leases	114,000	131,076	17,076	15%
5620	EquipmentLeases	5,000	1,200	(3,800)	-76%
5630	Reps&MaintBldng	-	-	-	0%
5800	ProfessServices	82,088	115,031	32,943	40%
5810	Legal	20,000	-	(20,000)	-100%
5813	SchPrgAftSchool	-	-	-	0%
5814	SchPrgAcadComps	1,000	-	(1,000)	-100%
5819	SchIProgs-Other	1,000	-	(1,000)	-100%
5820	Audit & CPA	4,774	-	(4,774)	-100%
5825	DMSBusinessSvcs	-	-	-	0%
5835	Field Trips	19,796	-	(19,796)	-100%
5836	FieldTrip Trans	-	-	-	0%
5840	MarkngStdtRecrt	20,000	-	(20,000)	-100%
5850	Oversight Fees	16,039	-	(16,039)	-100%
5857	Payroll Fees	13,082	10,000	(3,082)	-24%
5860	Service Fees	530	-	(530)	-100%
5861	Prior Year Services	-	-	-	0%
5863	Prof Developmnt	1,000	-	(1,000)	-100%
5864	Prof Dev-Other	12,034	11,598	(436)	-4%
5869	SpEd Ctrct Inst	29,481	70,490	41,009	139%
5870	Livescan	-	500	500	0%
5872	SPED Fees (incl Encroachment)	23,607	-	(23,607)	-100%
5875	Staff Recruiting	-	-	-	0%
5884	Substitutes	33,000	27,000	(6,000)	-18%
5890	OthSvcsNon-Inst	1,700	-	(1,700)	-100%
5900	Communications	4,000	-	(4,000)	-100%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 6		2019-20	Proposed 2020-	Variance From	
		Estimated Actuals	21 July Budget	Prior Year	Variance as %
5910	Communications 2		-	-	0%
5920	TelecomInternet	24,680	-	(24,680)	-100%
5930	PostageDelivery	5,000	1,000	(4,000)	-80%
5940	Technology	19,300	20,350	1,050	5%
5990	Prior Year Adj (Services)	-	-	-	0%
SUBTOTAL - Services & Other Operating Exp.		519,673	444,273	(75,400)	-15%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 6		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Capital Outlay & Depreciation					
6400	EquipFixed	-	-	-	0%
6900	Depreciation	14,208	-	(14,208)	-100%
SUBTOTAL - Capital Outlay & Depreciation		14,208	-	(14,208)	-100%
Other Outflows					
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	0%
7310	Indirect Costs	-	-	-	0%
7438	InterestExpense	-	-	-	0%
SUBTOTAL - Other Outflows		-	-	-	0%
TOTAL EXPENSES		1,863,415	1,838,498	(24,917)	-1%

Monthly Update - Monthly Cash Flow (Actuals + Projections)

MSA-6	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	1,971,685	2,000,180	1,945,292	2,005,467	2,002,404	1,999,341	2,043,824	2,040,761	2,037,746	2,105,815	2,037,797	1,951,534	1,865,272	
Revenue														
LCFF: State Aid	44,069	44,069	79,325	79,325	79,325	79,325	79,325	79,325	79,325	18,245	-	-	219,729	881,384
LCFF: EPA	-	-	47,546	-	-	47,546	-	-	47,546	-	-	-	47,546	190,183
LCFF: ILPT	-	23,538	47,076	31,384	31,384	31,384	31,384	31,384	54,922	27,461	27,461	27,461	27,461	392,303
Federal Revenue	12,199	12,199	12,199	12,199	12,199	12,199	12,199	12,199	12,199	12,199	12,199	12,199	24,398	170,788
Other State Revenues	11,183	11,183	19,906	19,906	19,906	19,906	19,906	19,954	19,954	19,954	19,954	19,954	1,995	223,658
Other Local Revenues	1,203	1,203	1,203	1,203	1,203	1,203	1,203	1,203	1,203	1,203	1,203	1,203	1,203	15,642
Total Revenue	68,654	92,193	207,255	144,017	144,017	191,562	144,017	144,065	215,149	79,062	60,817	60,817	322,333	1,873,958
Expenses														
Certificated Salaries	69,312	69,312	69,312	69,312	69,312	69,312	69,312	69,312	69,312	69,312	69,312	69,312	34,656	866,395
Classified Salaries	9,585	9,585	9,585	9,585	9,585	9,585	9,585	9,585	9,585	9,585	9,585	9,585	4,792	119,808
Benefits	30,338	30,338	30,338	30,338	30,338	30,338	30,338	30,338	30,338	30,338	30,338	30,338	15,169	379,220
Books and Supplies	2,304	2,304	2,304	2,304	2,304	2,304	2,304	2,304	2,304	2,304	2,304	2,304	1,152	28,802
Services and Operations	35,542	35,542	35,542	35,542	35,542	35,542	35,542	35,542	35,542	35,542	35,542	35,542	17,771	444,273
Depreciation / Cap Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	147,080	147,080	147,080	147,080	147,080	147,080	147,080	147,080	147,080	147,080	147,080	147,080	73,540	1,838,498
Other Transactions Affecting Cash														
Revenues - Prior Year Accruals	232,991													232,991
Accounts Receivable - Current Year														-
Other Assets/Accrual Adj														-
Fixed Assets - Depreciation Addback														-
Fixed Assets - Acquisitions														-
Due To (From)														-
Expenses - Prior Year Accruals	(126,071)													(126,071)
Accounts Payable - Current Year														-
Summer Holdback for Teachers														-
Loans Payable (Current)														-
Loans Payable (Long Term)														-
Total Other Transactions	106,920	-	-	-	-	-	-	-	-	-	-	-	-	106,920
Total Change in Cash	28,495	(54,887)	60,175	(3,063)	(3,063)	44,483	(3,063)	(3,015)	68,069	(68,018)	(86,262)	(86,262)		142,380
ENDING CASH	2,000,180	1,945,292	2,005,467	2,002,404	1,999,341	2,043,824	2,040,761	2,037,746	2,105,815	2,037,797	1,951,534	1,865,272	<<< = 370 days cash	



MSA-7 2020-21 July Budget - Summary Analysis

SUMMARY OF RESULTS

This 2020-21 July Budget update projects a budget surplus of \$106,498.

This is an increase of \$106,498 from the prior year projected surplus of \$204,109.

This will allow MSA-7 to end this fiscal year with a balance of \$1,853,248, which is 53.0% of annual expenditures.

SIGNIFICANT CHANGES IN REVENUE (Total Change from Prior Year = decrease of (\$307,271), or -7.9% of Prior Year revenues)

LCFF Entitlement: These "Local Control Funding Formula" revenues are the primary funding source for the school.

LCFF Entitlement projected revenues are (\$207,005) lower than in the prior year, with average daily attendance (ADA) increasing by 2.16.

Federal Revenues: This consists of Title I-IV "Every Student Succeeds Act" (ESSA) funding, federal special education, and federal food programs.

Federal Revenues are projected at (\$91,680) lower than in the prior year.

Other State Revenues: These are the non-LCFF state revenues such as Lottery, Facility Grant, and one-time block grants.

Other State Revenues are projected at (\$95,201) lower than in the prior year.

Other Local Revenues: These are the non-LCFF state revenues such as Lottery, Facility Grant, and one-time block grants.

Other Local Revenues are projected at (\$0) lower than in the prior year..

SIGNIFICANT CHANGES IN EXPENSES (Total Change from Prior Year = decrease of (\$209,660), or -5.7% of Prior Year expenses)

Salaries and Benefits: This includes all employee pay, plus benefits such as retirement, healthcare, Medicare, Social Security, etc.

Salaries and Benefits costs are (\$22,226) lower than in the prior year, reflecting budget adjustments to address changes in enrollment and other factors.

Books & Supplies: This category includes textbooks, computers, supplies, and other instructional and non-instructional materials and equipment.

Books & Supplies costs are projected at (\$29,296) lower than in the prior year.

Services & Operating Expenses: These include all contracted services as well as travel, insurance, rent, legal costs, and other service-related expenses.

Services & Operating costs are projected to be (\$394,949) lower than in the prior year.

Depreciation, Capital Outlay, and Other Outgo: This category includes depreciation on fixed assets and interest on long-term debt.

These costs are projected at \$3,744 higher than in the prior year, reflecting updated depreciation and capital outlay projections.



2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget		
MSA 7	2019-20	Proposed 2020-	Variance From	Variance as %
	Estimated Actuals	21 July Budget	Prior Year	
Projected Average Daily Attendance:	277	279	2	
SUMMARY				
Revenue				
LCFF Entitlement	2,963,387	2,756,382	(207,005)	-7%
Federal Revenue	326,604	234,924	(91,680)	-28%
Other State Revenues	605,400	596,814	(8,586)	-1%
Other Local Revenues	15,756	15,756	(0)	0%
Total Revenue	3,911,147	3,603,876	(307,271)	-8%
Expenditures				
Certificated Salaries	1,206,444	1,203,556	(2,888)	0%
Classified Salaries	470,800	390,188	(80,612)	-17%
Benefits	532,685	593,958	61,273	12%
Books and Supplies	125,376	83,560	(41,816)	-33%
Services and Operating Exp.	1,345,478	1,196,116	(149,362)	-11%
Depreciation & Cap Outlay	26,256	30,000	3,744	14%
Other Outflows	-	-	-	0%
Total Expenditures	3,707,038	3,497,378	(209,660)	-6%
Net Revenues	204,109	106,498	(97,611)	
Fund Balance				
Beginning Balance (Budgeted)	1,542,641	1,746,750		
Net Revenues	204,109	106,498		
Ending Fund Balance	1,746,750	1,853,248		
Components of Fund Bal.				
Available For Econ. Uncert.		1,403,470	40.1% of Expenditures	
Restricted Balances (Est.)		54,300	1.6% of Expenditures	
Net Fixed Assets		395,478	11.3% of Expenditures	
Ending Fund Balance		1,853,248	53.0% of Expenditures	



2020-21 July Budget (BOARD FINAL 6-26-2020)	Annual Budget		
MSA 7	2019-20		
	Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year Variance as %

REVENUE DETAIL**LCFF Entitlement**

		2019-20 Second Interim Budget	Proposed 2020-21 July Budget	Variance From Prior Year	Variance as %
8011	State Aid	1,817,536	1,688,115	(129,421)	-7%
8012	EPA Entitlement	436,103	341,394	(94,709)	-22%
8019	Prior Year Adjustments	-	-	-	0%
8096	InLieuPropTaxes	709,748	726,873	17,125	2%
SUBTOTAL - LCFF Entitlement		2,963,387	2,756,382	(207,005)	-7%

Federal Revenue

8181	SpEd - Revenue	57,353	57,353	(0)	0%
8220	SchLunchFederal	-	-	-	0%
8290	All Other Federal Revenue	269,251	177,571	(91,680)	-34%
8295	Prior Year Adjustments (Fed Rev)	-	-	-	0%
SUBTOTAL - Federal Revenue		326,604	234,924	(91,680)	-28%

Other State Revenue

8311	SpEd Revenue	178,711	170,125	(8,586)	-5%
8520	SchoolNutrState	-	-	-	0%
8550	MandCstReimburs	4,619	4,619	-	0%
8560	StateLotteryRev	60,237	60,237	0	0%
8590	AllOthStateRev	361,833	361,833	-	0%
8595	Prior Year Adjustments (Other State Rev)	-	-	-	0%
SUBTOTAL - Other State Revenue		605,400	596,814	(8,586)	-1%

Local Revenue

8600	Other Local Rev	-	-	-	0%
8660	Interest	-	-	-	0%
8698	OthRev-Suspense	-	-	-	0%
8690	Prior Year Adj (Local1)	-	-	-	0%
8695	Prior Year Adj (Local2)	-	-	-	0%
8699	Other Revenue	-	-	-	0%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 7		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
8999	Misc Revenue (Suspense)	-	-	-	0%
	SUBTOTAL - Local Revenue	-	-	-	0%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 7		2019-20	Proposed 2020-	Variance From	
		Estimated Actuals	21 July Budget	Prior Year	Variance as %
Fundraising & Grants					
8802	Donations - Private	2,000	2,000	-	0%
8803	Fundraising	13,756	13,756	(0)	0%
SUBTOTAL - Fundraising & Grants		15,756	15,756	(0)	0%
TOTAL REVENUE		3,911,147	3,603,876	(307,271)	-8%
EXPENSES					
Certificated Salaries					
1100	TeacherSalaries	1,010,772	1,017,220	6,448	1%
1300	Cert Adminis	195,672	186,336	(9,336)	-5%
SUBTOTAL - Certificated Salaries		1,206,444	1,203,556	(2,888)	0%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 7		2019-20	Proposed 2020-	Variance From	
		Estimated Actuals	21 July Budget	Prior Year	Variance as %
Classified Salaries					
2100	Instructional Aides	260,225	286,400	26,175	10%
2200	Classified Support	71,595	(63)	(71,658)	-100%
2300	Classified Admin	-	-	-	0%
2400	Clerical & Tech	137,594	103,851	(33,743)	-25%
2900	OtherClassStaff	1,386	-	(1,386)	-100%
SUBTOTAL - Classified Salaries		470,800	390,188	(80,612)	-17%
Employee Benefits					
3101	STRS-Certified	199,108	195,181	(3,927)	-2%
3102	STRS-Classified	-	-	-	0%
3201	PERS-Cert	-	-	-	0%
3202	PERS-Classified	89,930	103,530	13,600	15%
3301	OASDI/Med-Cert	16,887	16,012	(875)	-5%
3302	OASDI/Med-Class	31,955	35,425	3,470	11%
3401	HlthWelfareCert	180,000	194,327	14,327	8%
3402	HlthWelfareCert	-	33,943	33,943	0%
3501	UI-Certificated	617	1,105	488	79%
3502	UI-Classified	187	435	248	132%
3601	WorkersCmp-Cert	14,000	14,000	-	0%
3701	Other Retirement-Cert	-	-	-	0%
3901	OthBenes-Cert	-	-	-	0%
3902	OthBenes-Class	-	-	-	0%
SUBTOTAL - Employee Benefits		532,685	593,958	61,273	12%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 7		2019-20	Proposed 2020-	Variance From	
		Estimated Actuals	21 July Budget	Prior Year	Variance as %
Books & Supplies					
4100	Text&CoreCurric	25,000	13,000	(12,000)	-48%
4200	BooksOthRefMats	2,000	-	(2,000)	-100%
4310	Ins Mats & Sups	20,486	16,044	(4,442)	-22%
4315	OthrSupplies	925	-	(925)	-100%
4320	Office Supplies	11,787	1,000	(10,787)	-92%
4325	ProfDevMat&Sups	1,000	-	(1,000)	-100%
4326	Arts&MusicSupps	2,500	-	(2,500)	-100%
4335	PE Supplies	2,000	-	(2,000)	-100%
4340	Educat Software	25,860	26,629	769	3%
4345	NonInstStdntSup	3,114	4,718	1,604	51%
4346	TeacherSupplies	3,000	-	(3,000)	-100%
4350	Cust. Supplies	8,240	-	(8,240)	-100%
4351	Yearbook	3,481	1,256	(2,225)	-64%
4390	Uniforms	-	-	-	0%
4400	NonCapEquip-Gen	2,500	-	(2,500)	-100%
4410	ClssrmFrnEq<5k	2,000	-	(2,000)	-100%
4430	OffceFurnEq<5k	3,420	2,000	(1,420)	-42%
4440	Computers <\$5k	5,200	18,913	13,713	264%
4461	Fixed Asset Susp (Imp)			-	0%
4464	Equipment (Pre-Cap)			-	0%
4710	Food	-	-	-	0%
4720	Food:Other Food	2,862	-	(2,862)	-100%
4990	Prior Year Adj (Mat'ls)	-	-	-	0%
4999	Misc Expenditure (Suspense)	-	-	-	0%
SUBTOTAL - Books and Supplies		125,376	83,560	(41,816)	-33%

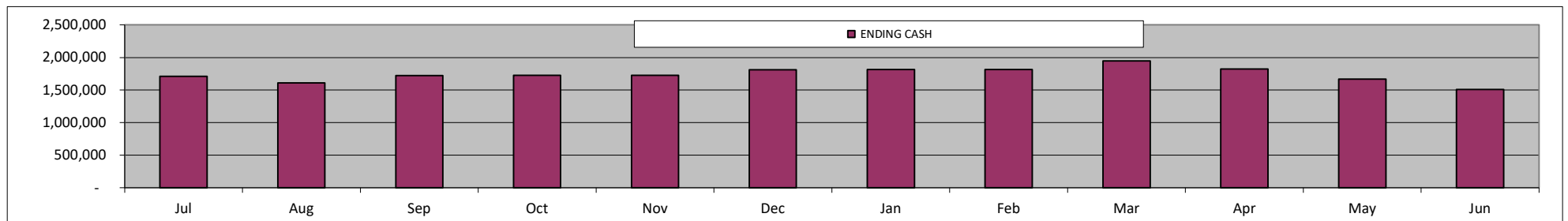
2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 7		2019-20	Proposed 2020-	Variance From	
		Estimated Actuals	21 July Budget	Prior Year	Variance as %
Services & Other Operating Expenses					
5101	CMO Fees	430,263	386,688	(43,575)	-10%
5205	Conference Fees	2,000	-	(2,000)	-100%
5210	MilesParkTolls	3,506	-	(3,506)	-100%
5215	TravConferences	-	-	-	0%
5220	TraLodging	1,500	-	(1,500)	-100%
5300	DuesMemberships	8,000	500	(7,500)	-94%
5450	Other Insurance	23,340	23,000	(340)	-1%
5500	OpsHousekeeping	10,000	3,600	(6,400)	-64%
5510	Gas & Electric	60,000	45,000	(15,000)	-25%
5610	Rent & Leases	288,091	276,000	(12,091)	-4%
5620	EquipmentLeases	11,000	3,000	(8,000)	-73%
5630	Reps&MaintBldng	5,000	1,000	(4,000)	-80%
5800	ProfessServices	41,941	22,787	(19,154)	-46%
5810	Legal	6,000	3,000	(3,000)	-50%
5813	SchPrgAftSchool	169,438	165,438	(4,000)	-2%
5814	SchPrgAcadComps	-	-	-	0%
5819	SchIProgs-Other	12,532	3,000	(9,532)	-76%
5820	Audit & CPA	7,000	-	(7,000)	-100%
5825	DMSBusinessSvcs	-	-	-	0%
5835	Field Trips	6,018	8,000	1,982	33%
5836	FieldTrip Trans	-	-	-	0%
5840	MarkngStdtrcrt	5,275	-	(5,275)	-100%
5850	Oversight Fees	27,000	27,000	-	0%
5857	Payroll Fees	15,000	15,000	-	0%
5860	Service Fees	2,963	3,000	37	1%
5861	Prior Year Services	-	-	-	0%
5863	Prof Developmnt	5,000	-	(5,000)	-100%
5864	Prof Dev-Other	18,837	11,575	(7,262)	-39%
5869	SpEd Ctrct Inst	56,354	108,882	52,528	93%
5870	Livescan	129	500	371	288%
5872	SPED Fees (incl Encroachment)	45,641	45,496	(145)	0%
5875	Staff Recruiting	-	-	-	0%
5884	Substitutes	40,000	15,000	(25,000)	-63%
5890	OthSvcsNon-Inst	2,000	500	(1,500)	-75%
5900	Communications	4,000	4,000	-	0%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 7		2019-20	Proposed 2020-	Variance From	
		Estimated Actuals	21 July Budget	Prior Year	Variance as %
5910	Communications 2		-	-	0%
5920	TelecomInternet	4,000	4,000	-	0%
5930	PostageDelivery	4,000	2,000	(2,000)	-50%
5940	Technology	29,650	18,150	(11,500)	-39%
5990	Prior Year Adj (Services)	-	-	-	0%
SUBTOTAL - Services & Other Operating Exp.		1,345,478	1,196,116	(149,362)	-11%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 7		2019-20	Proposed 2020-	Variance From	
		Estimated Actuals	21 July Budget	Prior Year	Variance as %
Capital Outlay & Depreciation					
6400	EquipFixed	-	-	-	0%
6900	Depreciation	26,256	30,000	3,744	14%
SUBTOTAL - Capital Outlay & Depreciation		26,256	30,000	3,744	14%
Other Outflows					
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	0%
7310	Indirect Costs	-	-	-	0%
7438	InterestExpense	-	-	-	0%
SUBTOTAL - Other Outflows		-	-	-	0%
TOTAL EXPENSES		3,707,038	3,497,378	(209,660)	-6%

Monthly Update - Monthly Cash Flow (Actuals + Projections)

MSA-7	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	1,648,407	1,711,434	1,607,495	1,723,317	1,724,716	1,726,115	1,812,862	1,814,261	1,815,788	1,946,276	1,823,549	1,665,877	1,508,205	
Revenue														
LCFF: State Aid	84,406	84,406	151,930	151,930	151,930	151,930	151,930	151,930	151,930	34,944	-	-	420,847	1,688,115
LCFF: EPA	-	-	85,349	-	-	85,349	-	-	85,349	-	-	-	85,349	341,394
LCFF: ILPT	-	43,612	87,225	58,150	58,150	58,150	58,150	58,150	101,762	50,881	50,881	50,881	50,881	726,873
Federal Revenue	16,780	16,780	16,780	16,780	16,780	16,780	16,780	16,780	16,780	16,780	16,780	16,780	33,561	234,924
Other State Revenues	29,841	29,841	53,116	53,116	53,116	53,116	53,116	53,245	53,245	53,245	53,245	53,245	5,325	596,814
Other Local Revenues	1,212	1,212	1,212	1,212	1,212	1,212	1,212	1,212	1,212	1,212	1,212	1,212	1,212	15,756
Total Revenue	132,239	175,851	395,612	281,189	281,189	366,537	281,189	281,318	410,279	157,063	122,119	122,119	597,174	3,603,876
Expenses														
Certificated Salaries	96,284	96,284	96,284	96,284	96,284	96,284	96,284	96,284	96,284	96,284	96,284	96,284	48,142	1,203,556
Classified Salaries	31,215	31,215	31,215	31,215	31,215	31,215	31,215	31,215	31,215	31,215	31,215	31,215	15,608	390,188
Benefits	47,517	47,517	47,517	47,517	47,517	47,517	47,517	47,517	47,517	47,517	47,517	47,517	23,758	593,958
Books and Supplies	6,685	6,685	6,685	6,685	6,685	6,685	6,685	6,685	6,685	6,685	6,685	6,685	3,342	83,560
Services and Operations	95,689	95,689	95,689	95,689	95,689	95,689	95,689	95,689	95,689	95,689	95,689	95,689	47,845	1,196,116
Depreciation / Cap Outlay	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	1,200	30,000
Other Outflows													-	-
Total Expenses	279,790	279,790	279,790	279,790	279,790	279,790	279,790	279,790	279,790	279,790	279,790	279,790	139,895	3,497,378
Other Transactions Affecting Cash														
Revenues - Prior Year Accruals	587,308													587,308
Accounts Receivable - Current Year														-
Other Assets/Accrual Adj														-
Fixed Assets - Depreciation Addback														-
Fixed Assets - Acquisitions														-
Due To (From)														-
Expenses - Prior Year Accruals	(376,729)													(376,729)
Accounts Payable - Current Year														-
Summer Holdback for Teachers														-
Loans Payable (Current)														-
Loans Payable (Long Term)														-
Total Other Transactions	210,579	-	-	-	-	-	-	-	-	-	-	-	-	210,579
Total Change in Cash	63,027	(103,939)	115,822	1,399	1,399	86,747	1,399	1,527	130,488	(122,728)	(157,672)	(157,672)		317,077
ENDING CASH	1,711,434	1,607,495	1,723,317	1,724,716	1,726,115	1,812,862	1,814,261	1,815,788	1,946,276	1,823,549	1,665,877	1,508,205	<<< = 157 days cash	



MSA-8 2020-21 July Budget - Summary Analysis

SUMMARY OF RESULTS

This 2020-21 July Budget update projects a budget surplus of \$183,170.

This is an increase of \$183,170 from the prior year projected deficit of (\$128,545).

This will allow MSA-8 to end this fiscal year with a balance of \$4,161,641, which is 77.1% of annual expenditures.

SIGNIFICANT CHANGES IN REVENUE (Total Change from Prior Year = decrease of (\$308,119), or -5.4% of Prior Year revenues)

LCFF Entitlement: These "Local Control Funding Formula" revenues are the primary funding source for the school.

LCFF Entitlement projected revenues are (\$453,327) lower than in the prior year, with average daily attendance (ADA) increasing by 3.53.

Federal Revenues: This consists of Title I-IV "Every Student Succeeds Act" (ESSA) funding, federal special education, and federal food programs.

Federal Revenues are projected at \$162,489 higher than in the prior year.

Other State Revenues: These are the non-LCFF state revenues such as Lottery, Facility Grant, and one-time block grants.

Other State Revenues are projected at (\$95,201) lower than in the prior year.

Other Local Revenues: These are the non-LCFF state revenues such as Lottery, Facility Grant, and one-time block grants.

Other Local Revenues are projected at \$771 higher than in the prior year..

SIGNIFICANT CHANGES IN EXPENSES (Total Change from Prior Year = decrease of (\$491,289), or -8.3% of Prior Year expenses)

Salaries and Benefits: This includes all employee pay, plus benefits such as retirement, healthcare, Medicare, Social Security, etc.

Salaries and Benefits costs are (\$49,598) lower than in the prior year, reflecting budget adjustments to address changes in enrollment and other factors.

Books & Supplies: This category includes textbooks, computers, supplies, and other instructional and non-instructional materials and equipment.

Books & Supplies costs are projected at (\$29,296) lower than in the prior year.

Services & Operating Expenses: These include all contracted services as well as travel, insurance, rent, legal costs, and other service-related expenses.

Services & Operating costs are projected to be (\$394,949) lower than in the prior year.

Depreciation, Capital Outlay, and Other Outgo: This category includes depreciation on fixed assets and interest on long-term debt.

These costs are projected at (\$71,065) lower than in the prior year, reflecting updated depreciation and capital outlay projections.



2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 8		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Projected Average Daily Attendance:		461	465	4	
SUMMARY					
Revenue					
LCFF Entitlement	4,893,201	4,439,874	(453,327)	-9%	
Federal Revenue	324,265	486,754	162,489	50%	
Other State Revenues	536,369	518,317	(18,052)	-3%	
Other Local Revenues	4,729	5,500	771	16%	
Total Revenue	5,758,564	5,450,445	(308,119)	-5%	
Expenditures					
Certificated Salaries	2,056,969	2,239,039	182,070	9%	
Classified Salaries	599,724	412,130	(187,594)	-31%	
Benefits	904,149	860,075	(44,074)	-5%	
Books and Supplies	398,574	233,585	(164,989)	-41%	
Services and Operating Exp.	1,835,193	1,629,556	(205,637)	-11%	
Depreciation & Cap Outlay	92,500	21,435	(71,065)	-77%	
Other Outflows	-	-	-	0%	
Total Expenditures	5,887,109	5,395,820	(491,289)	-8%	
Net Revenues		(128,545)	54,625	183,170	
Fund Balance					
Beginning Balance (Budgeted)	4,235,561	4,107,016			
Net Revenues	(128,545)	54,625			
Ending Fund Balance	4,107,016	4,161,641			
Components of Fund Bal.					
Available For Econ. Uncert.		4,010,298	74.3% of Expenditures		
Restricted Balances (Est.)		121,936	2.3% of Expenditures		
Net Fixed Assets		29,407	0.5% of Expenditures		
Ending Fund Balance		4,161,641	77.1% of Expenditures		



2020-21 July Budget (BOARD FINAL 6-26-2020)	Annual Budget		
MSA 8	2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year Variance as %

REVENUE DETAIL

		2019-20 Second Interim Budget	Proposed 2020-21 July Budget	Variance From Prior Year	Variance as %
LCFF Entitlement					
8011	State Aid	2,957,960	2,639,474	(318,486)	-11%
8012	EPA Entitlement	752,327	588,944	(163,383)	-22%
8019	Prior Year Adjustments	-	-	-	0%
8096	InLieuPropTaxes	1,182,914	1,211,456	28,542	2%
SUBTOTAL - LCFF Entitlement		4,893,201	4,439,874	(453,327)	-9%
Federal Revenue					
8181	SpEd - Revenue	93,529	93,529	0	0%
8220	SchLunchFederal	-	-	-	0%
8290	All Other Federal Revenue	230,736	393,225	162,489	70%
8295	Prior Year Adjustments (Fed Rev)	-	-	-	0%
SUBTOTAL - Federal Revenue		324,265	486,754	162,489	50%
Other State Revenue					
8311	SpEd Revenue	280,138	262,086	(18,052)	-6%
8520	SchoolNutrState	-	-	-	0%
8550	MandCstReimburs	7,589	7,589	-	0%
8560	StateLotteryRev	100,602	100,602	-	0%
8590	AllOthStateRev	148,040	148,040	0	0%
8595	Prior Year Adjustments (Other State Rev)	-	-	-	0%
SUBTOTAL - Other State Revenue		536,369	518,317	(18,052)	-3%
Local Revenue					
8600	Other Local Rev	-	-	-	0%
8660	Interest	-	-	-	0%
8698	OthRev-Suspense	-	-	-	0%
8690	Prior Year Adj (Local1)	-	-	-	0%
8695	Prior Year Adj (Local2)	-	-	-	0%
8699	Other Revenue	-	-	-	0%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 8		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
8999	Misc Revenue (Suspense)	-	-	-	0%
	SUBTOTAL - Local Revenue	-	-	-	0%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 8		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Fundraising & Grants					
8802	Donations - Private	-	-	-	0%
8803	Fundraising	4,729	5,500	771	16%
SUBTOTAL - Fundraising & Grants		4,729	5,500	771	16%
TOTAL REVENUE		5,758,564	5,450,445	(308,119)	-5%
EXPENSES					
Certificated Salaries					
1100	TeacherSalaries	1,681,630	1,681,178	(452)	0%
1300	Cert Adminis	375,339	557,861	182,522	49%
SUBTOTAL - Certificated Salaries		2,056,969	2,239,039	182,070	9%
Classified Salaries					
2100	Instructional Aides	112,654	105,831	(6,823)	-6%
2200	Classified Support	233,113	143,996	(89,117)	-38%
2300	Classified Admin	-	-	-	0%
2400	Clerical & Tech	253,957	162,303	(91,654)	-36%
2900	OtherClassStaff	-	-	-	0%
SUBTOTAL - Classified Salaries		599,724	412,130	(187,594)	-31%
Employee Benefits					
3101	STRS-Certified	343,701	335,189	(8,512)	-2%
3102	STRS-Classified	-	94,876	94,876	0%
3201	PERS-Cert	-	-	-	0%
3202	PERS-Classified	152,214	-	(152,214)	-100%
3301	OASDI/Med-Cert	23,800	30,536	6,736	28%
3302	OASDI/Med-Class	53,900	35,574	(18,326)	-34%
3401	HlthWelfareCert	286,656	252,893	(33,763)	-12%
3402	HlthWelfareCert	12,660	53,705	41,045	324%
3501	UI-Certificated	1,718	19,710	17,992	1047%
3502	UI-Classified	-	6,287	6,287	0%
3601	WorkersCmp-Cert	27,500	31,305	3,805	14%
3701	Other Retirement-Cert	-	-	-	0%
3901	OthBenes-Cert	2,000	-	(2,000)	-100%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 8		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
3902	OthBenes-Class	-	-	-	0%
	SUBTOTAL - Employee Benefits	904,149	860,075	(44,074)	-5%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 8		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Books & Supplies					
4100	Text&CoreCurric	87,313	26,244	(61,069)	-70%
4200	BooksOthRefMats	1,000	-	(1,000)	-100%
4310	Ins Mats & Sups	51,902	3,000	(48,902)	-94%
4315	OthrSupplies	-	-	-	0%
4320	Office Supplies	10,500	-	(10,500)	-100%
4325	ProfDevMat&Sups	-	-	-	0%
4326	Arts&MusicSupps	2,500	-	(2,500)	-100%
4335	PE Supplies	2,500	-	(2,500)	-100%
4340	Educat Software	54,059	51,424	(2,635)	-5%
4345	NonInstStdntSup	6,199	52,417	46,218	746%
4346	TeacherSupplies	5,000	-	(5,000)	-100%
4350	Cust. Supplies	-	5,000	5,000	0%
4351	Yearbook	-	-	-	0%
4390	Uniforms	-	-	-	0%
4400	NonCapEquip-Gen	13,000	-	(13,000)	-100%
4410	ClssrmFrnEqp<5k	1,000	-	(1,000)	-100%
4430	OffceFurnEqp<5k	2,500	-	(2,500)	-100%
4440	Computers <\$5k	28,552	-	(28,552)	-100%
4461	Fixed Asset Susp (Imp)			-	0%
4464	Equipment (Pre-Cap)			-	0%
4710	Food	123,000	93,000	(30,000)	-24%
4720	Food:Other Food	9,550	2,500	(7,050)	-74%
4990	Prior Year Adj (Mat'ls)	-	-	-	0%
4999	Misc Expenditure (Suspense)	-	-	-	0%
SUBTOTAL - Books and Supplies		398,574	233,585	(164,989)	-41%

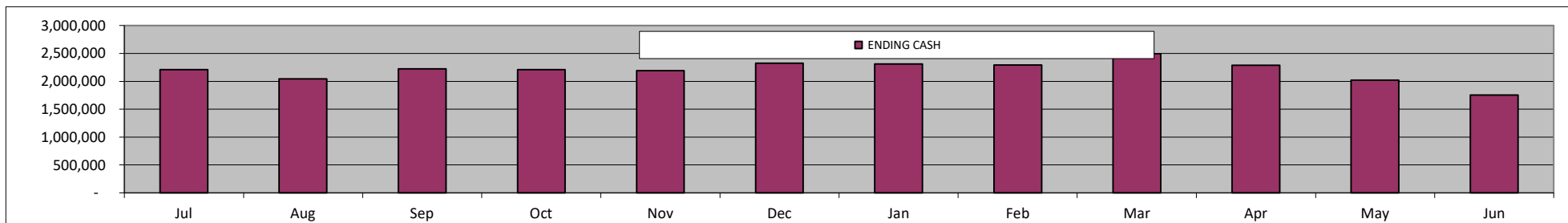
2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 8		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Services & Other Operating Expenses					
5101	CMO Fees	860,526	773,375	(87,151)	-10%
5205	Conference Fees	3,500	-	(3,500)	-100%
5210	MilesParkTolls	2,500	-	(2,500)	-100%
5215	TravConferences	-	-	-	0%
5220	TraLodging	2,500	-	(2,500)	-100%
5300	DuesMemberships	13,000	-	(13,000)	-100%
5450	Other Insurance	31,000	-	(31,000)	-100%
5500	OpsHousekeeping	10,000	-	(10,000)	-100%
5510	Gas & Electric	-	-	-	0%
5610	Rent & Leases	365,000	430,000	65,000	18%
5620	EquipmentLeases	14,000	3,000	(11,000)	-79%
5630	Reps&MaintBldng	1,000	-	(1,000)	-100%
5800	ProfessServices	44,280	134,062	89,782	203%
5810	Legal	20,000	2,500	(17,500)	-88%
5813	SchPrgAftSchool	6,930	116,817	109,887	1586%
5814	SchPrgAcadComps	-	-	-	0%
5819	SchlProgs-Other	1,000	3,000	2,000	200%
5820	Audit & CPA	15,000	-	(15,000)	-100%
5825	DMSBusinessSvcs	-	-	-	0%
5835	Field Trips	25,338	-	(25,338)	-100%
5836	FieldTrip Trans	-	-	-	0%
5840	MarkngStdtRecrt	5,000	-	(5,000)	-100%
5850	Oversight Fees	50,418	-	(50,418)	-100%
5857	Payroll Fees	17,000	17,000	-	0%
5860	Service Fees	2,000	-	(2,000)	-100%
5861	Prior Year Services	-	-	-	0%
5863	Prof Developmnt	39,310	-	(39,310)	-100%
5864	Prof Dev-Other	24,917	26,199	1,282	5%
5869	SpEd Ctrct Inst	62,909	52,975	(9,934)	-16%
5870	Livescan	800	200	(600)	-75%
5872	SPED Fees (incl Encroachment)	56,038	-	(56,038)	-100%
5875	Staff Recruiting	-	-	-	0%
5884	Substitutes	67,335	33,238	(34,097)	-51%
5890	OthSvcsNon-Inst	3,000	-	(3,000)	-100%
5900	Communications	3,000	-	(3,000)	-100%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 8		2019-20	Proposed 2020-	Variance From	
		Estimated Actuals	21 July Budget	Prior Year	Variance as %
5910	Communications 2		400	400	0%
5920	TelecomInternet	45,000	-	(45,000)	-100%
5930	PostageDelivery	10,000	2,000	(8,000)	-80%
5940	Technology	32,892	34,790	1,898	6%
5990	Prior Year Adj (Services)	-	-	-	0%
SUBTOTAL - Services & Other Operating Exp.		1,835,193	1,629,556	(205,637)	-11%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA 8		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Capital Outlay & Depreciation					
6400	EquipFixed	-	-	-	0%
6900	Depreciation	92,500	21,435	(71,065)	-77%
SUBTOTAL - Capital Outlay & Depreciation		92,500	21,435	(71,065)	-77%
Other Outflows					
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	0%
7310	Indirect Costs	-	-	-	0%
7438	InterestExpense	-	-	-	0%
SUBTOTAL - Other Outflows		-	-	-	0%
TOTAL EXPENSES		5,887,109	5,395,820	(491,289)	-8%

Monthly Update - Monthly Cash Flow (Actuals + Projections)

MSA-8	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	2,599,917	2,211,495	2,045,598	2,225,417	2,209,542	2,193,667	2,325,028	2,309,153	2,293,390	2,497,550	2,286,756	2,021,326	1,755,895	
Revenue														
LCFF: State Aid	131,974	131,974	237,553	237,553	237,553	237,553	237,553	237,553	237,553	54,637	-	-	658,021	2,639,474
LCFF: EPA	-	-	147,236	-	-	147,236	-	-	147,236	-	-	-	147,236	588,944
LCFF: ILPT	-	72,687	145,375	96,916	96,916	96,916	96,916	96,916	169,604	84,802	84,802	84,802	84,802	1,211,456
Federal Revenue	34,768	34,768	34,768	34,768	34,768	34,768	34,768	34,768	34,768	34,768	34,768	34,768	69,536	486,754
Other State Revenues	25,916	25,916	46,130	46,130	46,130	46,130	46,130	46,242	46,242	46,242	46,242	46,242	4,624	518,317
Other Local Revenues	423	423	423	423	423	423	423	423	423	423	423	423	423	5,500
Total Revenue	193,081	265,768	611,485	415,791	415,791	563,027	415,791	415,902	635,826	220,872	166,235	166,235	964,642	5,450,445
Expenses														
Certificated Salaries	179,123	179,123	179,123	179,123	179,123	179,123	179,123	179,123	179,123	179,123	179,123	179,123	89,562	2,239,039
Classified Salaries	32,970	32,970	32,970	32,970	32,970	32,970	32,970	32,970	32,970	32,970	32,970	32,970	16,485	412,130
Benefits	68,806	68,806	68,806	68,806	68,806	68,806	68,806	68,806	68,806	68,806	68,806	68,806	34,403	860,075
Books and Supplies	18,687	18,687	18,687	18,687	18,687	18,687	18,687	18,687	18,687	18,687	18,687	18,687	9,343	233,585
Services and Operations	130,364	130,364	130,364	130,364	130,364	130,364	130,364	130,364	130,364	130,364	130,364	130,364	65,182	1,629,556
Depreciation / Cap Outlay	1,715	1,715	1,715	1,715	1,715	1,715	1,715	1,715	1,715	1,715	1,715	1,715	857	21,435
Other Outflows													-	-
Total Expenses	431,666	431,666	431,666	431,666	431,666	431,666	431,666	431,666	431,666	431,666	431,666	431,666	215,833	5,395,820
Other Transactions Affecting Cash														
Revenues - Prior Year Accruals	750,406													750,406
Accounts Receivable - Current Year														-
Other Assets/Accrual Adj														-
Fixed Assets - Depreciation Addback														-
Fixed Assets - Acquisitions														-
Due To (From)														-
Expenses - Prior Year Accruals	(900,243)													(900,243)
Accounts Payable - Current Year														-
Summer Holdback for Teachers														-
Loans Payable (Current)														-
Loans Payable (Long Term)														-
Total Other Transactions	(149,837)	-	-	-	-	-	-	-	-	-	-	-	-	(149,837)
Total Change in Cash	(388,422)	(165,897)	179,819	(15,875)	(15,875)	131,361	(15,875)	(15,763)	204,160	(210,793)	(265,430)	(265,430)		(95,212)
ENDING CASH	2,211,495	2,045,598	2,225,417	2,209,542	2,193,667	2,325,028	2,309,153	2,293,390	2,497,550	2,286,756	2,021,326	1,755,895	<<< = 119 days cash	



MSA-SA 2020-21 July Budget - Summary Analysis

SUMMARY OF RESULTS

This 2020-21 July Budget update projects a budget surplus of \$767.

This is an increase of \$767 from the prior year projected deficit of (\$178,768).

This will allow MSA-SA to end this fiscal year with a balance of \$7,350,509, which is 100.7% of annual expenditures. However, the majority of this is fixed assets

SIGNIFICANT CHANGES IN REVENUE (Total Change from Prior Year = increase of \$7,300,712, or 100.5% of Prior Year revenues)

LCFF Entitlement: These "Local Control Funding Formula" revenues are the primary funding source for the school.

LCFF Entitlement projected revenues are \$5,756,482 higher than in the prior year, with average daily attendance (ADA) increasing by 557.02.

Federal Revenues: This consists of Title I-IV "Every Student Succeeds Act" (ESSA) funding, federal special education, and federal food programs.

Federal Revenues are projected at \$886,099 higher than in the prior year.

Other State Revenues: These are the non-LCFF state revenues such as Lottery, Facility Grant, and one-time block grants.

Other State Revenues are projected at \$455,051 higher than in the prior year.

Other Local Revenues: These are the non-LCFF state revenues such as Lottery, Facility Grant, and one-time block grants.

Other Local Revenues are projected at \$51,106 higher than in the prior year..

SIGNIFICANT CHANGES IN EXPENSES (Total Change from Prior Year = increase of \$7,299,945, or 98.1% of Prior Year expenses)

Salaries and Benefits: This includes all employee pay, plus benefits such as retirement, healthcare, Medicare, Social Security, etc.

Salaries and Benefits costs are \$5,166,886 higher than in the prior year, reflecting budget adjustments to address changes in enrollment and other factors.

Books & Supplies: This category includes textbooks, computers, supplies, and other instructional and non-instructional materials and equipment.

Books & Supplies costs are projected at \$282,005 higher than in the prior year.

Services & Operating Expenses: These include all contracted services as well as travel, insurance, rent, legal costs, and other service-related expenses.

Services & Operating costs are projected to be \$1,160,295 higher than in the prior year.

Depreciation, Capital Outlay, and Other Outgo: This category includes depreciation on fixed assets and interest on long-term debt.

These costs are projected at \$1,156,830 higher than in the prior year, reflecting updated capital outlay projections.



2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget		
MSA SA	2019-20	Proposed 2020-	Variance From	
	Estimated Actuals	21 July Budget	Prior Year	Variance as %
Projected Average Daily Attendance:	527	557	31	
SUMMARY				
Revenue				
LCFF Entitlement	5,938,190	5,756,482	(181,708)	-3%
Federal Revenue	643,849	886,099	242,250	38%
Other State Revenues	605,260	607,025	1,765	0%
Other Local Revenues	75,654	51,106	(24,548)	-32%
Total Revenue	7,262,953	7,300,712	37,759	1%
Expenditures				
Certificated Salaries	2,621,973	2,883,172	261,199	10%
Classified Salaries	721,676	658,381	(63,295)	-9%
Benefits	1,284,049	1,355,739	71,690	6%
Books and Supplies	219,543	159,591	(59,952)	-27%
Services and Operating Exp.	1,390,980	1,062,897	(328,083)	-24%
Depreciation & Cap Outlay	612,633	580,000	(32,633)	-5%
Other Outflows	590,867	600,165	9,298	2%
Total Expenditures	7,441,721	7,299,945	(141,776)	-2%
Net Revenues	(178,768)	767	179,535	
Fund Balance				
Beginning Balance (Budgeted)	7,528,510	7,349,742		
Net Revenues	(178,768)	767		
Ending Fund Balance	7,349,742	7,350,509		
Components of Fund Bal.				
Available For Econ. Uncert.		1,246,096	17.1% of Expenditures	
Restricted Balances (Est.)		215,370	3.0% of Expenditures	
Net Fixed Assets		5,889,043	80.7% of Expenditures	
Ending Fund Balance		7,350,509	100.7% of Expenditures	



2020-21 July Budget (BOARD FINAL 6-26-2020)	Annual Budget		
MSA SA	2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year Variance as %

REVENUE DETAIL**LCFF Entitlement**

	2019-20 Second Interim Budget	Proposed 2020-21 July Budget	Variance From Prior Year	Variance as %
8011 State Aid	5,832,790	5,645,078	(187,712)	-3%
8012 EPA Entitlement	105,400	111,404	6,004	6%
8019 Prior Year Adjustments	-	-	-	0%
8096 InLieuPropTaxes	-	-	-	0%
SUBTOTAL - LCFF Entitlement	5,938,190	5,756,482	(181,708)	-3%

Federal Revenue

8181 SpEd - Revenue	80,880	85,487	4,607	6%
8220 SchLunchFederal	-	-	-	0%
8290 All Other Federal Revenue	562,969	800,612	237,643	42%
8295 Prior Year Adjustments (Fed Rev)	-	-	-	0%
SUBTOTAL - Federal Revenue	643,849	886,099	242,250	38%

Other State Revenue

8311 SpEd Revenue	299,019	287,459	(11,560)	-4%
8520 SchoolNtrState	-	-	-	0%
8550 MandCstReimburs	14,832	15,677	845	6%
8560 StateLotteryRev	113,850	120,336	6,486	6%
8590 AllOthStateRev	177,559	183,553	5,994	3%
8595 Prior Year Adjustments (Other State Rev)	-	-	-	0%
SUBTOTAL - Other State Revenue	605,260	607,025	1,765	0%

Local Revenue

8600 Other Local Rev	-	-	-	0%
8660 Interest	4,723	4,992	269	6%
8698 OthRev-Suspense	-	-	-	0%
8690 Prior Year Adj (Local1)	-	-	-	0%
8695 Prior Year Adj (Local2)	-	-	-	0%
8699 Other Revenue	10	11	1	9%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA SA		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
8999	Misc Revenue (Suspense)	-	-	-	0%
	SUBTOTAL - Local Revenue	4,733	5,003	270	6%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA SA		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Fundraising & Grants					
8802	Donations - Private	7,200	-	(7,200)	-100%
8803	Fundraising	63,721	46,103	(17,618)	-28%
SUBTOTAL - Fundraising & Grants		70,921	46,103	(24,818)	-35%
TOTAL REVENUE		7,262,953	7,300,712	37,759	1%
EXPENSES					
Certificated Salaries					
1100	TeacherSalaries	2,143,315	2,416,251	272,936	13%
1300	Cert Adminis	478,658	466,921	(11,737)	-2%
SUBTOTAL - Certificated Salaries		2,621,973	2,883,172	261,199	10%
Classified Salaries					
2100	Instructional Aides	309,106	220,656	(88,450)	-29%
2200	Classified Support	228,098	320,813	92,715	41%
2300	Classified Admin	-	-	-	0%
2400	Clerical & Tech	184,472	116,912	(67,560)	-37%
2900	OtherClassStaff	-	-	-	0%
SUBTOTAL - Classified Salaries		721,676	658,381	(63,295)	-9%
Employee Benefits					
3101	STRS-Certified	442,061	423,349	(18,712)	-4%
3102	STRS-Classified	650	132,715	132,065	20318%
3201	PERS-Cert	9,985	-	(9,985)	-100%
3202	PERS-Classified	146,507	-	(146,507)	-100%
3301	OASDI/Med-Cert	39,000	38,898	(102)	0%
3302	OASDI/Med-Class	40,570	55,253	14,683	36%
3401	HlthWelfareCert	549,277	466,306	(82,971)	-15%
3402	HlthWelfareCert	11,000	106,584	95,584	869%
3501	UI-Certificated	8,000	26,825	18,825	235%
3502	UI-Classified	-	7,223	7,223	0%
3601	WorkersCmp-Cert	35,209	98,586	63,377	180%
3701	Other Retirement-Cert	-	-	-	0%
3901	OthBenes-Cert	1,791	-	(1,791)	-100%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA SA		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
3902	OthBenes-Class	-	-	-	0%
	SUBTOTAL - Employee Benefits	1,284,049	1,355,739	71,690	6%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA SA		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Books & Supplies					
4100	Text&CoreCurric	25,612	34,392	8,780	34%
4200	BooksOthRefMats	4,000	-	(4,000)	-100%
4310	Ins Mats & Sups	40,871	9,000	(31,871)	-78%
4315	OthrSupplies	-	-	-	0%
4320	Office Supplies	11,000	1,000	(10,000)	-91%
4325	ProfDevMat&Sups	2,352	-	(2,352)	-100%
4326	Arts&MusicSupps	3,500	-	(3,500)	-100%
4335	PE Supplies	8,395	-	(8,395)	-100%
4340	Educat Software	46,707	59,004	12,297	26%
4345	NonInstStdntSup	10,000	3,000	(7,000)	-70%
4346	TeacherSupplies	8,000	500	(7,500)	-94%
4350	Cust. Supplies	25,000	30,000	5,000	20%
4351	Yearbook	-	-	-	0%
4390	Uniforms	-	-	-	0%
4400	NonCapEquip-Gen	3,700	-	(3,700)	-100%
4410	ClssrmFrmEqp<5k	-	-	-	0%
4430	OfficeFurnEqp<5k	1,250	-	(1,250)	-100%
4440	Computers <\$5k	17,605	20,695	3,090	18%
4461	Fixed Asset Susp (Imp)	-	-	-	0%
4464	Equipment (Pre-Cap)	-	-	-	0%
4710	Food	-	-	-	0%
4720	Food:Other Food	11,551	2,000	(9,551)	-83%
4990	Prior Year Adj (Mat'ls)	-	-	-	0%
4999	Misc Expenditure (Suspense)	-	-	-	0%
SUBTOTAL - Books and Supplies		219,543	159,591	(59,952)	-27%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA SA		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Services & Other Operating Expenses					
5101	CMO Fees	260,526	568,171	307,645	118%
5205	Conference Fees	-	-	-	0%
5210	MilesParkTolls	4,500	-	(4,500)	-100%
5215	TravConferences	3,000	-	(3,000)	-100%
5220	TraLodging	3,000	-	(3,000)	-100%
5300	DuesMemberships	20,000	16,000	(4,000)	-20%
5450	Other Insurance	40,000	44,000	4,000	10%
5500	OpsHousekeeping	35,000	4,000	(31,000)	-89%
5510	Gas & Electric	95,000	90,000	(5,000)	-5%
5610	Rent & Leases	-	-	-	0%
5620	EquipmentLeases	31,000	2,500	(28,500)	-92%
5630	Reps&MaintBldng	41,435	12,727	(28,708)	-69%
5800	ProfessServices	43,943	57,230	13,287	30%
5810	Legal	15,000	5,000	(10,000)	-67%
5813	SchPrgAftSchool	-	6,891	6,891	0%
5814	SchPrgAcadComps	20,000	-	(20,000)	-100%
5819	SchIProgs-Other	50,138	24,000	(26,138)	-52%
5820	Audit & CPA	13,000	-	(13,000)	-100%
5825	DMSBusinessSvcs	-	-	-	0%
5835	Field Trips	60,164	18,103	(42,061)	-70%
5836	FieldTrip Trans	-	-	-	0%
5840	MarkngStdtdRecrt	45,000	-	(45,000)	-100%
5850	Oversight Fees	78,612	57,565	(21,047)	-27%
5857	Payroll Fees	29,600	18,000	(11,600)	-39%
5860	Service Fees	2,000	-	(2,000)	-100%
5861	Prior Year Services	-	-	-	0%
5863	Prof Developmnt	53,630	-	(53,630)	-100%
5864	Prof Dev-Other	30,024	31,337	1,313	4%
5869	SpEd Ctrct Inst	215,037	69,273	(145,764)	-68%
5870	Livescan	300	1,000	700	233%
5872	SPED Fees (incl Encroachment)	19,310	-	(19,310)	-100%
5875	Staff Recruiting	-	-	-	0%
5884	Substitutes	92,000	5,000	(87,000)	-95%
5890	OthSvcsNon-Inst	-	-	-	0%
5900	Communications	2,100	3,000	900	43%

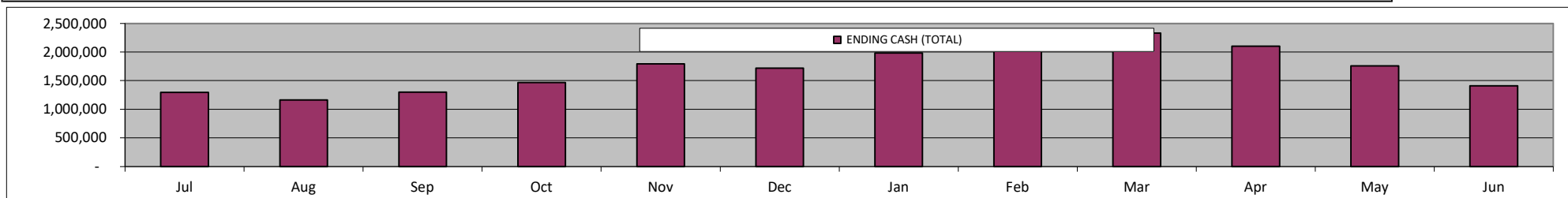
2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA SA		2019-20	Proposed 2020-	Variance From	
		Estimated Actuals	21 July Budget	Prior Year	Variance as %
5910	Communications 2		250	250	0%
5920	TelecomInternet	26,000	-	(26,000)	-100%
5930	PostageDelivery	15,000	1,000	(14,000)	-93%
5940	Technology	46,660	27,850	(18,810)	-40%
5990	Prior Year Adj (Services)	-	-	-	0%
SUBTOTAL - Services & Other Operating Exp.		1,390,980	1,062,897	(328,083)	-24%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA SA		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Capital Outlay & Depreciation					
6900	Depreciation	612,633	580,000	(32,633)	-5%
SUBTOTAL - Capital Outlay & Depreciation		612,633	580,000	(32,633)	-5%
Other Outflows					
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	0%
7310	Indirect Costs	9,223	-	(9,223)	-100%
7438	InterestExpense	581,644	600,165	18,521	3%
SUBTOTAL - Other Outflows		590,867	600,165	9,298	2%
TOTAL EXPENSES		7,441,721	7,299,945	(141,776)	-2%

Monthly Update - Monthly Cash Flow (Actuals + Projections)

MSA-SA	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	2,573,684	1,255,110	1,160,736	1,300,015	1,463,116	1,791,789	1,718,117	1,980,115	2,141,730	2,331,196	2,101,607	1,755,165	1,408,723	
Revenue														
LCFF: State Aid	282,254	282,254	508,057	508,057	508,057	508,057	508,057	508,057	508,057	116,853	-	-	1,407,318	5,645,078
LCFF: EPA	-	-	27,851	-	-	27,851	-	-	27,851	-	-	-	27,851	111,404
LCFF: ILPT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal Revenue	3,931	3,931	3,931	3,931	3,931	3,931	3,931	3,931	3,931	3,931	3,931	3,931	3,931	51,106
Other State Revenues	16,728	21,778	70,748	30,111	160,356	62,807	30,111	58,458	58,458	58,458	58,458	58,458	-	684,927
Other Local Revenues	-	967	4,133	11,408	7,888	(25,869)	10,321	11,408	11,408	11,408	11,408	11,408	(56,667)	9,221
Total Revenue	302,913	308,930	614,720	553,507	680,232	576,777	552,420	581,854	609,705	190,650	73,797	73,797	1,382,433	6,501,736
Expenses														
Certificated Salaries	108,459	108,459	108,459	108,459	108,459	108,459	108,459	108,459	108,459	108,459	108,459	108,459	54,230	1,355,739
Classified Salaries	12,767	12,767	12,767	12,767	12,767	12,767	12,767	12,767	12,767	12,767	12,767	12,767	6,384	159,591
Benefits	85,032	85,032	85,032	85,032	85,032	85,032	85,032	85,032	85,032	85,032	85,032	85,032	42,516	1,062,897
Books and Supplies	46,400	46,400	46,400	46,400	46,400	46,400	46,400	46,400	46,400	46,400	46,400	46,400	23,200	580,000
Services and Operations	95,885	115,855	105,348	102,956	64,110	76,987	2,973	75,630	75,630	75,630	75,630	75,630	(342,097)	600,165
Depreciation / Cap Outlay	7,605	-	-	-	-	286,011	-	47,439	47,439	47,439	47,439	47,439	47,439	530,362
Other Outflows	34,792	34,792	117,435	34,792	34,792	34,792	34,792	44,512	44,512	44,512	44,512	44,512	22,256	571,003
Total Expenses	390,939	403,304	475,441	390,406	351,560	650,448	290,422	420,239	420,239	420,239	420,239	420,239	(193,959)	4,859,757
Other Transactions Affecting Cash														
Revenues - Prior Year Accruals	237,084													237,084
Accounts Receivable - Bond Project														-
Other Assets/Accrual Adj														-
Fixed Assets - Depreciation Addback														-
Fixed Assets - Acquisitions														-
Due To (From)														-
Expenses - Prior Year Accruals	(1,428,510)													(1,428,510)
Accounts Payable - Current Year														-
Summer Holdback for Teachers														-
Loans Payable (Current)				-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)														-
Total Other Transactions	(1,191,426)	-	-	-	-	-	-	-	-	-	-	-	-	(1,191,426)
Total Change in Cash	(1,279,452)	(94,374)	139,279	163,101	328,673	(73,671)	261,998	161,615	189,466	(229,589)	(346,442)	(346,442)		450,553
ENDING CASH (Local Bank 9120)	1,255,110	1,160,736	1,300,015	1,463,116	1,791,789	1,718,117	1,980,115	2,141,730	2,331,196	2,101,607	1,755,165	1,408,723		
ENDING CASH (County Treas. & Other)	39,122	-	-	-	-	-	-	-	-	-	-	-		
ENDING CASH (TOTAL)	1,294,232	1,160,736	1,300,015	1,463,116	1,791,789	1,718,117	1,980,115	2,141,730	2,331,196	2,101,607	1,755,165	1,408,723		

<<< = 106 days cash



MSA-SD 2020-21 July Budget - Summary Analysis

SUMMARY OF RESULTS

This 2020-21 July Budget update projects a budget surplus of \$165,516.

This is an increase of \$165,516 from the prior year projected deficit of (\$165,455).

This will allow MSA-SD to end this fiscal year with a balance of \$177,266, which is 4.3% of annual expenditures.

SIGNIFICANT CHANGES IN REVENUE (Total Change from Prior Year = decrease of (\$121,738), or -2.9% of Prior Year revenues)

LCFF Entitlement: These "Local Control Funding Formula" revenues are the primary funding source for the school.

LCFF Entitlement projected revenues are (\$140,253) lower than in the prior year, with average daily attendance (ADA) increasing by 22.29.

Federal Revenues: This consists of Title I-IV "Every Student Succeeds Act" (ESSA) funding, federal special education, and federal food programs.

Federal Revenues are projected at \$32,222 higher than in the prior year.

Other State Revenues: These are the non-LCFF state revenues such as Lottery, Facility Grant, and one-time block grants.

Other State Revenues are projected at (\$95,201) lower than in the prior year.

Other Local Revenues: These are the non-LCFF state revenues such as Lottery, Facility Grant, and one-time block grants.

Other Local Revenues are projected at (\$1,662) lower than in the prior year..

SIGNIFICANT CHANGES IN EXPENSES (Total Change from Prior Year = decrease of (\$287,253), or -6.6% of Prior Year expenses)

Salaries and Benefits: This includes all employee pay, plus benefits such as retirement, healthcare, Medicare, Social Security, etc.

Salaries and Benefits costs are \$110,466 higher than in the prior year, reflecting budget adjustments to address changes in enrollment and other factors.

Books & Supplies: This category includes textbooks, computers, supplies, and other instructional and non-instructional materials and equipment.

Books & Supplies costs are projected at (\$29,296) lower than in the prior year.

Services & Operating Expenses: These include all contracted services as well as travel, insurance, rent, legal costs, and other service-related expenses.

Services & Operating costs are projected to be (\$394,949) lower than in the prior year.

Depreciation, Capital Outlay, and Other Outgo: This category includes depreciation on fixed assets and interest on long-term debt.

These costs are projected at (\$6,756) lower than in the prior year, reflecting updated depreciation and encroachment projections.



2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA SD		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Projected Average Daily Attendance:		421	443	22	
SUMMARY					
Revenue					
	LCFF Entitlement	3,580,407	3,440,154	(140,253)	-4%
	Federal Revenue	99,144	131,366	32,222	33%
	Other State Revenues	435,945	423,901	(12,044)	-3%
	Other Local Revenues	86,219	84,557	(1,662)	-2%
	Total Revenue	4,201,716	4,079,978	(121,738)	-3%
Expenditures					
	Certificated Salaries	1,520,342	1,643,538	123,196	8%
	Classified Salaries	374,399	238,666	(135,733)	-36%
	Benefits	674,996	797,999	123,003	18%
	Books and Supplies	103,475	69,315	(34,160)	-33%
	Services and Operating Exp.	1,667,202	1,310,399	(356,803)	-21%
	Depreciation & Cap Outlay	20,000	20,000	-	0%
	Other Outflows	6,756	-	(6,756)	-100%
	Total Expenditures	4,367,170	4,079,917	(287,253)	-7%
Net Revenues		(165,455)	61	165,516	
Fund Balance					
	Beginning Balance (Budgeted)	342,660	177,205		
	Net Revenues	(165,455)	61		
	Ending Fund Balance	177,205	177,266		
Components of Fund Bal.					
	Available For Econ. Uncert.		73,748	1.8% of Expenditures	
	Restricted Balances (Est.)		594	0.0% of Expenditures	
	Net Fixed Assets		102,924	2.5% of Expenditures	
	Ending Fund Balance		177,266	4.3% of Expenditures	



2020-21 July Budget (BOARD FINAL 6-26-2020)	Annual Budget		
MSA SD	2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year Variance as %

REVENUE DETAIL**LCFF Entitlement**

	2019-20 Second Interim Budget	Proposed 2020-21 July Budget	Variance From Prior Year	Variance as %
8011 State Aid	851,892	447,825	(404,067)	-47%
8012 EPA Entitlement	84,600	88,602	4,002	5%
8019 Prior Year Adjustments	-	-	-	0%
8096 InLieuPropTaxes	2,643,915	2,903,727	259,812	10%
SUBTOTAL - LCFF Entitlement	3,580,407	3,440,154	(140,253)	-4%

Federal Revenue

8181 SpEd - Revenue	48,480	50,773	2,293	5%
8220 SchLunchFederal	-	-	-	0%
8290 All Other Federal Revenue	50,664	80,593	29,929	59%
8295 Prior Year Adjustments (Fed Rev)	-	-	-	0%
SUBTOTAL - Federal Revenue	99,144	131,366	32,222	33%

Other State Revenue

8311 SpEd Revenue	220,501	228,623	8,122	4%
8520 SchoolNutrState	-	-	-	0%
8550 MandCstReimburs	6,512	6,820	308	5%
8560 StateLotteryRev	91,494	95,822	4,328	5%
8590 AllOthStateRev	117,438	92,636	(24,802)	-21%
8595 Prior Year Adjustments (Other State Rev)	-	-	-	0%
SUBTOTAL - Other State Revenue	435,945	423,901	(12,044)	-3%

Local Revenue

8600 Other Local Rev	-	-	-	0%
8660 Interest	5,381	5,636	255	5%
8698 OthRev-Suspense	-	-	-	0%
8690 Prior Year Adj (Local1)	-	-	-	0%
8695 Prior Year Adj (Local2)	-	-	-	0%
8699 Other Revenue	0	-	(0)	-100%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA SD		2019-20	Proposed 2020 21 July Budget	Variance From	
		Estimated Actuals		Prior Year	Variance as %
8999	Misc Revenue (Suspense)	-	-	-	0%
SUBTOTAL - Local Revenue		5,381	5,636	255	5%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA SD		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Fundraising & Grants					
8802	Donations - Private	-	-	-	0%
8803	Fundraising	80,838	78,921	(1,917)	-2%
SUBTOTAL - Fundraising & Grants		80,838	78,921	(1,917)	-2%
TOTAL REVENUE		4,201,716	4,079,978	(121,738)	-3%
EXPENSES					
Certificated Salaries					
1100	TeacherSalaries	1,147,924	1,271,810	123,886	11%
1300	Cert Adminis	372,418	371,728	(690)	0%
SUBTOTAL - Certificated Salaries		1,520,342	1,643,538	123,196	8%
Classified Salaries					
2100	Instructional Aides	140,736	140,259	(477)	0%
2200	Classified Support	94,312	-	(94,312)	-100%
2300	Classified Admin	-	-	-	0%
2400	Clerical & Tech	139,350	98,407	(40,943)	-29%
2900	OtherClassStaff	-	-	-	0%
SUBTOTAL - Classified Salaries		374,399	238,666	(135,733)	-36%
Employee Benefits					
3101	STRS-Certified	252,676	259,210	6,534	3%
3102	STRS-Classified	19,909	58,360	38,451	193%
3201	PERS-Cert	-	-	-	0%
3202	PERS-Classified	49,268	-	(49,268)	-100%
3301	OASDI/Med-Cert	22,880	29,868	6,988	31%
3302	OASDI/Med-Class	22,242	22,119	(123)	-1%
3401	HlthWelfareCert	279,146	307,035	27,889	10%
3402	HlthWelfareCert	9,376	80,680	71,304	761%
3501	UI-Certificated	2,000	17,835	15,835	792%
3502	UI-Classified	-	2,892	2,892	0%
3601	WorkersCmp-Cert	16,000	20,000	4,000	25%
3701	Other Retirement-Cert	-	-	-	0%
3901	OthBenes-Cert	1,500	-	(1,500)	-100%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA SD		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
3902	OthBenes-Class	-	-	-	0%
	SUBTOTAL - Employee Benefits	674,996	797,999	123,003	18%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA SD		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Books & Supplies					
4100	Text&CoreCurric	-	-	-	0%
4200	BooksOthRefMats	154	10,000	9,846	6412%
4310	Ins Mats & Sups	26,074	15,997	(10,077)	-39%
4315	OthrSupplies	-	-	-	0%
4320	Office Supplies	2,407	5,000	2,593	108%
4325	ProfDevMat&Sups	-	-	-	0%
4326	Arts&MusicSupps	2,481	-	(2,481)	-100%
4335	PE Supplies	2,500	-	(2,500)	-100%
4340	Educat Software	15,120	20,113	4,993	33%
4345	NonInstStdntSup	6,000	1,500	(4,500)	-75%
4346	TeacherSupplies	2,500	-	(2,500)	-100%
4350	Cust. Supplies	6,365	1,500	(4,865)	-76%
4351	Yearbook	-	-	-	0%
4390	Uniforms	-	-	-	0%
4400	NonCapEquip-Gen	25,500	-	(25,500)	-100%
4410	ClssrmFrnEq<5k	-	-	-	0%
4430	OfficeFurnEq<5k	3,000	-	(3,000)	-100%
4440	Computers <\$5k	5,000	10,473	5,473	109%
4461	Fixed Asset Susp (Imp)	-	-	-	0%
4464	Equipment (Pre-Cap)	-	-	-	0%
4710	Food	622	-	(622)	-100%
4720	Food:Other Food	5,752	4,732	(1,020)	-18%
4990	Prior Year Adj (Mat'ls)	-	-	-	0%
4999	Misc Expenditure (Suspense)	-	-	-	0%
SUBTOTAL - Books and Supplies		103,475	69,315	(34,160)	-33%

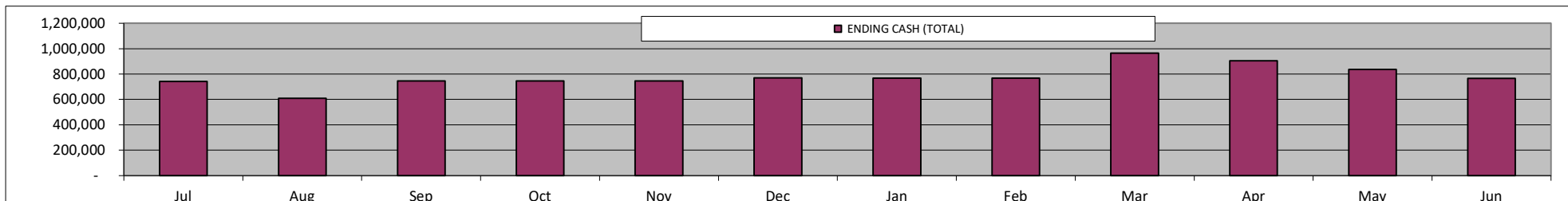
2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA SD		2019-20 Estimated Actuals	Proposed 2020 21 July Budget	Variance From Prior Year	Variance as %
Services & Other Operating Expenses					
5101	CMO Fees	377,207	185,456	(191,751)	-51%
5205	Conference Fees	-	-	-	0%
5210	MilesParkTolls	5,000	-	(5,000)	-100%
5215	TravConferences	-	-	-	0%
5220	TraLodging	7,700	3,000	(4,700)	-61%
5300	DuesMemberships	9,000	4,000	(5,000)	-56%
5450	Other Insurance	23,000	28,000	5,000	22%
5500	OpsHousekeeping	15,500	-	(15,500)	-100%
5510	Gas & Electric	60,000	20,000	(40,000)	-67%
5610	Rent & Leases	716,172	718,878	2,706	0%
5620	EquipmentLeases	11,912	6,000	(5,912)	-50%
5630	Reps&MaintBldng	11,000	2,000	(9,000)	-82%
5800	ProfessServices	20,908	39,997	19,089	91%
5810	Legal	24,226	-	(24,226)	-100%
5813	SchPrgAftSchool	84,029	92,636	8,607	10%
5814	SchPrgAcadComps	4,088	-	(4,088)	-100%
5819	SchlProgs-Other	2,300	20,000	17,700	770%
5820	Audit & CPA	8,500	8,500	-	0%
5825	DMSBusiness Svcs	-	-	-	0%
5835	Field Trips	46,000	44,189	(1,811)	-4%
5836	FieldTrip Trans	11,500	-	(11,500)	-100%
5840	MarkngStdtdRecrt	15,000	5,000	(10,000)	-67%
5850	Oversight Fees	37,779	41,458	3,679	10%
5857	Payroll Fees	7,990	11,000	3,010	38%
5860	Service Fees	1,000	-	(1,000)	-100%
5861	Prior Year Services	-	-	-	0%
5863	Prof Developmnt	5,914	6,985	1,071	18%
5864	Prof Dev-Other	4,717	3,000	(1,717)	-36%
5869	SpEd Ctrct Inst	85,781	27,000	(58,781)	-69%
5870	Livescan	-	750	750	0%
5872	SPED Fees (incl Encroachment)	1,669	-	(1,669)	-100%
5875	Staff Recruiting	-	-	-	0%
5884	Substitutes	21,000	2,000	(19,000)	-90%
5890	Oth Svcs Non-Inst	1,153	-	(1,153)	-100%
5900	Communications	2,010	2,000	(10)	0%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA SD		2019-20	Proposed 2020 21 July Budget	Variance From	
		Estimated Actuals		Prior Year	Variance as %
5910	Communications 2		-	-	0%
5920	TelecomInternet	28,000	14,000	(14,000)	-50%
5930	PostageDelivery	5,000	2,000	(3,000)	-60%
5940	Technology	12,147	22,550	10,403	86%
5990	Prior Year Adj (Services)	-	-	-	0%
SUBTOTAL - Services & Other Operating Exp.		1,667,202	1,310,399	(356,803)	-21%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MSA SD		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Capital Outlay & Depreciation					
6400	EquipFixed	-	-	-	0%
6900	Depreciation	20,000	20,000	-	0%
SUBTOTAL - Capital Outlay & Depreciation		20,000	20,000	-	0%
Other Outflows					
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	0%
7310	Indirect Costs	4,423	-	(4,423)	-100%
7438	InterestExpense	2,333	-	(2,333)	-100%
SUBTOTAL - Other Outflows		6,756	-	(6,756)	-100%
TOTAL EXPENSES		4,367,170	4,079,917	(287,253)	-7%

Monthly Update - Monthly Cash Flow (Actuals + Projections)

MSA-SD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	856,117	701,059	608,363	746,486	746,310	746,134	768,109	767,932	767,848	964,137	903,981	834,555	765,129	
Revenue														
LCFF: State Aid	22,391	22,391	40,304	40,304	40,304	40,304	40,304	40,304	40,304	9,270	-	-	111,643	447,825
LCFF: EPA	-	-	22,151	-	-	22,151	-	-	22,151	-	-	-	22,151	88,602
LCFF: ILPT	-	174,224	348,447	232,298	232,298	232,298	232,298	232,298	406,522	203,261	203,261	203,261	203,261	2,903,727
Federal Revenue	9,383	9,383	9,383	9,383	9,383	9,383	9,383	9,383	9,383	9,383	9,383	9,383	18,767	131,366
Other State Revenues	21,195	21,195	37,727	37,727	37,727	37,727	37,727	37,819	37,819	37,819	37,819	37,819	3,782	423,901
Other Local Revenues	6,504	6,504	6,504	6,504	6,504	6,504	6,504	6,504	6,504	6,504	6,504	6,504	6,504	84,557
Total Revenue	59,474	233,698	464,517	326,217	326,217	348,368	326,217	326,309	522,683	266,237	256,967	256,967	366,107	4,079,978
Expenses														
Certificated Salaries	131,483	131,483	131,483	131,483	131,483	131,483	131,483	131,483	131,483	131,483	131,483	131,483	65,742	1,643,538
Classified Salaries	19,093	19,093	19,093	19,093	19,093	19,093	19,093	19,093	19,093	19,093	19,093	19,093	9,547	238,666
Benefits	63,840	63,840	63,840	63,840	63,840	63,840	63,840	63,840	63,840	63,840	63,840	63,840	31,920	797,999
Books and Supplies	5,545	5,545	5,545	5,545	5,545	5,545	5,545	5,545	5,545	5,545	5,545	5,545	2,773	69,315
Services and Operations	104,832	104,832	104,832	104,832	104,832	104,832	104,832	104,832	104,832	104,832	104,832	104,832	52,416	1,310,399
Depreciation / Cap Outlay	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	800	20,000
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	326,393	326,393	326,393	326,393	326,393	326,393	326,393	326,393	326,393	326,393	326,393	326,393	163,197	4,079,917
Other Transactions Affecting Cash														
Revenues - Prior Year Accruals	343,677													343,677
Accounts Receivable - Current Year														-
Other Assets/Accrual Adj														-
Fixed Assets - Depreciation Addback														-
Fixed Assets - Acquisitions														-
Due To (From)														-
Expenses - Prior Year Accruals	(191,596)													(191,596)
Accounts Payable - Current Year														-
Loans Payable (Current)														-
Loans Payable (Long Term)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Transactions	152,081	-	-	-	-	-	-	-	-	-	-	-	-	152,081
Total Change in Cash	(114,838)	(92,696)	138,123	(176)	(176)	21,974	(176)	(85)	196,289	(60,156)	(69,426)	(69,426)		152,142
ENDING CASH (Local Bank 9120)	701,059	608,363	746,486	746,310	746,134	768,109	767,932	767,848	964,137	903,981	834,555	765,129		
ENDING CASH (County Treas. & Other)	40,220													
ENDING CASH (TOTAL)	741,279	608,363	746,486	746,310	746,134	768,109	767,932	767,848	964,137	903,981	834,555	765,129		<<< = 68 days cash



MERF Executive Summary

SUMMARY OF RESULTS

This July Budget update projects a budget surplus of \$20,448.

This is an increase of \$658,036 from the prior year projected deficit of (\$621,738).

This will allow MERF to end this fiscal year with a balance of \$1,006,523, which is 21.4% of annual expenditures.

CASH FLOW

Operating cash flow is projected to remain positive throughout this fiscal year, as shown in the attached monthly cash flow schedule.

The lowest projected ending cash balance this fiscal year is \$2,374,052, which represents 184 days of operating costs on average.

The June 30, 2020 ending cash balance this fiscal year is projected to be \$2,374,052, which represents 184 days of average operating costs.

This cash flow takes into account all intercompany loans made to date, but does not assume additional loans until approved by the Board.

SIGNIFICANT CHANGES IN REVENUE (Total change from July = decrease of (\$214,685), or -4.3% of First Interim revenues)

Other Local Revenues: This category includes all MERF revenues from the sites, as well as other schoolwide revenue sources.

CMO Fee and other projected revenues are (\$214,685) lower than in the prior year.

SIGNIFICANT CHANGES IN EXPENSES (Total change from July = decrease of (\$872,721), or -15.6% of First Interim expenses)

Salaries and Benefits: This includes all employee pay, plus benefits such as retirement, healthcare, Medicare, Social Security, etc.

Salaries and Benefits costs are \$131,688 higher than in the prior year, reflecting budget adjustments.

Books & Supplies: This category includes textbooks, computers, supplies, and other instructional and non-instructional materials and equipment.

Books & Supplies costs are projected at (\$122,438) lower than in the prior year, due to targeted budget adjustments (see detail).

Services & Operating Expenses: These include all contracted services as well as travel, insurance, rent, legal costs, and other service-related expenses.

Services & Operating costs are projected to be (\$882,486) lower than in the prior year, due to targeted budget adjustments (see detail).

Depreciation, Capital Outlay, and Other Outgo: This category includes depreciation on fixed assets, interest, and other related costs.

These costs are projected at \$515 higher than in the prior year, reflecting updated depreciation and encroachment projections.



2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget		
MERF	2019-20	Proposed 2020	Variance From	
	Estimated Actuals	21 July Budget	Prior Year	Variance as %
Projected Average Daily Attendance:				
SUMMARY				
Revenue				
LCFF Entitlement	-	-	-	0%
Federal Revenue	-	-	-	0%
Other State Revenues	-	-	-	0%
Other Local Revenues	4,944,337	4,729,652	(214,685)	-4%
Total Revenue	4,944,337	4,729,652	(214,685)	-4%
Expenditures				
Certificated Salaries	751,794	752,584	790	0%
Classified Salaries	1,814,791	1,790,887	(23,904)	-1%
Benefits	909,691	1,064,493	154,802	17%
Books and Supplies	126,278	3,840	(122,438)	-97%
Services and Operating Exp.	1,979,371	1,096,885	(882,486)	-45%
Depreciation & Cap Outlay	-	515	515	0%
Other Outflows	-	-	-	0%
Total Expenditures	5,581,925	4,709,204	(872,721)	-16%
Net Revenues	(637,588)	20,448	658,036	
Fund Balance				
Beginning Balance (Budgeted)	1,623,663	986,075		
Net Revenues	(637,588)	20,448		
Ending Fund Balance	986,075	1,006,523		
Components of Fund Bal.				
Available For Econ. Uncert.		961,573	20.4% of Expenditures	
Restricted Balances (Est.)		29,491	0.6% of Expenditures	
Net Fixed Assets		15,459	0.3% of Expenditures	
Ending Fund Balance		1,006,523	21.4% of Expenditures	



2020-21 July Budget (BOARD FINAL 6-26-2020)	Annual Budget		
MERF	2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year Variance as %

REVENUE DETAIL

	2019-20 Second Interim Budget	Proposed 2020-21 July Budget	Variance From Prior Year	Variance as %
LCFF Entitlement				
8011 State Aid	-	-	-	0%
8012 EPA Entitlement	-	-	-	0%
8019 Prior Year Adjustments	-	-	-	0%
8096 InLieuPropTaxes	-	-	-	0%
SUBTOTAL - LCFF Entitlement	-	-	-	0%
Federal Revenue				
8181 SpEd - Revenue	-	-	-	0%
8220 SchLunchFederal	-	-	-	0%
8290 All Other Federal Revenue	-	-	-	0%
8295 Prior Year Adjustments (Fed Rev)	-	-	-	0%
SUBTOTAL - Federal Revenue	-	-	-	0%
Other State Revenue				
8311 SpEd Revenue	-	-	-	0%
8520 SchoolNutrState	-	-	-	0%
8550 MandCstReimburs	-	-	-	0%
8560 StateLotteryRev	-	-	-	0%
8590 AllOthStateRev	-	-	-	0%
8595 Prior Year Adjustments (Other State Rev)	-	-	-	0%
SUBTOTAL - Other State Revenue	-	-	-	0%
Local Revenue				
8600 Other Local Rev	-	-	-	0%
8660 Interest	-	-	-	0%
8698 OthRev-Suspense	-	-	-	0%
8701 CMO Fee - MSA-1	895,132	777,775	(117,357)	-13%
8702 CMO Fee - MSA-2	811,213	704,858	(106,355)	-13%
8703 CMO Fee - MSA-3	895,132	777,775	(117,357)	-13%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MERF		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
8704	CMO Fee - MSA-4	67,135	34,028	(33,107)	-49%
8705	CMO Fee - MSA-5	167,837	475,295	307,458	183%
8706	CMO Fee - MSA-6	67,135	34,028	(33,107)	-49%
8707	CMO Fee - MSA-7	447,566	388,887	(58,679)	-13%
8708	CMO Fee - MSA-8	895,132	777,775	(117,357)	-13%
8709	CMO Fee - MSA-SA	295,132	573,775	278,643	94%
8712	CMO Fee - MSA-SD	393,570	185,456	(208,114)	-53%
8690	Prior Year Adj (Local1)	-	-	-	0%
8695	Prior Year Adj (Local2)	-	-	-	0%
8699	Other Revenue	9,355	-	(9,355)	-100%
8999	Misc Revenue (Suspense)	-	-	-	0%
SUBTOTAL - Local Revenue		4,944,337	4,729,652	(214,685)	-4%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MERF		2019-20	Proposed 2020	Variance From	Variance as %
		Estimated Actuals	21 July Budget	Prior Year	
Fundraising & Grants					
8802	Donations - Private	-	-	-	0%
8803	Fundraising	-	-	-	0%
SUBTOTAL - Fundraising & Grants		-	-	-	0%
TOTAL REVENUE		4,944,337	4,729,652	(214,685)	-4%
EXPENSES					
Certificated Salaries					
1100	TeacherSalaries	-	-	-	0%
1300	Cert Adminis	751,794	752,584	790	0%
SUBTOTAL - Certificated Salaries		751,794	752,584	790	0%
Classified Salaries					
2100	Instructional Aides	-	-	-	0%
2200	Classified Support	-	-	-	0%
2300	Classified Admin	-	-	-	0%
2400	Clerical & Tech	1,254,040	1,225,519	(28,521)	-2%
2900	OtherClassStaff	560,750	565,368	4,618	1%
SUBTOTAL - Classified Salaries		1,814,791	1,790,887	(23,904)	-1%
Employee Benefits					
3101	STRS-Certified	101,080	362,858	261,778	259%
3102	STRS-Classified	47,954	-	(47,954)	-100%
3201	PERS-Cert	-	-	-	0%
3202	PERS-Classified	136,042	51,220	(84,822)	-62%
3301	OASDI/Med-Cert	191,978	162,236	(29,742)	-15%
3302	OASDI/Med-Class	2,348	37,941	35,593	1516%
3401	HlthWelfareCert	370,505	300	(370,205)	-100%
3402	HlthWelfareCert	(19,580)	337,286	356,866	-1823%
3501	UI-Certificated	774	-	(774)	-100%
3502	UI-Classified	496	-	(496)	-100%
3601	WorkersCmp-Cert	38,305	-	(38,305)	-100%
3701	Other Retirement-Cert	6,566	112,652	106,086	1616%
3901	OthBenes-Cert	19,292	-	(19,292)	-100%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MERF		2019-20 Estimated Actuals	Proposed 2020 21 July Budget	Variance From Prior Year	Variance as %
3902	OthBenes-Class	13,930	-	(13,930)	-100%
SUBTOTAL - Employee Benefits		909,691	1,064,493	154,802	17%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MERF		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Books & Supplies					
4100	Text&CoreCurric	1,000	-	(1,000)	-100%
4200	BooksOthRefMats	-	-	-	0%
4310	Ins Mats & Sups	26,873	-	(26,873)	-100%
4315	OthrSupplies	-	-	-	0%
4320	Office Supplies	14,080	-	(14,080)	-100%
4325	ProfDevMat&Sups	1,000	-	(1,000)	-100%
4326	Arts&MusicSupps	-	-	-	0%
4335	PE Supplies	-	-	-	0%
4340	Educat Software	15,690	3,840	(11,850)	-76%
4345	NonInstStdntSup	1,500	-	(1,500)	-100%
4346	TeacherSupplies	-	-	-	0%
4350	Cust. Supplies	-	-	-	0%
4351	Yearbook	-	-	-	0%
4390	Uniforms	-	-	-	0%
4400	NonCapEquip-Gen	6,293	-	(6,293)	-100%
4410	ClssrmFrnEq<5k	-	-	-	0%
4430	OffceFurnEq<5k	2,000	-	(2,000)	-100%
4440	Computers <\$5k	11,197	-	(11,197)	-100%
4461	Fixed Asset Susp (Imp)	-	-	-	0%
4464	Equipment (Pre-Cap)	-	-	-	0%
4710	Food	-	-	-	0%
4720	Food:Other Food	46,645	-	(46,645)	-100%
4990	Prior Year Adj (Mat'ls)	-	-	-	0%
4999	Misc Expenditure (Suspense)	-	-	-	0%
SUBTOTAL - Books and Supplies		126,278	3,840	(122,438)	-97%

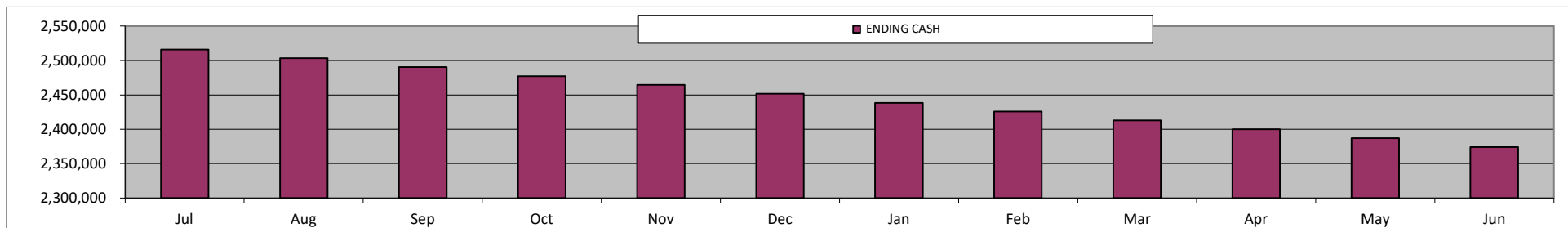
2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MERF		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Services & Other Operating Expenses					
5101	CMO Fees	-	-	-	0%
5205	Conference Fees	23,158	-	(23,158)	-100%
5210	MilesParkTolls	59,868	12,800	(47,068)	-79%
5215	TravConferences	-	-	-	0%
5220	TraLodging	48,469	-	(48,469)	-100%
5300	DuesMemberships	46,746	43,957	(2,789)	-6%
5450	Other Insurance	35,000	45,500	10,500	30%
5500	OpsHousekeeping	11,330	11,000	(330)	-3%
5510	Gas & Electric	-	-	-	0%
5610	Rent & Leases	187,524	194,250	6,726	4%
5620	EquipmentLeases	5,000	2,300	(2,700)	-54%
5630	Reps&MaintBldng	1,000	500	(500)	-50%
5800	ProfessServices	457,123	33,000	(424,123)	-93%
5810	Legal	128,656	20,000	(108,656)	-84%
5813	SchPrgAftSchool	-	-	-	0%
5814	SchPrgAcadComps	-	-	-	0%
5819	SchlProgs-Other	-	-	-	0%
5820	Audit & CPA	90,000	100,000	10,000	11%
5825	DMSBusiness Svcs	520,000	545,000	25,000	5%
5835	Field Trips	-	-	-	0%
5836	FieldTrip Trans	-	-	-	0%
5840	MarkngStdtrcrt	49,100	500	(48,600)	-99%
5850	Oversight Fees	-	-	-	0%
5857	Payroll Fees	20,000	12,000	(8,000)	-40%
5860	Service Fees	30,000	1,000	(29,000)	-97%
5861	Prior Year Services	-	-	-	0%
5863	Prof Developmnt	75,600	-	(75,600)	-100%
5864	Prof Dev-Other	17,582	1,100	(16,482)	-94%
5869	SpEd Ctrct Inst	-	-	-	0%
5870	Livescan	200	50	(150)	-75%
5872	SPED Fees (incl Encroachment)	-	-	-	0%
5875	Staff Recruiting	13,845	-	(13,845)	-100%
5884	Substitutes	-	-	-	0%
5890	Oth Svcs Non-Inst	12,000	-	(12,000)	-100%
5900	Communications	7,150	-	(7,150)	-100%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MERF		2019-20	Proposed 2020-21 July Budget	Variance From	
		Estimated Actuals		Prior Year	Variance as %
5910	Communications 2		-	-	0%
5920	TelecomInternet	8,000	5,100	(2,900)	-36%
5930	PostageDelivery	5,500	2,750	(2,750)	-50%
5940	Technology	126,520	66,078	(60,442)	-48%
5990	Prior Year Adj (Services)	-	-	-	0%
SUBTOTAL - Services & Other Operating Exp.		1,979,371	1,096,885	(882,486)	-45%

2020-21 July Budget (BOARD FINAL 6-26-2020)		Annual Budget			
MERF		2019-20 Estimated Actuals	Proposed 2020- 21 July Budget	Variance From Prior Year	Variance as %
Capital Outlay & Depreciation					
6400	EquipFixed	-	-	-	0%
6900	Depreciation	-	515	515	0%
SUBTOTAL - Capital Outlay & Depreciation		-	515	515	0%
Other Outflows					
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	0%
7310	Indirect Costs	-	-	-	0%
7438	InterestExpense	-	-	-	0%
SUBTOTAL - Other Outflows		-	-	-	0%
TOTAL EXPENSES		5,581,925	4,709,204	(872,721)	-16%

Monthly Update - Monthly Cash Flow (Actuals + Projections)

MERF	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	3,137,415	2,516,138	2,503,221	2,490,304	2,477,387	2,464,470	2,451,553	2,438,636	2,425,720	2,412,803	2,399,886	2,386,969	2,374,052	
Revenue														
LCFF: State Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LCFF: EPA	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LCFF: ILPT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other State Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Local Revenues	363,819	363,819	363,819	363,819	363,819	363,819	363,819	363,819	363,819	363,819	363,819	363,819	363,819	4,729,652
Total Revenue	363,819	363,819	363,819	363,819	363,819	363,819	363,819	363,819	363,819	363,819	363,819	363,819	363,819	4,729,652
Expenses														
Certificated Salaries	60,207	60,207	60,207	60,207	60,207	60,207	60,207	60,207	60,207	60,207	60,207	60,207	30,103	752,584
Classified Salaries	143,271	143,271	143,271	143,271	143,271	143,271	143,271	143,271	143,271	143,271	143,271	143,271	71,635	1,790,887
Benefits	85,159	85,159	85,159	85,159	85,159	85,159	85,159	85,159	85,159	85,159	85,159	85,159	42,580	1,064,493
Books and Supplies	307	307	307	307	307	307	307	307	307	307	307	307	154	3,840
Services and Operations	87,751	87,751	87,751	87,751	87,751	87,751	87,751	87,751	87,751	87,751	87,751	87,751	43,875	1,096,885
Depreciation / Cap Outlay	41	41	41	41	41	41	41	41	41	41	41	41	21	515
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	376,736	376,736	376,736	376,736	376,736	376,736	376,736	376,736	376,736	376,736	376,736	376,736	188,368	4,709,204
Other Transactions Affecting Cash														
Revenues - Prior Year Accruals														-
Accounts Receivable - Current Year														-
Other Assets/Accrual Adj														-
Fixed Assets - Depreciation Addback														-
Fixed Assets - Acquisitions														-
Due To (From)														-
Expenses - Prior Year Accruals														-
Accounts Payable - Current Year	(608,360)													(608,360)
Summer Holdback for Teachers														-
Loans Payable (Current)														-
Loans Payable (Long Term)														-
Total Other Transactions	(608,360)	-	-	-	-	-	-	-	-	-	-	-	-	(608,360)
Total Change in Cash	(621,277)	(12,917)	(12,917)	(12,917)	(12,917)	(12,917)	(12,917)	(12,917)	(12,917)	(12,917)	(12,917)	(12,917)	(12,917)	(587,912)
ENDING CASH	2,516,138	2,503,221	2,490,304	2,477,387	2,464,470	2,451,553	2,438,636	2,425,720	2,412,803	2,399,886	2,386,969	2,374,052	<<< = 184 days cash	



Magnolia Public Schools									
Master List of Contracts for FY 2020-21									
Vendor Name	Location	Service Description	Contract Start Date	Contract End Date	Term	renewal/cancellation consider	Contract Amount	Y19-20 Budgeted expens	Y20-21 Budgeted expens
21st Century Staffing LLC	Multiple	Substitute Services	ongoing	n/a	n/a	Board Approved Vendor	n/a	300,000	300,000
Allied Nationwide Security Services	Multiple	Security Services	07/01/2019	N/a	n/a	Preferred Vendor	n/a	25,000	25,000
American Transportation	Multiple	Transportation Services	Jul-1	N/a	n/a	Preferred Vendor	n/a	25,000	25,000
Aseltine School	MSA-SD	SELPA Services	7/1/19	9/1/21	1		n/a	57,000	57,000
BrainPop	Multiple	Software License	1/7/20	6/30/21	1 Year	Renewal	23,786	25,000	25,000
California Charter School Association	Multiple	Membership	1/7/17	6/30/20	1 Year	Renewal	31,320	35,000	35,000
CharterSafe	Multiple	Insurance Services	1/7/18	06/30/2020	1 Year	Renewal	36,788	450,553	450,553
Charter School Capital	Multiple	Enrollment Marketing	8/1/20	n/a	1 Year	Preferred Vendor	n/a	n/a	160,000
ChildCare Careers LLC dba The Education Team	Multiple	Substitute Services	ongoing	n/a	n/a	Board Approved Vendor	n/a	300,000	300,000
CSUN Mitchell Family Counseling	MSA 5,6,7,8	Counseling Services	7/1/19	06-30-2020	1 Year	Renewal (MSA 2 excluded)	n/a	25,000	25,000
Delta Management Services	MERF	Back Office Provider	1/7/18	6/30/20	2 Year	Renewal	440,000	500,000	500,000
DirectEd (Cross County) Educational Services	Multiple	Substitute Services	ongoing	n/a	n/a	Board Approved Vendor	n/a	450,000	450,000
EDLogical Group Corp.	Multiple	Special Ed Services	1/7/17	6/30/23	5 Years	Auto Renewal	n/a	750,000	750,000
Eluna Services	Multiple	Speech Services	?	?	?				86,000
First Lutheran Church of Northridge	MSA-7	Rent	1/7/17	06/30/2022	5 Years	ongoing		274,284	274,284
First Lutheran Church of Palms	MSA-6	Rent				ongoing		119,000	119,000
Four Winds	Multiple	Transportation Services	07/01/2019	N/a	n/a	Preferred Vendor	n/a	25,000	25,000
Good Sports Plus LTD ARC	MSA 5 & 7	After School Programs	01/07/2016	6/30/20	4 Years	Renewal for 20-21 and further	627,000	200,000	200,000
GoGuardian	Multiple	IT Services	7/1/19	6/30/20	1 Year	Renewal		24,960	24,960
Illuminate Education: ISI	Multiple	Software Services	1/7/17	6/30/21	4 Years	N/A	40,100	40,100	26,600
Imagine Etiquette & Image Consulting Inc	MSA3,6	Educational services	7/1/20	06/30/2021	1 Year	Board Approved Vendor		125,000	125,000
Infinite Campus	Multiple	Educational Services	7/1/20	06/30/2021	1 Year	Auto Renewal	N/A	N/A	64,500
Jeanette Reiber	MERF	Credential Services	7/1/18	06/30/2019	1 Year	Renewed FY 19-20		25,000	25,000
JFK Transportation	MSA-SA	Transportation Services	7/1/19	n/a	n/a	Ongoing	n/a	25,000	25,000
Kaiser	Multiple	Health and Welfare Benefits	ongoing	n/a	n/a	Auto Renewal	2,775,110	2,775,110	2,775,110
Kajima Development Corporation	MERF	Rent	1/5/17	01/05/2024	7 years	N/A		156,000	156,000
LA Café	Multiple	LAUSD Food services	ongoing	n/a	n/a			166,733	166,733
LACOE CalSts/CalPers	Multiple	Contract for LAUSD Charter	1/7/17	6/30/18	1 Year	Auto Renewal		1,500,000.00	1,500,000.00
Larson Communications	MERF	Communications consulting	1/7/17	6/30/18	1 year	Renewal		150,000	150,000
Los Angeles Unified School District	MSA4	Facility MOU's	1/7/17	06/30/2022	5 Years			103,831	103,831
Los angeles Coalition	MERF	Management Services	7/1/19	6/30/20	1	Auto Renewal		25,000	25,000
Metlife	Multiple	Health and Welfare Benefits	1/7/17	6/30/18	1 Year	Auto Renewal	177,227	177,227	177,227
MM Paper Company	Multiple	PPE Equipment	7/1/19	n/a	n/a	N/A			100,000
Mutual of Omaha	Multiple	AD&D Benefits	7/1/19	06/30/2020	1year	Consideration			60,000
MyOn is now Renaissance Learning	Multiple	Educational services	4/27/20	08/31/2021	1 Year	Auto Renewal	102,604	79,164	79,164
NWEA	Multiple	MAP Testing License	7/1/20	06/30/2021	1 Year	Auto Renewal	43,750	43,750	42,500
Office Depot	Multiple	Office and School Supplies	07/01/2019	n/a	n/a	N/A			35,000
Orange County Department of Education	MSA-SA	Retirement Report Services	1/7/18	6/30/18	1 Year	Considerations		25,000	25,000
Paycom	Multiple	Payroll Services	1/12/15	1/12/18	3 Years	Auto Renewal		125,000	125,000
Riders Express T&C	Multiple	Bus transportation	1/7/17	6/30/18	1 Year	Renewal	66,455	171,000	171,000
SchoolMint	Multiple	Enrollment Partner	1/5/18	01/05/22	5 Years	Auto Renewal		31,000	31,000
Scoot Education	Multiple	Substitute Services	7/1/19	n/a	n/a	Preferred Vendor	n/a	300,000	300,000
SDUSD Lease	MSASD	Monthly land lease	1/7/17	charter term	charter term		240,000	240,000	240,000
Staples Technology	Multiple	Technology	7/1/19	n/a	n/a	Board Approved Vendor			250,000
Sub Ready	Multiple	Substitute	ongoing	n/a	n/a	Board Approved Vendor	n/a	300,000	300,000
Teachers on Reserve	Multiple	Substitute	ongoing	n/a	n/a	Board Approved Vendor	n/a	300,000	300,000
Tumbleweed Transportation	MSA-6	Transportation Services	7/1/19	n/a	n/a	Preferred Vendor	n/a	25,000	25,000
T-mobile	Multiple	Hotspot Devices	7/1/20	06/30/2021	1 year	Considerations	n/a	n/a	164,800.00
Ubistor	Multiple	MPS Backup Solutions - IT	1/7/17	06/30/2018	1 Year	Auto Renewal	28,740	28,740	28,740
Vavrinek, Trine, Day & Co., LLP	Multiple	Audit services	1/7/17	06/30/2018	2 years	Renewal	80,000	91,925	91,925
World Private Security	MSA1,2	Security Services	7/1/19	n/a	n/a	Preferred Vendor	n/a	25,000	25,000
YMCA	MSASD	ASES	1/7/16	6/30/17	1 Year	Renewal	76,950	88,452	88,452
Think together	MSA1 and MSA3	After School Programs	7/1/19	6/30/20	1 Year	Consideration		186,000	186,000
Jackson & Lewis PC	MSA-3	Legal Services	ongoing	n/a	n/a	n/a	25,000	75,000	75,000
Musick, Peeler & Garrett LLP	Multiple	Legal Services	ongoing	n/a	n/a	n/a	n/a	100,000	100,000
Law Offices of Young, Minney & Corr. LLP	Multiple	Legal Services (Increase of \$10	ongoing	n/a	n/a	n/a	n/a	200,000	200,000
Gordon Rees	MERF	Legal Services-- CharterSafe	ongoing	n/a	n/a	n/a	25,000	75,000	75,000
Oltmans Construction Co.	MSA1 and MSASA	Construction Services	Ongoing	n/a					\$1,000,000.00
AG Construction	MSA1 and MSASA	Construction Services	Ongoing	n/a					\$50,000.00
Ubistor	Multiple	MPS Backup Solutions -IT	1/7/17	6/30/18	1 Year	Auto Renewal	28,740	28,740	28,740

Magnolia Educational Research Foundation
Home Office Expense Allocation and Contingency Reserve for Economic Uncertainties

Distribution Calculation							
School Names	10/02/19 ADA	2020-21 Projected ADA	Increase (Decrease)	Tier Factor	Subtract Factor calculated with different fee structure	Adjusted Tier Factor	Percentage of Redistribution based on ADA
Magnolia Science Academy 1	634.0	686	52	1.60		1.60	18%
Magnolia Science Academy 2	422.0	422	-	1.45		1.45	16%
Magnolia Science Academy 3	484.0	479	(5)	1.60		1.60	18%
Magnolia Science Academy 4	125.0	110	(15)	0.07		0.07	1%
Magnolia Science Academy 5	269.0	296	27	1.00	1.00	-	0%
Magnolia Science Academy 6	131.0	144	13	0.07		0.07	1%
Magnolia Science Academy 7	279.0	279	-	0.80		0.80	9%
Magnolia Science Academy Bell	474.0	474	-	1.60		1.60	18%
MSA- San Diego	427.0	447	20	1.45	1.45	-	0%
PTS- Santa Ana	534.0	538	4	1.60		1.60	18%
TOTAL	3,779	3,875	96	11.24	2.45	8.79	100%

Home Office Exp. Less 7.7% 4,729,650

Total 2018-19 CMO Fee to allocate	5,129,650	
Add Reserve:	-	
Subtract: Fees based with different CMO fee structure (15%)	475,295.00	MSA 5 CMO Fee - capped at 15%
Subtract: MSA 4 Fees fixed	-	
Subtract: MSA 6 Fees fixed	-	
Subtract: MSA SD Fees based with different CMO fee structure (11%)	381,456.13	SD CMO Fee - capped at 11%
Home Office Expense Allocation Base	4,272,898.95	(x)

ADA Tier Rate Table		
Average Daily		Factor
100 students or less	1	0.03
101 to 150 students	101	0.07
151 to 200 students	151	0.12
201 to 250 students	201	0.30
251 to 260 students	251	0.60
261 to 280 students	261	0.80
281 to 300 students	281	1.00
301 to 350 students	301	1.15
351 to 400 students	351	1.30
401 to 450 students	401	1.45
451 students and more	451	1.60

School Names	2019-20 Fee	2020-21 Fee	Increase (Decrease) from last year	Allocation %
Magnolia Science Academy	860,526	777,775	(82,751)	16.44%
Magnolia Science Academy 2	779,851	704,858	(74,993)	14.90%
Magnolia Science Academy 3	860,526	777,775	(82,751)	16.44%
Magnolia Science Academy 4	37,648	34,028	(3,620)	0.72%
Magnolia Science Academy 5	430,263	475,295	45,032	10.05%
Magnolia Science Academy 6	37,648	34,028	(3,620)	0.72%
Magnolia Science Academy 7	430,263	388,887	(41,376)	8.22%
Magnolia Science Academy Bell	860,526	777,775	(82,751)	16.44%
PTS- Santa Ana	860,526	573,775	(286,751)	12.13%
MSA- San Diego	399,207	185,456	(213,750)	3.92%
Total	5,556,982	4,729,650	(827,332)	100.00%

Cannot exceed 15% of LCFF in accordance with charter

Cannot exceed 11% of LCFF in accordance with charter



QUESTIONS & COMMENTS



Cover Sheet

Approval of CEO Metrics, Evaluation Measures, and Contract Renewal

Section: IV. Action Items
Item: F. Approval of CEO Metrics, Evaluation Measures, and Contract Renewal
Purpose: Vote
Submitted by:
Related Material: IV F 2020-21 CEO Metrics.pdf



Appendix A

CHIEF EXECUTIVE OFFICER AND SUPERINTENDENT JOB DESCRIPTION 2020-21

Job Summary:

The Chief Executive Officer ("CEO") and Superintendent is responsible for the leadership, strategic vision and growth of Magnolia Public Schools (MPS) and future Magnolia schools, as well as assisting the Board of Directors ("Board") in fulfilling its responsibilities. The CEO/Superintendent provides daily operational oversight and guidance with regard to safety, academic achievement, fiscal integrity and compliance with all laws and regulations.

The primary responsibility of the CEO/Superintendent is to carry out the strategic plans and policies as established by the Board, including the academic performance and operations of the existing schools and future campuses and fiscal oversight. The CEO/Superintendent reports to the Board.

For the 2020-21 school year, the two most critical areas are: (1) managing school operations and openings through the Covid-19 crisis, (2) managing finances through an uncertain public school financing climate.

Job Duties:

- Provide the leadership, vision, and strategic direction for the school(s);
- Structure the organization of the school(s) to achieve the vision, philosophy and mission;
- Oversee all operations of the school(s) and report to the Board on their progress;
- Assist the Board in the development of governance policies for review and approval;
- Negotiate, on behalf of the Board when duly authorized to do so, all vendor and service contracts, orders, licenses, or other agreements of a special nature unless the signing is expressly limited by the Board;
- Oversee all aspects of the school(s) including personnel, financial matters, the academic program, facilities, and operations;
- Work with the Board Chair to draft the agenda for all Board meetings;

- Recommend an annual budget to the Board, including an accounting of federally-funded programs as required by applicable guidelines;
- Hire and oversee performance of charter home office staff, and principals whose jobs are to support/lead the operations, academic performance, business, marketing and development work;
- Oversee hiring, supervision, professional development, evaluation and dismissal of all personnel at school(s) and the CMO;
- Oversee the allocation of resources and school model decisions to drive the best balance between financial, operational, and academic concerns;
- Develop an overall human capital strategy and establish career paths within the CMO;
- Build a high performing, consistent data-driven culture at the CMO at all levels of its operations;
- Drive increased performance in the current school(s) and further refine the academic model;
- Determine the scope and sequence of educational programs according to the charter objectives;
- Implement well-researched, creative ways to educate the students in the school(s);
- Serve as primary contact with the State Department of Education;
- Follow all legal mandates from the U.S. Department of Education and the State of California in all aspects related to funding, reporting and regulations associated with charter schools;
- Work with outside counsel to support the legal needs of the organization;
- Assist the Board in seeking donors of time, funds and resources in support of the school(s);
- Manage any required facility acquisition, maintenance and renovation efforts; and
- Perform other duties and responsibilities as are customary for the office of the CEO/Superintendent and as may be assigned from time to time by the Board.

Appendix B -

Academic/Accountability

- 100% Four-Year Cohort Graduation Rate and 100% UC/CSU A-G Course Completion Rate across all MPS
- All student groups across MPS will show growth on the CAASPP-ELA/Literacy and Mathematics assessments by a 3-point or more increase from the prior year as measured by the CA School Dashboard.

- 50% or more of all MPS students will be proficient on the CAASPP-ELA/Literacy assessments and 35% or more will be proficient on the CAASPP-Mathematics assessments, with the ultimate goal of 100% proficiency for all.
- 60% or more of all students will meet their growth targets on the MAP-Reading and Mathematics assessments, with the ultimate goal of 100%.
- All students across MPS will meet their expected growth targets in Reading as measured by the Lexile metrics.
- All MPS sites will organize a STEAM Festival/EXPO, with 100% of students creating and demonstrating a STEAM focused project, experiment, model or demo.
- Average Daily Attendance (ADA) Rate of 97% or more, with the ultimate goal of 100% ADA Rate.
- MPS will develop, align, and improve academic and behavioral resources, programs, supports, and services in addressing the needs of the whole child by utilizing a coherent MTSS framework that engages all systems leading to improved student outcomes.
- 25% or more of all students will be home-visited by the teachers and staff across all MPS.
- School experience survey participation and satisfaction rates of 85% or more for students, parents, teachers, and staff, with the ultimate goal of 100% participation and satisfaction rates.
- All MPS sites will maintain their WASC accreditation.
- All MPS sites will have successful authorizer oversight visits.
- Keep strengthening MPS' standards-based curriculum complete with scope and sequences for all subjects taught at every existing and expected grade level that exceeds national academic standards
- Continue to revise MPS strategic plan for the renewals of MSA-1, 2, and 3 (October 2021) and the merger of MSA-6 and 4 (October 2020), in response to the implementation of AB1505 (July 2020)

Personnel and Human Resources (HR):

15. Clear and detailed strategy for teacher recruitment and staff retention to be presented to the board in November 2020, and fulfilling that plan in a timely manner.
16. Expand the salary scale to include a performance-based evaluation for home office staff.

17. Delegation of authority - the executive staff are required to perform their duties effectively in support of the overall success of the organization. Magnolia Public Schools (MPS) Executive staff will have current job descriptions that include evaluation metrics and the frequency of a performance evaluation. The performance evaluation will include the Board recommendation for a 6-month evaluation and a year-end evaluation to determine if the performance is acceptable.
18. All the personnel paperwork documentation required by the authorizers, state and federal agencies will be ready before the first day of employment for every school year for every staff member. Staff employment paperwork which must be provided within a certain time frame, mandatory training which must be completed within a certain deadline will be completed by each staff member before respective deadlines. Human Resources will continue assisting school sites with authorizer site visits.
19. MPS Employee Handbook and MPS Employee Agreements will be revised every year with respect to evolving needs and changing Labor Codes and Laws.
20. HR will enhance the onboarding process to give extra support to the School Site Leaders.
21. HR will provide more features of PayCom (HRIS online software system) to provide more options and keep MPS HR procedures aligned across all school sites.

Management & Board Oversight:

22. Clear, transparent and timely communication between MPS Home Office and MPS Board with timely reporting of any critical development and communication with other local agencies to the board.
23. All committees are to meet each academic year according to a schedule set at the beginning of the academic year. Board members are to conduct committee meetings directly with responsible C-team members. All C-team members should present items directly to corresponding committee members in their respective areas with the CEO serving as facilitator of the discussion.
24. In conjunction with the Board, continue to develop an effective public relations, marketing, and fundraising plan for 2020-21.
Secure philanthropic support that directly supports the mission and vision for 2020-21
Report annually to the board on C-Team and school site performance.

25. Train and support new board members appointed due to vacancies and in compliance with the terms of authorizer directions.
26. Passing reports from authorizer site visits.

Finance:

27. Justify and explain any budget fluctuations over 3% from the June budget. Remain within 3% of the PI revised budget through the conclusion of the fiscal year.
28. Positive net income for combined all schools and Home Office at the end of the year.
29. Make recommendations to revise the Home Office budget over time with the following goals:
 - Improving compensation and support for school site staff
 - Developing self-sustaining business models for MSA-4, MSA-6, MSA-5, and MSA-SA, to narrow the range of percentages charged to schools for MPS support.
 - Revise the CMO fee allocation to minimize the expense to schools while creating additional funds to increase school site compensation and retention rate
30. Unqualified independent audit report
31. Update the five year capital plan following the bond issuance
32. Continue to provide leadership in the areas of financial planning, budgeting, accounting and management of the organization's financial resources.
33. Maintain accurate accounting, payroll, cash management, and insurance systems are maintained.

Facilities:

34. Prepare a strategic plan for all schools at Prop 39 facilities
35. Completion of capital improvement projects funded by grants
36. Implement asset management system to make sure that preventative maintenance action is taken to avoid large unplanned facilities/capital expenditures
37. Oversee, monitor, and maintain current requirements of facility leases.
Apply for facility grants such as SB 740 and CSFIG.
38. Continue overseeing that all physical environment reflects the organization's mission and values as well as enhances learning.
39. Improve fundraising and philanthropic efforts to improve/invest in facilities

Stakeholders:

40. Minimum 3892 students enrolled for FY 2020-21; strengthen enrollment campaign in conjunction with school sites.

41. Extensively engage all MPS stakeholders such as parents, students, teachers and the local community in crafting the strategies, implementing academic policies and engaging in civic participation. School site leaders or MPS Central Office should address any concerns by these stakeholders in a timely manner.

42. Continue to strengthen the MPS parent programs across all schools.

Cover Sheet

Overview of Annual Authorizer Oversight Reports

Section: V. Information Items
Item: A. Overview of Annual Authorizer Oversight Reports
Purpose: Discuss
Submitted by:
Related Material: V A Annual Oversight.pdf



Board Agenda Item #	V A – Discussion Item
Date:	June 29, 2020
To:	Magnolia Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	David Yilmaz, Chief Accountability Officer
RE:	MPS Schools Annual Authorizer Oversight Reports

Proposed Board Recommendation

Information/Discussion Item

Background

Oversight Visits Overview

Per the Education Code, charter authorizers need to conduct at least one annual oversight visit to their authorized schools. During an oversight visit authorizers meet with the school leadership, visit classrooms, conduct interviews with staff, parents, and students, check student and staff records, interview some staff (for segregation of duties, etc.), and review a list of documents that our schools provide in physical and electronic binders or folders. As a sample please see **attached** LAUSD annual performance-based binder prep guide 2019-20. The Home Office supports the schools in preparation for the oversight visits through mock visits, document preparation and review, and attendance to the oversight visits.

2019-20 Oversight Visits

All MPS schools have been visited by their respective authorizers. Following are the oversight visit details for 2019-20:

School	Authorizer	Visited?	Dates/Notes
MSA-1	LACOE	Yes	Various Zoom meetings during May
MSA-2	LACOE	Yes	Various Zoom meetings during May
MSA-3	LACOE	Yes	Various Zoom meetings during May
MSA-4	LAUSD	Yes	Zoom meeting on 4/28/20
MSA-5	LACOE	Yes	Various Zoom meetings during May
MSA-6	LAUSD	Yes	2/20/20
MSA-7	LAUSD	Yes	2/19/20
MSA-Bell	LAUSD	Yes	2/27/20

MSA-San Diego	SDUSD	Yes	Zoom meeting on 4/14/20
MSA-Santa Ana	SBE	Yes	2/5-6/20

Oversight Visit Reports

Authorizers typically provide the school with a report after their visit to delineate the school’s areas of strength and areas for improvement as well as areas of compliance and non-compliance, if applicable. The school leadership and the Home Office review those reports very carefully for continuous improvement of our schools.

LAUSD:

In their report LAUSD provides a rating to the schools (out of 4) for the following areas: Governance, Student Achievement and Educational Performance, Organizational Management, Programs, and Operations, and Fiscal Operations. For 2019-20, MSA-6 is the only LAUSD school that has received an oversight report to date. The school received a rating of “4” in both Governance and Operations and a rating of “3” in Student Achievement and Fiscal Operations. The following are ratings our LAUSD authorized schools received in 2018-19:

<u>Authorizer Oversight Visit Reports</u>	Governance	Student Achievement and Educational Performance	Organizational Management, Programs, and Operations	Fiscal Operations
2019-20				
MSA-4				
MSA-6	4	3	4	3
MSA-7				
MSA-BELL				
2018-19				
MSA-4	4	3	3	4
MSA-6	4	4	4	4
MSA-7	4	3	4	4
MSA-BELL	4	3	3	4

CDE:

Please find attached the letter we received from the CDE with the subject, “Summary of Annual Site Visit for Magnolia Science Academy – Santa Ana conducted on February 5 and 6, 2020.” The letter states that the school was in compliance with the charter petition and the MOU between the California State Board of Education and MSA-SA.

SDUSD:

We have not received a letter or report from SDUSD yet, but the overall visit has been successful, with no findings for non-compliance.

LACOE:

We have not received 2019-20 oversight visit reports for MSA-1, 2, 3, and 5 from LACOE. LACOE typically provides three separate reports for each school in the following areas:

- Governance Review
- Fiscal Annual Report
- Instructional Program Overview

This year the LACOE visits were virtually conducted over Zoom. The schools provided LACOE with the links to sample online synchronous class sessions and staff meetings.

Summary / Recommendations from Oversight Visit Reports

Besides the letter from the CDE, the only report we have been provided by our authorizers is the report for MSA-6. We would like to share the following summary and recommendations from MSA-6’s report.

GOVERNANCE

Summary of School Performance:

GOVERNANCE	RATING*
Summary of School Performance	4
<u>Areas of Demonstrated Strength and/or Progress</u>	
<p>G2: The Governing Board continues to comply with all material provisions of the Brown Act, including all aspects of SB 126.</p> <p>G4: The Governing Board has established and monitors comprehensive policies and procedures to ensure staffing in compliance with applicable provisions of law and the charter related to qualifications, clearances, credentialing, and assignment requirements as evidenced by the ESSA Grids and Board minutes.</p> <ul style="list-style-type: none"> • As evidenced in Board minutes, the Board approved to hire an Intervention and Instructional Coach at MSA Bell; Memorandum of Understanding with CSULA and the University of Redlands to partner with MSA Bell in an education internship program from July 2019-June 2021; add a part time Resource Specialist Program Teacher to MSA 4 due to increase of students with disabilities; and added a Computer Teacher to MSA 7. <p>G5: The Governing Board monitors school performance and other internal data to inform decision-making.</p> <ul style="list-style-type: none"> • As evidenced in Board agendas and minutes, there has been academic updates given to the Board via school leaders, as well as Magnolia Public Schools (MPS) Home Office staff. Academic updates include providing the Board with an overview of the CA Dashboard Indicators and academic performance of all MPS schools, 	
<u>Areas Noted for Further Growth and/or Improvement</u>	
None	
<u>Corrective Action Required</u>	
None noted that require immediate action to remedy concerns indicated in this report.	
Notes: None	

STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE

Summary of School Performance:

STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE Summary of School Performance	RATING ⁺ 3
<p>Is the charter school a state-identified school under the Every Student Succeeds Act (ESSA)? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, what is the school's identification? (See additional information within "Notes" section below) <input type="checkbox"/> Comprehensive Support and Improvement (CSI) <input type="checkbox"/> Additional Targeted Support and Improvement (ATSI)</p>	
<p><u>Areas of Demonstrated Strength and/or Progress</u> A3: The schoolwide percentage of students who Met and Exceeded Standards in 6th – 8th Grade on the SBAC in ELA is at a rate higher than the Resident Schools Median (RSM). <ul style="list-style-type: none"> Per CDE and a data set provided by LAUSD Data and Accountability, 45.63% of MSA 6's students Met and Exceeded Standards on the SBAC in ELA, compared to the RSM of 30.61%. A4: The schoolwide percentage of students who Met and Exceeded Standards in 6th – 8th Grade on the SBAC in Math is at a rate higher than the RSM. <ul style="list-style-type: none"> Per CDE and a data set provided by LAUSD Data and Accountability, 38.36% of MSA 6's students Met and Exceeded Standards on the SBAC in Math, compared to the Resident Schools Median of 21.13%. A5: The school reclassifies English Learners at a rate higher than the RSM. <ul style="list-style-type: none"> Per the CDE Reclassification Report, 33.3% of MSA 6's English Learners reclassified, compared to the RSM at 25.0%. A6: The school's percentage of "At Risk" English Learners is at rate lower than the RSM. <ul style="list-style-type: none"> Per the CDE's "At-Risk" by Grade report, MSA 6 is at 0%, compared to the RSM at 0.9%. A7: The school's percentage of LTELs is at a rate similar to the RSM. <ul style="list-style-type: none"> Per the CDE's Long-Term English Learners (LTEL) by Grade report, MSA 6 is at 28.6%, compared to the RSM at 28.0% </p>	
<p><u>Areas Noted for Further Growth and/or Improvement</u> A1: None of the school's numerically significant subgroups demonstrated growth in CAASPP ELA performance from 2017-2018 to 2018-2019. <ul style="list-style-type: none"> Per CDE, MSA 6 has four numerically significant subgroups (English Learners, Latino, Socioeconomically Disadvantaged, and Students with Disabilities). Four out of four declined in ELA. Although not numerically significant, African American students (14), demonstrated growth by 8.33%. A2: Some subgroups demonstrated growth in CAASPP Math performance from 2017-2018 to 2018-2019. <ul style="list-style-type: none"> English Learners and Students with Disabilities demonstrated declines by 7.49% and 7.79%, respectively. However, Latino and Socioeconomically Disadvantaged students demonstrated growth by 0.14% and 2.85%, respectively. NOTE: See "O4: MEETING THE NEEDS OF ALL STUDENTS..." for more information concerning both A1 and A2.</p>	

Corrective Action Required

None noted that require immediate action to remedy concerns indicated in this report.

Notes:

Reclassification Criteria:

- Overall score of 4 on the ELPAC
- Performance level of Basic on the NWEA MAP Reading assessment OR a minimum score of "Nearly Met" in ELA on the SBAC
- Grade "C" or above in ELA
- Parent Consultation

**NOTE: A charter school cannot receive a rating in this category greater than a 2 if the school has not met the minimum statutory renewal criteria which requires clear and convincing evidence that the academic performance of the charter school is at least equal to the academic performance of the public schools that the charter school pupils would otherwise have been required to attend, as well as the academic performance of the schools in the school district in which the charter school is located, taking into account the composition of the pupil population that is served at the charter school (e.g. Resident Schools) as measured in indicators A3 and A4.*

ORGANIZATIONAL MANAGEMENT, PROGRAMS, AND OPERATIONS

Summary of School Performance:

ORGANIZATIONAL MANAGEMENT, PROGRAMS, AND OPERATIONS	RATING*
Summary of School Performance	4
<p><u>Areas of Demonstrated Strength and/or Progress</u></p> <p>O2: The school has a highly developed system in place to ensure protection of student and staff health and safety, and compliance with applicable legal and charter requirements related to health and safety for Certificates of Occupancy, immunization, health screenings and emergency epi-pens.</p> <ul style="list-style-type: none"> ▪ Per evidence in Binder #3, school is compliant with AB 1871 (providing needy students with one adequate free or reduced priced meal each day) and AB 2009 (Automated External Defibrillator) <p>O4: The school has substantially implemented and monitors the components of the charter's instructional program designed to meet the learning needs of all students, including its subgroups, and generally modifies instruction based on data analysis.</p> <ul style="list-style-type: none"> ▪ Per school leadership, there has been an increase in English Learners, Students with Disabilities, and Socioeconomically Disadvantage students for the past three years. Additionally, school leadership shared that most of English Learners are dually identified as also being a student with a disability. The main focus for instruction and intervention for the 2019-2020 school year has been to increase support for English Learners and Students with Disabilities. In addition to the intervention opportunities already in existence (e.g. Power Math & English classes, after school tutoring, and Saturday school), the school has implemented the following: <ul style="list-style-type: none"> ○ During the first period of the day (SSR), English Learners receive Designated ELD by two English teachers 40 minutes per day. ○ Students with Disabilities go to the Learning Center every day to receive support for the Education Specialist. ○ All teachers were trained by the new ELA/ELD Program Coordinator during the summer in-services. ○ All teachers were trained by the Director of Special Education and Support Services in the area of special education, Universal Design for Learning and Restorative Justice ○ New this year: students will receive the MAP testing three times this year, instead of two, in an effort to monitor students' success and adjust teaching as necessary ○ School administration identifies students who are struggling and meet with them on a one-to-one basis. ○ More technology is being utilized like NextGen Math and ConnectEd to improve Math performance ○ Consistency with an emphasis on writing, reading and the use of the MyOn program (reading program/digital library) ○ Weekly staff meetings to discuss the academic progress of students and to reflect on current practices. Education Specialist gives teachers weekly updates about Students with Disabilities and shares best practices utilizing accommodations for academic support. ○ Teachers are reading <i>The Language-Rich Classroom</i>, by Himmele to enrich them with different strategies on engaging English Learners. ○ School is including ELPAC training and practice tests during Designated ELD instruction. <p>O7: The school has a highly developed school climate and student discipline system in place that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights.</p> <ul style="list-style-type: none"> ▪ School is compliant with AB 2291 (provides procedures for preventing bullying, including cyberbullying) ▪ Per school leadership, as of the day of the Performance Based Oversight visit, the school has 0% suspensions. <p>O9: The school has a highly developed stakeholder communication system for gathering input, encouraging involvement, sharing information, and resolving concerns.</p> <ul style="list-style-type: none"> ▪ Per school leadership, stakeholders receive a Newsletter on a weekly basis. 	

<ul style="list-style-type: none"> ▪ School is compliant with SB 1104 (evidence of informing parents/guardians of human trafficking prevention resources on its website) <p>O10: The school has a highly developed communication system to share information with stakeholders, that is easily accessible via its documents available both manually, electronically and on its website.</p> <ul style="list-style-type: none"> ▪ School is compliant with AB 2022 (evidence of notification requirements to pupils and parents on how to initiate access to pupil mental health services) <p><u>Areas Noted for Further Growth and/or Improvement</u></p> <ul style="list-style-type: none"> ▪ In an effort to increase academic performance and SBAC scores, SEE O4 above ▪ Per school leadership, another great need is with Chronic Absenteeism for homeless students and students with disabilities. <ul style="list-style-type: none"> ○ "This school year we are monitoring the absent students very closely and working with a SART team..." ○ New this year is the utilization of Parent Square, a communication tool to help communicate with all families via vest message, voicemail, and email. <p><u>Corrective Action Required</u></p> <p>None noted that require immediate action to remedy concerns indicated in this report.</p>

Notes:
None

***NOTE:** A charter school shall receive a rating of 1 in this category for any of the following reasons: (1) Failed to have Health, Safety, and Emergency Plan in place; (2) Failed to conduct child abuse mandated reporter training in accordance with AB 1432; (3) Failed to complete criminal background clearances for all new staff and sole proprietor (as defined on the ESSA Grid) prior to employment; or (4) Failed to obtain DOJ clearance certification, as appropriate, from a vendor. A charter school cannot receive a rating in this category greater than 2 if any teacher of the core instructional program is not appropriately credentialed and assigned per legal requirements and the school's current approved charter.

FISCAL OPERATIONS

Summary of School Performance:

FISCAL OPERATIONS	RATING
You have been assessed by the Fiscal Oversight team and you are receiving the rating of 3, Proficient.	3
Other circumstances and information could influence the rating and are noted in this evaluation.	
MSA 6's fiscal condition is positive and has been upward trending since the 2015-2016 fiscal year. According to the 2018-2019 independent audit report, the school had positive net assets of \$1,814,289 and net income of \$210,391. The 2019-2020 Second Interim projects positive net assets of \$1,623,055 and a net loss of (\$191,234) .	
According to MSA 6's independent audit report dated June 30, 2019, MSA 6 is one of 10 schools operated by Magnolia Educational & Research Foundation. MERF currently has four schools that are authorized by the Los Angeles Unified School District (LAUSD). MERF's fiscal condition is strong. MERF and its charter schools reported positive net assets of \$28,113,703 and net income of \$1,202,741. MERF, without its charter schools, reported positive net assets of \$1,623,663 and net income of \$829,702. According to MERF, during 2018-2019, MSA 6 paid management fees of \$43,658 to MERF for administrative services such as: finance and accounting, human resources and employee relations, Home Office management, information technology, operational compliance support, growth and facilities management, parent and community engagement, and programmatic compliance. These management fees were calculated based on a variable rate driven by the Average Daily Attendance (ADA) for each of the MERF charter schools.	

Areas of Demonstrated Strength and/or Progress:

- The school's fiscal condition is positive.

	2015-2016 (Audited Actuals)	2016-2017 (Audited Actuals)	2017-2018 (Audited Actuals)	2018-2019 (Audited Actuals)	2019-2020 (Second Interim)
Net Assets	\$957,265	\$1,258,921	\$1,603,898	\$1,814,289	\$1,623,055
Net Income/Loss	\$482,708	\$301,656	\$344,977	\$210,391	(\$191,234)*
Transfers In/Out	\$0	\$0	\$0	\$0	\$0
Prior Year Adjustment(s)	\$0	\$0	\$0	\$0	\$0

*See Item 27 in the Notes section for further details.

Areas Noted for Further Growth and/or Improvement:

Through conducting fiscal oversight and analyzing the data below, the CSD requests and receives fiscal documents from MERF (including bank statements, bank reconciliations, credit card statements, and check registers) for the four MERF charter schools that are currently authorized by LAUSD. The CSD reviews these financial documents and a sampling of checks and credit card transactions across these MERF charter schools, to assess overall compliance with the MERF Public Schools Fiscal Policies & Procedures. Any areas noted for further growth and/or improvement relating to MERF's and its charter schools' overall compliance to the aforementioned manual are indicated within each charter school's Annual Performance-Based Oversight Visit Report, which may or may not have been experienced by the specific MERF school named above. Lastly, any exceptions related to the fiscal condition and/or the segregation of duties reviews are school-specific and reviewed separately for each MERF charter school.

1. Late Fees:

Based on the CSD's review of the school's credit card statements and supporting documentation for the period from May 2019 through October 2019, the CSD noted 13 credit card statements that referenced late fees totaling \$1,470.94 in the aggregate. These late fees are summarized below.

Item #	School	Month	Transaction Date	Amount	Transaction Description
1	MSA 4	May 2019	5/1/2019	\$292.56	Delinquent Charges
2	MSA 4	July 2019	7/1/2019	\$92.96	Delinquent Charges
3	MSA 4	August 2019	8/1/2019	\$77.93	Delinquent Charges
4	MSA 4	October 2019	10/1/2019	\$48.75	Delinquent Charges
5	MSA 6	August 2019	8/1/2019	\$96.72	Delinquent Charges
6	MSA 6	September 2019	9/1/2019	\$244.01	Delinquent Charges
7	MSA 7	May 2019	5/1/2019	\$71.51	Delinquent Charges
8	MSA 7	July 2019	7/1/2019	\$149.64	Delinquent Charges
9	MSA 7	August 2019	8/1/2019	\$220.88	Delinquent Charges
10	MSA Bell	July 2019	7/1/2019	\$37.44	Delinquent Charges
11	MSA Bell	August 2019	8/1/2019	\$31.28	Delinquent Charges
12	MSA Bell	September 2019	9/12/2019	\$29.00	Delinquent Charges
13	MSA Bell	October 2019	10/1/2019	\$78.26	Delinquent Charges
			TOTAL	\$1,470.94	

In response to the CSD's observations above, MERF's Chief Financial Officer (CFO) stated that, during Fiscal Year 2018-2019, the organization implemented a new financial system. The CSD was further advised that, while the organization's 2018-2019 accounts payable were in the process of being closed (at year-end), some delinquency charges were incurred during its reconciliation process. Additionally, MERF's CFO explained that, during Fiscal Year 2019-2020, the organization discovered the 2018-2019 delinquency charges and subsequently implemented a new American Express reconciliation process, whereby statement reconciliations are processed within 10 days of receipt. Finally, MERF's CFO shared that, to avoid additional late charges in the future, MERF has established automatic payments and has developed a system to immediately review and reconcile the organization's credit card statements.

2. Late Payments to Vendors:

Based on the CSD's review of the school's check register for the period spanning from October 1, 2018 through October 1, 2019, a sample of 46 checks and 12 bank transactions were selected for further review. The CSD noted that 3 out of the 46 checks referenced invoices that were paid late (including one that referenced late fees and interest charges). The items in question are summarized below.

Item #	Check #	Check Issuance Date	Invoice Due Date	Payee	Check Amount	Transaction Description
1	90154	3/4/2019	6/29/2018	CoolSIS Technologies, Inc.	\$1,342.00	"CoolSIS Tech June not paid Services."
2	73602	6/17/2019	4/1/2019	Eco Home Safe, Inc.	\$175.00	"Monthly Pest Services April."
3	DDP-00000153	8/16/2019	8/1/2019	Pitney Bowes (Purchase power)	\$451.39	"Late fees \$39.99; Finance charges \$9.68."

In response to the CSD's observations above, MERF's CFO explained that two of the items noted above (i.e., Item # 1 and Item # 2) were paid late as a result of vendors not providing the invoices on time. With respect to Item # 3, the CSD was advised that automatic payments have been established for this vendor, to ensure that all future payments to this vendor are timely.

The CSD recommends that the school implement procedures to track all recurring and non-recurring invoices and billing statements and ensure that all vendors and credit card balances are paid timely, to prevent the school from incurring additional late fees and/or interest charges in the future.

The governing board and leadership team of the charter school are responsible for managing the operations of the school. Thus, the CSD's recommendations and the school's action plans concerning the above-noted findings and observations should be discussed at MERF's next governing board meeting, but, in any event, no later than 90 days following the school's receipt of this report. After the school's next board meeting, it is the school's responsibility to provide the CSD with its approved board meeting minutes regarding its action plans/steps, and/or proof of implementation of the mitigating actions taken by the school. The CSD will continue to monitor these issues through oversight.

Progress on LAUSD Board of Education and/or MOU Benchmarks related to FISCAL OPERATIONS (if applicable):

As part of its renewal petition approved by the LAUSD Board of Education on October 23, 2018, during the 2019-2024 charter term, MSA 6 must meet the fiscal benchmark below in order to address the school's fiscal operations concerns.

The school shall provide a written status report to the Charter Schools Division no later than December 15 of each year of the charter term demonstrating its progress related to the following:

1. MERF's continuous improvement in the school's fiscal management and operations, based on the recommendations made by School Services of California.

To date, MSA 6 has complied with the benchmark cited above. The CSD will continue to monitor the school's progress and compliance with the fiscal benchmark above through the remainder of the school's charter term.

Note:

The report includes the following comment from LAUSD for Fiscal Operations:

“The governing board and leadership team of the charter school are responsible for managing the operations of the school. Thus, the CSD's recommendations and the school's action plans concerning the above-noted findings and observations should be discussed at MERF's next governing board meeting, but, in any event, no later than 90 days following the school's receipt of this report. After the school's next board meeting, it is the school's responsibility to provide the CSD with its approved board meeting minutes regarding its action plans/steps, and/or proof of implementation of the mitigating actions taken by the school. The CSD will continue to monitor these issues through oversight.”

MPS received this report on June 11. We will provide the board with an action plan with steps, implement our action plan, and provide proof of implementation to the LAUSD CSD.

The Home Office will continue to provide the board with any oversight report and feedback from the authorizer visits.

Budget Implications

N/A

How Does This Action Relate/Affect/Benefit All MSAs?

N/A

Name of Staff Originator:

David Yilmaz, Chief Accountability Officer

Exhibits (Attachments):

- MSA-SA Site Visit Letter No Concerns
- Attachment A - Annual Performance-Based Oversight Visit Preparation Guide 2019-2020
- Oversight Visit Report for MSA-6



LOS ANGELES UNIFIED SCHOOL DISTRICT CHARTER SCHOOLS DIVISION

333 South Beaudry Avenue, 20th Floor, Los Angeles, CA 90017
Office: (213) 241-0399 ♦ Prop. 39: (213) 241-5130 ♦ Fax: (213) 241-2054

AUSTIN BEUTNER
Superintendent

ALISON YOSHIMOTO-TOWERY
Interim Chief Academic Officer

JOSÉ COLE-GUTIÉRREZ
Director, Charter Schools Division

ANNUAL PERFORMANCE-BASED OVERSIGHT VISIT PREPARATION GUIDE 2019-2020

OVERVIEW

As part of our continuing efforts to provide performance-based oversight and to support the success of all students enrolled in LAUSD-authorized charter schools, the Charter Schools Division (CSD) observes and monitors each school's performance in view of state and federal law, District policy, and the school's charter. You can access District Policies Applicable to ALL LAUSD-Authorized Independent Charter Schools at <https://achieve.lausd.net/Page/1823>. In addition, you can access supplemental information on the CSD website at <https://achieve.lausd.net/Page/1816>. CSD staff members often make a number of informal visits to their assigned schools and may attend governing board meetings and admission lotteries throughout the academic year as part of year-round oversight. In accordance with California Education Code § 47604.32, the CSD annually conducts at least one formal school site visit - the "annual performance-based oversight visit" - that focuses on charter school performance in the following four categories:

Category I:	Governance
Category II:	Student Achievement and Educational Performance
Category III:	Organizational Management, Programs, and Operations
Category IV:	Fiscal Operations

The CSD provides the following guidance to assist charter schools in preparing for this year's CSD annual performance-based oversight visit. We hope this information will clearly communicate our expectations and thus enable each school to make sufficient advanced preparation to ensure a smooth, productive, and efficient visit experience for all. Prior to the annual oversight visit, your CSD assigned administrator, in consultation with the charter school's leadership, and the CSD Fiscal Team member assigned to the school, will determine and communicate the specific activities and schedule for the visit.

Annual Performance-Based Oversight Visit 2019-2020 Preparation Guide

LOGISTICS

In order to facilitate a productive and efficient review process, the CSD requests each charter school to provide appropriate space(s) for the following visit activities:

- Small confidential work area containing a table and chairs with at least one nearby electrical outlet and **internet access**, for the use of the CSD visiting team to conduct document review and other team activities
- Room or other space in which the CSD team and the school leadership team can gather together for the Morning Meeting and visit debriefing
- The school is notified in advance if the visit will include stakeholder focus group interviews, a room or other space appropriate for conducting these confidential interviews.

Note: A single room or space may be appropriate, of course, to serve multiple purposes.

Please provide the following items in a separate folder for the CSD visiting team:

- Visit Schedule
- Master Schedule
- Staff Roster
- Site Map
- Bell Schedule
- School Contact Information

The CSD annual performance-based oversight visit typically encompasses the following activities, which provide opportunities to gather evidence (information and data) related to the performance indicators as well as to share “educator-to-educator” information and insights (required activities are in ***bold/italics***):

1. Interview/Discussion
 - a. ***“Morning Meeting”*** with school leadership, which includes reflection and discussion of school academic achievement data and other key aspects of school performance
 - b. ***Interview/discussions with organization and school-site leadership*** on specific topics (e.g. special education) and as needed to clarify and/or augment information already gathered
 - c. ***Interviews of stakeholder groups*** (students, parents, staff) as determined by CSD staff
 - d. ***Debriefing of visit with school leadership***
2. Observation
 - a. ***Classroom observation***
 - b. ***Site observation***
3. Document Review
 - a. ***Review of documentation provided by school*** (see guidance below)
 - b. ***Request and review of additional documentation***
4. Fiscal Review¹
See section below on preparation for fiscal review

PREPARATION FOR INTERVIEW/DISCUSSION

¹ Note: The fiscal review component of the annual oversight visit may take place on a different day and/or at a different location (e.g. charter operator offices). The school/charter operator is notified directly by the Fiscal Team, usually four weeks in advance of the scheduled annual performance-based oversight visit.

Annual Performance-Based Oversight Visit 2019-2020 Preparation Guide

In the weeks prior to the scheduled visit, your CSD administrator will provide school-specific guiding questions that focus on performance in one or more of the four assessment categories. The guiding questions and school's responses lead the discussion between the school's leadership team and CSD staff during the Morning Meeting need to

PREPARATION FOR DOCUMENT REVIEW

As an integral part of every annual oversight visit, the CSD reviews documentation in order to gather information and evidence regarding the school's performance in the four categories set forth above. The charter school has the option of using the existing Dropbox account for the oversight binders. If the charter school needs to update staff access, the charter school should email charterschools@lausd.net with the names and email addresses of staff that need to be added or removed from the Dropbox access. Charter school staff will then receive an email to accept the access. You will create folders labeled Binder 1, Binder 2, Binder 3 and Binder 3A to organize and submit the required documents. Please limit file names to less than 40 characters in length.

PREPARATION FOR BINDER (hard-copy or electronic)

In order to facilitate the document review process, it is important to assemble and organize the school's documentation for the first three performance categories into the following binders:

- Binder 1: Governance Documentation
- Binder 2: Student Achievement and Educational Performance Documentation
- Binder 3: Organizational Management, Programs, and Operations Documentation
- Binder 3A: Documentation of Compliance with Clearance, Credentialing, ESSA Qualifications, Mandated Reporter Training requirements and Bloodborne Pathogen Training which must be generated in **hard copy**.

Please note: Some of the documentation is provided as part of the Quarterly submissions. Only include in the oversight binders if there are changes and/or updates to the documents.

PREPARATION FOR FISCAL OPERATIONS DOCUMENTATION

As outlined more fully below, all documentation for the fourth performance category, Fiscal Operations, should be submitted **electronically** to the Fiscal Team member assigned to your school **two weeks prior to the fiscal site visit**, which is usually a component of the annual oversight visit but may be scheduled for a different day.

The following sections of this guide provide brief descriptions of the specific documentation needed for each performance category. Include all documentation applicable to the grade levels served by the school.

BINDER 1: GOVERNANCE DOCUMENTATION

Please organize the documentation provided in this binder in the order listed below. Include tabbed dividers or file names numbered in accordance with the numbering below.

- 1.1 **Organizational Chart**
 - Current and complete organizational chart (including Governing Board)

Annual Performance-Based Oversight Visit 2019-2020 Preparation Guide

- Organizational chart from current petition
- ☐ 1.2 **Bylaws** (Provide if changed after Q1 submission)
 - Current Governing Board bylaws
- ☐ 1.3 **Board Members** (Provide if changed after Q1 submission)
 - Current roster of Governing Board members with contact information along with evidence that Board contact information is accessible to school stakeholders
- ☐ 1.4 **Board Meeting Agendas and Minutes**
 - Board meeting agendas and minutes for all meetings held in the last 12 months
- ☐ 1.5 **Board Meeting Calendar** (Provide if changed after Q1 submission)
 - Calendar(s) of regular meetings of Governing Board
- ☐ 1.6 **Committee(s)/Council(s) Meeting Calendars and Agendas**
 - Calendar(s) and Agenda(s) of Committee(s)/Council(s) with sign-in sheets (titled and dated). Include agendas for School Site Council and for applicable schools, ELAC meetings, which should include all legally required topics
- ☐ 1.7 **Evaluation of School Leadership**
 - Evidence of a system of evaluation for chief executive officers and school administrator(s)
- ☐ 1.8 **Brown Act Training**
 - Documentation of Brown Act training for Governing Board members, including recent training for all new members
- ☐ 1.9 **Agenda Posting Procedures**
 - Documentation of the Board meeting agenda posting procedures, including evidence of implementation (Include evidence that agendas are on the school's website.)
- ☐ 1.10 **Parent-Student Handbook(s)**
 - Current and complete Parent-Student Handbook(s) (Provide if changed after Q1 submission)
- ☐ 1.11 **Uniform Complaint Procedures** (Provide if changed after Q1 submission)
 - Complete documentation of school/organization's Uniform Complaint Procedures (UCP) policy and forms that meet State and Federal requirements. Information regarding UCP policies and procedures is found at <https://www.cde.ca.gov/re/cp/uc/>.
NOTE: Each charter school must have its own UCP as well as the District's UCP brochure (for special education purposes). The UCP is specific to complaints that could be possible violations of federal or state laws. Independent charter schools should maintain evidence of UCP logs and compliant implementation of regulatory timelines in the event the school is audited. An independent charter school must review and be familiar with UCP requirements and guidance on the California Department of Education (CDE) website (<http://www.cde.ca.gov/re/cp/uc/>), and additionally compare its UCP documents to the LAUSD UCP documents provided on the LAUSD website at lausd.net, in the *Offices* tab, at the *Educational Equity Compliance Office*.
- ☐ 1.12 **Stakeholder Complaint Procedure(s)**
 - Evidence of other stakeholder complaint resolution process for complaints outside regulatory scope of UCP, including the school's complaint form(s)
- ☐ 1.13 **Human Resources Policies and Procedures**
 - Evidence of policies and procedures specifically related to:
 - Staff Due Process

Annual Performance-Based Oversight Visit 2019-2020 Preparation Guide

- ESSA Qualification, Credentialing, and Clearance Requirements
- 1.14 **Data-Based Decision-Making**
 - Evidence of a system for Governing Board review and analysis of school data to inform and support sound decision-making
- 1.15 **Fiscal Management and Accountability**
 - Evidence of a system for Governing Board establishment, review and monitoring of fiscal policies, procedures, budget, and finances to ensure sound fiscal management

BINDER 2: STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE

Please organize the documentation provided in this binder, as applicable to the grade levels served by the school, in the order listed below. Include tabbed dividers or file names numbered in accordance with the numbering below. Prior to the oversight visit, analyze and be prepared to discuss the school's results and any other relevant sources of quantitative performance data that demonstrate the extent to which the school's significant subgroups as well as its schoolwide student population as a whole have experienced increases in academic achievement.

- 2.1 **LAUSD Office of Data and Accountability Data Set** (provided to the school prior to the visit) and evidence of implementation of data analysis system
- 2.2 **For schools that are state-identified under the Every Student Succeeds Act (ESSA) as either Comprehensive Support and Improvement (CSI) or Additional Targeted Support and Improvement (ATSI), please provide any and all plans and information provided to the state**
- 2.3 **ELPAC Criterion Report**
- 2.4 **Provide Reclassification Criteria (Provide if changed from Q1 submission of English Learner Master Plan) for all applicable grade levels**
- 2.5 **Provide Graduation Requirements**
- 2.6 **School Internal Assessment Data** (with analysis of results)
 - Additional quantitative performance data and information gathered and/or produced by the school related to academic performance and progress assessment, monitoring, and **analysis**, such as:
 - Internal Assessments: Internal periodic assessments in ELA and Math. Internal assessment data for grades K, 1, 2, 9 and 10, to include:
 - Internal assessment data process
 - Tool(s) employed to collect data
 - Frequency of collection and growth (from beginning, middle, and end of year)

NOTE: Data must include an analysis of schoolwide and disaggregated subgroups for ELA and Math.

NOTE: The Internal Assessment data is only to be included as evidence for a new charter school or for charter schools which serve grade levels K, 1, 2, 9 and 10 which are not administered the CAASPP (SBAC).

NOTE: For purposes of evaluation of school performance for this indicator, the CSD considers only such data that is derived from standards-based high quality standardized or widely accepted assessments (e.g. SBAC Block Assessments, NWEA, DIBELS) and/or other assessment instruments for which the school can demonstrate validity/reliability

Annual Performance-Based Oversight Visit 2019-2020 Preparation Guide

NOTE: For your awareness, the oversight report will include the school's ratings on the California School Dashboard. The school's dashboard ratings **will not impact** the overall Student Achievement and Educational Performance Rating for 2019-2020 oversight, but will provide informational areas of focus. California School Dashboard Indicators may, however, figure into next year's 2020-2021 oversight ratings.

BINDER 3: ORGANIZATIONAL MANAGEMENT, PROGRAMS, & OPERATIONS DOCUMENTATION

Please organize the documentation provided in this binder in the order listed below. Include tabbed dividers or file names numbered in accordance with the numbering below. **Note: for co-locations, the charter school adheres and complies with the District school's Health, Safety and Emergency Plan.**

- 3.1 **School Safety and Operations** (School Safety Plan & Procedures)
 - a. **Visitor's Policy:** Copy of policy in Parent-Student Handbook and evidence that policy is posted for the public
 - b. **School Safety Plan:** Comprehensive Health, Safety, and Emergency Preparedness Plan, staff roles and assignments, including evacuation route maps and includes Threat Assessment protocol. It should also include evidence of provisions and locations of onsite emergency supplies
 - c. **Emergency Drills and Training:** Documentation of evidence of conducting safety drills and emergency preparedness staff training
 - d. **Child Abuse Mandated Reporter Training:** Documentation of Child Abuse Mandated Reporter training for all staff and other persons working on behalf of the school who are mandated reporters (Include employee training documentation in Binder 3A)
 - e. **Bloodborne Pathogens Training:** Documentation of Bloodborne Pathogens training for all staff (Include employee training documentation in Binder 3A)
 - f. **Suicide Prevention Policy** for schools serving students in grades 7-12: Inclusive, including evidence of board adoption of the policy; how stakeholders and mental health experts were consulted when developing the policy; professional development on suicide awareness and prevention; and any other activities that support AB 2246.
- 3.2 **Health and Safety**
 - a. **Current and appropriate Certificate(s) of Occupancy (COO)** or equivalent for all non-District sites on which the school operates (Provide if changed after Fall 2018 submission date)
 - b. **Student Immunization and Health Screening:** Evidence that the school provides for the immunization and health screening of its students, including but not limited to screening for vision, hearing, and scoliosis, to the same extent as would be required if the students were attending a non-charter public school
NOTE: Do not provide individual student information
 - c. **Epi-Pen:** Documentation that the school maintains unexpired epinephrine auto-injectors ("epi-pens") onsite and has provided training to volunteer staff in the storage and use of the epi-pen
 - d. **Evidence of providing needy students with one adequate free or reduced priced meal each day per Assembly Bill (AB) 1871**

*Annual Performance-Based Oversight Visit 2019-2020
Preparation Guide*

- e. **Automated External Defibrillator (AED) evidence (only for schools who offer an interscholastic athletic program) per AB 2009**
- 3.3 **School Instructional Programs**
- a. **Standards-Based Instructional Program:** Evidence of grade-level-appropriate California academic standards-based instructional program, which is aligned in accordance with the California Common Core State Standards and the English Language Development standards and the California Next Generation Science Standards. Evidence of staff professional development about Standards-Based Instructional Program (may provide in section 3.4b)
 - b. **Local Control and Accountability Plan (LCAP) and English Learner Master Plan or statement you are using the District English Learner Master Plan (Provide if changed after Q1 submission)**
 - c. **CAASPP (SBAC) Technology Readiness:** Evidence of technology readiness to administer CAASPP (SBAC) assessments (If existing schools are experiencing difficulty in this area, please notify your CSD administrator)
 - d. **WASC Accreditation Notification letter** (as applicable)
 - e. **UC Doorways:** Evidence that all A-G high school courses have been approved through UC Doorways (UCOP printout) (as applicable)
 - f. **Advanced Placement** examination participating and passage
 - g. **A-G:** Completion of and progress toward A-G requirements
 - h. **College:** College Acceptance
 - i. **Transitional Kindergarten:** Evidence that the school has implemented TK (as applicable)
 - j. **Meeting the Needs of All Students:** Evidence of implementation of interventions and supports to meet the learning needs of all students, including implementation of the school's Master Plan for English Learners as well as programs and activities to serve foster youth, socio-economically disadvantaged/students eligible for free and reduced price meals, students performing above and below grade level, students with disabilities, and GATE students/high achievers
 - k. **Key Features of Educational Program:** Evidence of implementation of the key features of the educational program set forth in the charter. Evidence of staff professional development about Key Features of Educational Program (may provide in section 3.4b)
 - l. **(Schools Serving 9th graders):** Evidence of compliance with the Mathematics Placement Act
- 3.4 **School Management and Operations**
- a. **Special Education:** Evidence of provision of special education programs, services, and procedures in compliance with MCD, including:
 - District Validation Review (DVR) - Documentation of the results of school's most recent (DVR)
 - Self-Review Checklist - Copy of the school's current/up-to-date Special Education Self-Review Checklist
 - Welligent Reports - Copy of the school's most current/up-to-date "IEP200-Annual and Triannual IEP Report" and the "SER300 (printed the week of the oversight visit)
 - Professional Development- Evidence of staff professional development about Special Education (may provide in section 3.4b)

*Annual Performance-Based Oversight Visit 2019-2020
Preparation Guide*

- b. **Professional Development:** Evidence of the school's professional development programs (e.g., school PD, CMO PD, and educator conferences) to support teachers and other school instructional staff (Can be provided here or in each section, as specified)
- c. **School Climate and Student Discipline:** Evidence of implementation of school climate and student discipline system that aligns with the principles of the District's Discipline Foundation Policy
<https://achieve.lausd.net/page/11924#spn-content> , including:
 - Tiered Behavior Intervention - Evidence of the school's tiered system of behavioral supports and interventions, such as SSPT
 - Alternatives to Suspension - Evidence of the alternatives to suspension implemented by the school
 - Schoolwide Positive Behavior Support System - Evidence of the school's recognition/incentive program(s) and/or other practices that provide positive behavior reinforcement and support
 - Data Monitoring - Evidence that school collects, analyzes, and responds to data related to school climate and student discipline
 - Professional Development - Evidence of staff professional development about School Climate and Student Discipline (may provide in section 3.4b)
 - Procedures for preventing bullying, including cyberbullying (on or before December 31, 2019)
- d. **Stakeholder Communication and Parent Engagement:** Evidence of a stakeholder communication system for gathering input, encouraging and facilitating parent involvement, sharing information, and resolving concerns, including:
 - Stakeholder Consultation - Evidence of stakeholder consultation regarding the school's educational programs and its LCAP and related meeting agendas
 - Parent Engagement – Evidence of parent engagement, including parent involvement policy and compact per Title I (ESSA) requirements
 - Information Sharing – Evidence that the school shares accessible and relevant data and information regarding individual student and school-level performance and progress with all stakeholders (parents/guardians, students, teachers, and community members) as appropriate
 - Transferability of Course Credit/Courses – Evidence that parents are informed about transferability of courses/course credit to other public high schools and the eligibility of courses to meet college entrance requirements
 - Access to Approved Charter – Evidence that the school provides ready access to the school's approved charter to all stakeholders
 - Documentation of complaint resolution process
 - Evidence of informing parents/guardians of human trafficking prevention resources (January 1, 2020) for grades 6-12 per AB 1104
- e. **Stakeholder Communication and Transparency:** Evidence that the school demonstrates informational transparency to stakeholders via documents

Annual Performance-Based Oversight Visit 2019-2020 Preparation Guide

available both manually and electronically (website preferred) in the following areas:

- UCP and General Complaint procedures
 - Title IX information in accordance with SB1375 (required on website)
 - AB 2246 Suicide Prevention applicable posting (Gr 7-12)
 - Applicable categories described in LAUSD Charter School Transparency Resolution (schools may provide evidence of other electronic means for this item, if means other than website are utilized)
 - Evidence of notification requirements to pupils and parents on how to initiate access to pupil mental health services per AB 2022
- f. **Staff Evaluation:** Evidence of a system of evaluation for faculty and other staff
NOTE: Please provide this documentation here only if it is not included in Binder 1; see note in Binder 1 section above.

BINDER 3A: DOCUMENTATION OF COMPLIANCE WITH CLEARANCE, CREDENTIALING, ESSA QUALIFICATIONS AND MANDATED REPORTER TRAINING REQUIREMENTS

Please organize the documentation provided in this binder in the order listed below. Include tabbed dividers or file names numbered in accordance with the numbering below.

3A.1 **Certifications and Related School Information**

- a. **Certification (ESSA Grid):** The original signed document and one full-sized copy of the school's completed and signed "Certification of Clearances, Credentialing, ESSA Qualifications, and Mandated Reporter Training 2019-2020" form (often informally referred to as the "ESSA Grid"), on which the school, through its Custodian of Records, certifies compliance with criminal background clearance, tuberculosis (TB) risk assessment/clearance, ESSA teacher and paraprofessional qualifications, credentialing, child abuse mandated reporter training requirements, and blood borne pathogen training for all staff.
NOTE: All school employees as well as all contracting entities/independent contractors ("vendors") providing school-site or student services must be included on the completed form.
NOTE: The completed certification document should be ready and available for CSD review no later than the **7th week after the first day of school**. In the event that the school makes any subsequent personnel/ vendor changes, the form needs to be updated to reflect current staff and vendors
- b. **Staff Roster:** Current and complete school staff roster that shows all current assignment(s) for each staff member
- c. **Master Schedule:** Master schedule that also indicates which teachers instruct ELs, and which subjects/courses are identified as "core" and "college preparatory" in the school's approved charter
- d. **Custodian of Records:** Documentation that the school has at least one Custodian of Records who has been confirmed by the California Department of Justice (e.g., DOJ confirmation letter; DOJ Custodian of Records notification)

Please organize and tab the remaining three sections of binder 3A by last name of individual staff members or by contracting entity name. Provide this documentation (items 3A.2 and 3A.3 below) in the **same order as requested on the ESSA Grid**. i.e. *New Certificated Employees* collated by employee, followed by *Continuing Certificated Employees* collated by employee, followed by *New Non-Certificated*

Annual Performance-Based Oversight Visit 2019-2020 Preparation Guide

Employees collated by employee, and finally *Returning Non-Certificated Employees* collated by employee.

- 3A.2 **Certificated Employee Documentation**
 - a. **Criminal Background Clearance Certification:** Completed and signed “Criminal Background Clearance Certification” certifying criminal background clearance prior to employment or in any capacity.
NOTE: Ensure all Social Security numbers recorded on these original forms are redacted
 - b. **Credential(s):** Copy of current credential(s) (copy of original certificate(s) or print-out from CTC website), showing issuance and expiration dates, type of credential, subject matter authorization, and type of EL authorization, for each position/assignment performed by the staff member as required by the CDE Administrators Assignment Manual
NOTE: Ensure credential printouts are legible and clearly show all authorizations
 - c. **Additional Authorization Documentation:** Any additional documentation necessary to authorize certificated service (e.g., CBEST, Temporary County Certificate (TCC), Teaching Permit for Statutory Leave (TPSL) documentation for any employee with a one-year credential)
- 3A.3 **Non-Certificated Employee Documentation**
 - a. **Criminal Background Clearance Certification:** Completed and signed “Criminal Background Clearance Certification” certifying criminal background clearance prior to employment or in any capacity.
NOTE: Ensure all Social Security numbers recorded on these original forms are redacted
- 3A.4 **Employee Child Abuse Training Documentation and Bloodborne Pathogen Training:** For all staff members include the supporting documentation of completion of the Child Abuse training within timelines specified in AB 1432 and the Bloodborne Pathogen Training.
- 3A.5 **Contracting Entities Documentation** (For each contracting entity/independent contractor (“vendor”))
 - a. **Clearances and Credentialing Certification:** Current documentation from vendor certifying timely compliance with applicable criminal background and TB risk assessment/clearance requirements for vendor employees, and credentialing requirements for certificated vendor employees, with an appended list of the specific vendor employees covered by the certification.
 - b. **Sole Proprietor Vendors:** Current documentation from charter certifying timely compliance with applicable criminal background and TB risk assessment/clearance requirements for sole proprietors, and credentialing requirements for certificated vendor employees (AB 949 which amends Education Code section 45125.1 to address criminal background clearance procedures for sole proprietors, becomes effective law on January 1, 2018)
NOTE: The charter school is responsible for ensuring that vendors provide the *Vendor Certification of Criminal Background Clearance, Tuberculosis Clearance, and Credential Verification* signed form to the charter school prior to the provision of services to the school.
- 3A.6 **Volunteer Clearances Certification** (if applicable)
 - a. **Clearances Certification:** Documentation certifying that the school has conducted volunteer clearances in accordance with applicable law and policy,

*Annual Performance-Based Oversight Visit 2019-2020
Preparation Guide*

including criminal background clearances for all volunteers who perform school-site services while not under the direct supervision of a school employee, and tuberculosis (TB) risk assessments/clearances for all volunteers with frequent or prolonged contact with students per the requirements of AB 1667, with an appended list of the names of the specific volunteers covered by the certification

NOTE: To ensure adherence to HIPAA requirements and purposes, CSD staff will not review individual school staff member tuberculosis clearances or medical records. The CSD reserves the right to review such records as needed on a case-by-case basis and as permitted by law.

*Annual Performance-Based Oversight Visit 2019-2020
Preparation Guide*

FISCAL OPERATIONS DOCUMENTATION

PLEASE NOTE: To assist our schools and our team with preparing for efficient and effective oversight visits, we have provided the list below to identify material and reports that the school needs to submit electronically to the Fiscal Team member assigned to the school three weeks prior to the fiscal site visit for appropriate staff review. All fiscal reports should be in Microsoft Excel unprotected format. All of the materials requested are intended to be documents routinely prepared by the charter school as a part of the regular operation of the school. Please number and name the electronic documents to be provided to the Fiscal Team member in correspondence with the items enumerated below. If an item listed below does not apply, please indicate “Not Applicable” or “N/A” when responding to the CSD’s Fiscal Team member assigned to your school. Also, if an item listed below requires you to prepare something that exceeds what is normally prepared in the regular operation of the school, please inform the CSD Fiscal Team member assigned to your school.

- 1 **Most current** fiscal reports presented to the charter school’s governing board (provide reports presented at one of the meetings held in 2019-2020, and in Microsoft Excel unprotected format, with formulas)
 - a. Balance Sheet: At a minimum, include the categories of assets, liabilities, and net assets used in the audited financials
 - b. Income Statement (Statement of Activities): At a minimum, include the categories of revenue and expenses used in the audited financials
 - c. Cash Flow Statement (including actual receipts and payments) to the end of the current fiscal year and through the next two fiscal years showing detailed sources of revenue and detailed expenditures. The cash flow projection for the current year should include actuals for the months where available and projections for the remaining months of the year. The cash flow should detail the revenue and expense categories for each month. These categories should, at a minimum, be the same categories referenced in the income statement listed above. Accruals for revenues and expenses should also be shown.
- 2 Minutes of the meeting when the above fiscal reports were presented to and approved by the charter school’s governing board
- 3 Minutes of the meeting when the 2019-2020 budget was adopted
- 4 If the school is offering STRS, PERS, and/or Social Security benefits to its employees, evidence that this is done in a manner that is consistent with the charter terms and the Charter Schools Act (Education Code 47611)
- 5 Minutes of the meeting reflecting the selection of the independent auditor
- 6 Minutes of the meeting reflecting the discussion of the most current independent audit report
- 7 Minutes of the meeting reflecting the receipt, review, and approval of fiscal reports submitted to LAUSD

Annual Performance-Based Oversight Visit 2019-2020 Preparation Guide

- 8 Minutes of the meeting reflecting the discussion and resolution of complaints received from staff or vendors, if any
- 9 Minutes of the meeting reflecting the receipt, review, and discussion of the most current Annual Performance-Based Oversight Visit report (this does not apply to charter schools that were not in operation for the 2018-2019 school year)
- 10 A copy of the most current fiscal policies and procedures
 - a. If the most current fiscal policies and procedures do not include procurement guidelines, please provide a copy of the most current procurement policies and procedures that include, but are not limited to, competitive bidding thresholds for the procurement of goods and services, retention of contract records, and adequate segregation of duties
- 11 Minutes of the meeting reflecting approval of the current fiscal policies and procedures and if applicable, minutes of the meeting reflecting the approval of the current procurement policies and procedures
- 12 A copy of the charter school's organizational chart that depicts the current reporting structure of the charter school, including but not limited to, any board member or school employee, who has responsibilities outlined within the charter school's fiscal policies and procedures
- 13 Please provide an itemized accounting regarding total compensation paid to all executives, school leaders, administrators, directors, and non-certificated staff either employed directly by the school or the entity managing the charter school, including the organization's home office, charter management organization, or related entities which may have decision-making authority over the school
- 14 A description of the relationship between the charter school and any related party², and the business purpose of the related party
- 15 Copies of all signed and executed contracts (including attachments and exhibits) with related parties, including contracts with the charter school's operator and/or the charter school's home office (e.g., management contracts, service agreements, license agreements, affiliation agreements, etc.).
 - a. If the charter school incurs management fees, licensing fees, or any other related party fees, please provide the following information in Microsoft Excel format:
 - i. The percentage and/or rate of the fees;
 - ii. The basis used to calculate the total fees;

² **Related parties** may include a) affiliates of the entity, b) principal owners of the entity and members of their immediate families, c) management of the entity and members of their immediate families, 4) other parties which the entity may deal if one party controls or can significantly influence the management or operating policies of the other to an extent that one of the transacting parties might be prevented from fully pursuing its own separate interests, and 5) other parties that can significantly influence the management or operating policies of the transacting parties or that have an ownership interest in one of the transacting parties and can significantly influence the other to an extent that one or more of the transacting parties might be prevented from fully pursuing its own separate interests.

*Annual Performance-Based Oversight Visit 2019-2020
Preparation Guide*

- iii. The terms of the services provided; and
 - iv. A rationale for the percentage and/or rate of the fees and the basis used to calculate the total fees
- 16 If applicable, minutes of the meeting reflecting approval of the management fees, licensing fees, or any other related party fees
- 17 If the charter school has a sole statutory member, please provide the following:
 - a. A copy of the sole statutory member's by-laws
 - b. A copy of the sole statutory member's articles of incorporation
- 18 Check registers documenting all checks and electronic debit transactions for the prior 12 months, in Microsoft Excel format (consolidated into one worksheet, including descriptions of each transaction).
- 19 All credit card statements for the prior six months, and the following:
 - a. A list of all credit cards in Microsoft Excel format that includes the last four digits of each credit card number, the legal name of each credit card holder, and the job title of each credit card holder
- 20 Monthly bank statements and reconciliations for the prior six months, and the following:
 - a. A list of all school bank accounts in Microsoft Excel format that includes the type of account (e.g., checking, savings, money market, etc.), the last four digits of the account, a description of the purpose of the account (e.g., operating, nutrition, ASB, etc.) and the most current ending bank balance for that account
 - b. The bank statements are from the financial institution(s) referenced above and must show all deposits, withdrawals, transfers, electronic expenditures/transfers, use of debit cards, and canceled checks
 - c. The bank reconciliations must reflect the reviews, approvals, and the approval dates, consistent with the charter school's fiscal policies and procedures
 - d. If applicable, a list of all debit cards in Microsoft Excel format that includes the last four digits of each debit card number, the legal name of each debit card holder, and the job title of each debit card holder
- 21 Student body financial records (including Associated Student Body policies and procedures, budgets, cash flow statements and projections, bank statements with reconciliations, audit reports, and other fiscal reports, if applicable)
- 22 Equipment inventory listing (including asset tag numbers, purchase dates, purchase prices, book values, asset life, location of assets, etc.)
- 23 A link to the charter school's website where the Education Protection Account (EPA) allocation and expenditures are posted
- 24 As required by LAUSD's Charter School Transparency Resolution, links to the charter school's website where the current (1) Audited Financial Statements, and (2) Local Control and Accountability Plan (LCAP) are posted

*Annual Performance-Based Oversight Visit 2019-2020
Preparation Guide*

- 25 If applicable, pertinent information and documentation, including but not limited to, all signed and executed agreements, and the minutes of the meetings reflecting the reviews and approvals of said agreements, related to the following:
 - a. Factoring of receivables;
 - b. Loan(s) or line(s) of credit with any third party lender(s);
Intercompany transfer(s) and/or intercompany loan(s) (e.g., any intraorganization receivables and payables that are not settled to a zero balance as of the end of the fiscal year); and
 - c. The charter school's plan(s) for the purchases of new school sites, facilities-related expansions, and/or major improvements to the existing and/or new school site

- 26 Compliance with AB 1871
 - a. The charter school is to provide a written statement signed by the board president or the chief administrator affirming that the charter school is providing each needy pupil with one nutritionally adequate free or reduced-price meal during each school day (except as provided for a charter school that offers nonclassroom-based instruction)

- 27 Disclosure of Legal Issues

NOTE: Any reference to "Charter School" shall be considered to include Charter Management Organizations, nonprofits, foundations, or other organizations that participate in the management or operation of the "charter school." Paid contractors are excluded unless the suit is brought by or against the Charter Management Organization, nonprofit, foundation, or other organization that participates in the management or operation of the "charter school."

NOTE: Disclosures should include civil or criminal cases filed in State or Federal courts; civil or criminal investigations by local, State, or Federal law enforcement authorities; and, enforcement proceedings or investigations by local, State, or Federal regulatory agencies. The information provided must include relevant dates, the nature of the allegation(s), and the outcome.

 - Disclose material information relating to any legal or regulatory proceedings or investigations in which the Charter School is or has been a party and which might have a material impact on the fiscal viability of the Charter School. Such disclosures should include any parent, subsidiary, Limited Liability Company, Limited Liability Partnership related to the management or operation of the charter school, or affiliate of the Charter School.
 - Disclose any civil, criminal, or regulatory actions in which the Charter School, or any current board members, senior officers, senior management personnel, or employee, has been named a defendant in such action in the past five years. Also, include any actions older than five years that remain unresolved.
 - If the charter school has nothing to disclose, per the above, the charter school is to provide a written statement, signed by the board president or the chief administrator that indicates the charter school has nothing to disclose.

*Annual Performance-Based Oversight Visit 2019-2020
Preparation Guide*

- 28 Any other Fiscal reports [e.g., reports pertaining to grants or bonds, independent audit reports, audit reports by any public agency, and either the most current actuarial report or Accounting Standards Codification 715 report pertaining to Other Post-Employment Benefits (OPEB), etc.], and the school's governing board minutes of all meetings reflecting the discussions of any of the fiscal reports referenced above

NOTE: If you have any questions regarding your preparation of documents for our review, please contact your CSD assigned Fiscal Team member, as appropriate, well before your scheduled visit date.



LOS ANGELES UNIFIED SCHOOL DISTRICT

CHARTER SCHOOLS DIVISION

ANNUAL PERFORMANCE-BASED OVERSIGHT VISIT REPORT*

2019-2020 SCHOOL YEAR

FOR

MAGNOLIA SCIENCE ACADEMY 6 - 8013

Name and Location Code of Charter School

LAUSD Vision

Every student will receive a quality education in a safe, caring environment, and will be college-prepared and career-ready.

CSD Mission

The LAUSD Charter Schools Division (CSD) fosters high quality educational opportunities and outcomes for students in the greater Los Angeles community through exemplary charter public school authorizing, oversight, and sharing of promising practices so that all students maximize their potential.

CSD Core Values

We believe that our success depends on:

- Making decisions that put the interests of students first.
- Serving with high expectations, integrity, professionalism, and commitment.
- Employing authentic, responsive, and effective leadership and teamwork.
- Continuously learning as a dynamic organization.
- Building and sustaining a healthy workplace culture where high performance, diversity, and creativity thrive.
- Developing productive relationships with our charter schools and all stakeholders.

* Charter School shall comply in a timely manner with all applicable federal and state laws and regulations, as they may change from time to time, including but not limited to matters related to the school's governance, programs, facilities, operations, and/or fiscal management.



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020

Charter School Name:		Magnolia Science Academy 6 (MSA6)			Location Code:	8013
Current Address:			City:	ZIP Code:	Phone:	Fax:
3754 Dunn Drive			Los Angeles	90034	310-842-8555	310-842-8558
Current Term of Charter:				LAUSD Board District:	LAUSD District:	
July 1, 2019 to June 30, 2024				1	West	
Number of Students Currently Enrolled:		Enrollment Capacity Per Charter:		Grades Currently Served:		Grades To Be Served Per Charter:
134		300		6 th - 8 th		6 th - 8 th
Total Number of Staff Members:		14	Certificated:	8	Classified:	6
Charter School's Leadership Team Members:			John Terzi, Principal; James Choe, Assistant Principal; David Yilmaz, Chief Accountability Officer; Brenda Lopez, Director of Student Services; Derya Hajmeirza, Director of HR; Alfredo Rubalcava, CEO; Traci Lewin, Director of Math Programs; Katie Mann, EL/ELA Program Coordinator			
Charter School's Contact for Special Education:			Ms. Terry Bourdages			
CSD Assigned Administrator:		Yolanda Jordan		CSD Fiscal Services Manager:		Lourdes Echavarria
Other School/CSD Team Members:		N/A				
Oversight Visit Date(s):		February 20, 2020		Fiscal Review Date (if different):		February 5, 2020
Is school located on a District facility? If so, please indicate the applicable program (e.g. Prop 39, PSC, conversion, etc.):		No		LAUSD Co-Location Campus(es) (if applicable):		N/A
				DATE OF CO-LOCATION MEETING WITH OPERATIONS TEAM:		N/A

SUMMARY OF RATINGS			
<i>(4)=Accomplished (3)=Proficient (2)=Developing (1)=Unsatisfactory</i>			
Governance	Student Achievement and Educational Performance	Organizational Management, Programs, and Operations	Fiscal Operations
4	3	4	3



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6Annual Performance-Based Oversight Visit ReportDATE OF VISIT: 2/20/2020

CHARTER RENEWAL CRITERIA

In accordance with Education Code §§ 47605 and 47607, in order to renew a charter, the District must determine whether the charter school has met the statutory requirements. Pursuant to the requirements of SB 1290, the District “shall consider increases in pupil academic achievement for all groups of pupils served by the charter school as the most important factor in determining whether to grant a charter renewal.” Ed. Code § 47607(a)(3)(A).

REPORT GUIDE

In conducting oversight as a charter school authorizer, the District places an emphasis on performance and compliance with applicable law, policy, and the approved charter, as well as on the lead fiduciary role of a charter school’s governing board in the overall success of the school for students. Information gathered through oversight serves as part of the school’s ongoing record of performance and provides important data for the CSD, LAUSD Superintendent, and ultimately the LAUSD Board of Education in making informed decisions about charter school authorization. In designing this document, the District has considered California charter school law, as well as the California State Board of Education’s criteria for evaluating charter schools and the National Association of Charter School Authorizers’ *Principles and Standards of Quality Authorizing*. This reporting tool provides guidelines and criteria used by the CSD to observe, record, assess, and reflect with the charter school on school performance as captured during the annual oversight visit process in these four categories:

Governance – demonstrating fulfillment of the governing board’s fiduciary responsibility to effectively direct and provide oversight for the charter public school, including but not limited to enactment and monitoring of policies and procedures to ensure the school’s full compliance with applicable law, policy, and the terms of the charter approved by the LAUSD Board of Education

Student Achievement and Educational Performance – demonstrating academic achievement and growth for all students

Organizational Management, Programs, and Operations – demonstrating effective leadership and implementation of the governing board’s policies and procedures, as well as the school’s educational program and systems and procedures for the day-to-day operations of the school

Fiscal Operations – demonstrating sound fiscal management, appropriate use of public funds, and compliance with regulatory requirements

This report, including the ratings in each category, is based on information and evidence gathered at the time of the annual oversight visit. The CSD considers evidence provided through CSD staff observations, document review, interviews, and discussion with school representatives and stakeholders. All charter schools are expected to prepare for the visit and have available, as applicable, all documentation requested in the *Annual Performance Based Oversight Visit Preparation Guide 2019-2020*. The “Sources of Evidence” sections below identify key information sources generally relevant to their respective indicators; these lists are not exhaustive, however, and some items may not be applicable to the grades served. Schools may present additional evidence as deemed relevant and appropriate. As needed, CSD staff also may request additional information and/or documentation prior to, during, and/or following the visit.

The tool employs the following four-point rubric to rate the school’s performance in each category: (4) *Accomplished*, (3) *Proficient*, (2) *Developing*, and (1) *Unsatisfactory*. In addition, the *Summary of School Performance* section in each category captures key findings under one or more of the following headings: (1) Areas of Demonstrated Strength and/or Progress (Note: potential “promising practices” are identified within this section with an asterisk [*]); (2) Areas Noted for Further Growth and/or Improvement; and, if applicable, (3) Corrective Action Required. Under “Corrective Action Required,” the CSD reports findings of material noncompliance with applicable law, LAUSD charter policy, or the school’s approved charter. **If the report includes any findings under “Corrective Action Required,” the charter school must take immediate and appropriate steps to remedy the identified concern.** In accordance with its “tiered intervention” approach to charter school non-compliance and poor performance, the CSD may also send the school appropriate notices, separate and apart from this report, to provide and document time-specific follow-up as necessary. At the other end of the spectrum of performance, any school that earns a rating of *Accomplished* in any category is encouraged to submit to the CSD a summary of those “promising practices” that the school believes have contributed to its success, in order to support the CSD’s ongoing efforts to promote and facilitate reciprocal sharing of promising practices among education leaders from across the entire portfolio of LAUSD schools.



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6Annual Performance-Based Oversight Visit ReportDATE OF VISIT: 2/20/2020

GOVERNANCE	RATING*
Summary of School Performance	4
<p><u>Areas of Demonstrated Strength and/or Progress</u></p> <p>G2: The Governing Board continues to comply with all material provisions of the Brown Act, including all aspects of SB 126.</p> <p>G4: The Governing Board has established and monitors comprehensive policies and procedures to ensure staffing in compliance with applicable provisions of law and the charter related to qualifications, clearances, credentialing, and assignment requirements as evidenced by the ESSA Grids and Board minutes.</p> <ul style="list-style-type: none"> As evidenced in Board minutes, the Board approved to hire an Intervention and Instructional Coach at MSA Bell; Memorandum of Understanding with CSULA and the University of Redlands to partner with MSA Bell in an education internship program from July 2019-June 2021; add a part time Resource Specialist Program Teacher to MSA 4 due to increase of students with disabilities; and added a Computer Teacher to MSA 7. <p>G5: The Governing Board monitors school performance and other internal data to inform decision-making.</p> <ul style="list-style-type: none"> As evidenced in Board agendas and minutes, there has been academic updates given to the Board via school leaders, as well as Magnolia Public Schools (MPS) Home Office staff. Academic updates include providing the Board with an overview of the CA Dashboard Indicators and academic performance of all MPS schools, <p><u>Areas Noted for Further Growth and/or Improvement</u></p> <p>None</p> <p><u>Corrective Action Required</u></p> <p>None noted that require immediate action to remedy concerns indicated in this report.</p>	
Notes: None	
<p>*NOTE: If the CSD gathers or otherwise receives substantial evidence of actual conflict(s) of interest with respect to a governing board member or person in a school leadership position (e.g. CEO or principal), a charter school shall receive a rating of 1 in this category.</p>	



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020**G1: GOVERNANCE STRUCTURE AND EVALUATION OF SCHOOL LEADER(S) - GOVERNANCE QUALITY INDICATOR #1**

The Governing Board has implemented the organizational structure, roles and responsibilities set forth in the approved charter, including:

- Governing Board (composition, structure, roles and responsibilities) committees/councils (for example, SSC and ELAC [including legally required topics] as applicable), including but not limited to those mandated by laws or regulations
- Evaluation of school's executive level leadership

Rubric		Sources of Evidence
Performance	<input type="checkbox"/> The Governing Board has fully implemented the organizational structure set forth in approved charter, including any mandated committees/councils, and a highly developed system for the evaluation of the school leader(s) <input checked="" type="checkbox"/> The Governing Board has substantially implemented the organizational structure set forth in approved charter, including any mandated committees/councils, and an adequately developed system for the evaluation of the school leader(s) <input type="checkbox"/> The Governing Board has partially implemented the organizational structure set forth in approved charter, including any mandated committees/councils, and a partially developed system for the evaluation of the school leader(s) <input type="checkbox"/> The Governing Board has not implemented the organizational structure set forth in approved charter or any mandated committees/councils, and no system for the evaluation of the school leader(s)	<input checked="" type="checkbox"/> Organization chart (B1.1) <input checked="" type="checkbox"/> Bylaws (B1.2) <input checked="" type="checkbox"/> Board member roster (B1.3) <input checked="" type="checkbox"/> Board meeting agendas, and minutes (B1.4) <input type="checkbox"/> Observation of Governing Board meeting <input checked="" type="checkbox"/> Evidence of committee/council calendars, agendas, minutes and sign-ins <input checked="" type="checkbox"/> Documentation related to system for evaluation of executive level administrator(s) who reports to the Board. (B1.7) <input checked="" type="checkbox"/> Discussion with leadership <input type="checkbox"/> Other: (Specify)

G2: BROWN ACT - GOVERNANCE QUALITY INDICATOR #2

The Governing Board has a system in place to ensure it is adhering to applicable open meeting requirements, which protect the public interest in transparency and help to ensure that decisions are made without apparent or actual conflicts of interest:

- Governing Board meetings occur regularly, are conducted openly, and provide opportunity for public participation in accordance with the Brown Act
- Governing Board holds its meetings at a location(s) and in a manner that complies with teleconferencing, closed session, and access and Reasonable Accommodation requirements and the public has access to the meetings from a location(s) within the jurisdictional boundaries of LAUSD, as noted in the charter petition
- Governing Board meeting agendas and minutes are posted and maintained, as appropriate, including on the school's website and in accordance with the Brown Act and with sufficient specificity

Rubric	Sources of Evidence
--------	---------------------



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020

Performance	<input checked="" type="checkbox"/> The Governing Board complies with all material provisions of the Brown Act <input type="checkbox"/> The Governing Board complies with most material provisions of the Brown Act <input type="checkbox"/> The Governing Board complies with some material provisions of the Brown Act <input type="checkbox"/> The Governing Board complies with few material provisions of the Brown Act	<input checked="" type="checkbox"/> Board meeting agendas (B1.4) <input checked="" type="checkbox"/> Board meeting calendar (B1.5) <input checked="" type="checkbox"/> Brown Act training documentation (B1.8) <input checked="" type="checkbox"/> Documentation of the school’s agenda posting procedures (B1.9) <input type="checkbox"/> Observation of Governing Board meeting <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)
--------------------	---	---

G3: DUE PROCESS - GOVERNANCE QUALITY INDICATOR #3

The Governing Board has systems in place to ensure that the school provides adequate due process, in accordance with applicable law, the school’s charter, and LAUSD charter policy, to honor and protect the rights of students, employees, parents, and the public in the following areas:

- Student discipline
- Employee grievances and discipline
- Parent/stakeholder complaint resolution process
- Uniform Complaint Procedures

	Rubric	Sources of Evidence
Performance	<input checked="" type="checkbox"/> The Governing Board has highly developed systems in place to ensure that the school provides adequate due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public <input type="checkbox"/> The Governing Board has well-developed systems in place to ensure that the school provides adequate due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public <input type="checkbox"/> The Governing Board has partially developed systems in place to ensure that the school provides adequate due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public <input type="checkbox"/> The Governing Board has minimal or no systems in place to ensure that the school provides adequate due process, in accordance with applicable law, the charter, and LAUSD charter policy, in for students, employees, parents, and the public	<input checked="" type="checkbox"/> Board meeting agendas and minutes (B1.4) <input checked="" type="checkbox"/> Parent-Student Handbook(s) (B1.10) <input checked="" type="checkbox"/> Uniform Complaint Procedure documentation (B1.11) <input checked="" type="checkbox"/> Stakeholder complaint procedure(s) (B1.12) <input checked="" type="checkbox"/> H.R. policies and procedures regarding staff due process (B1.13) <input type="checkbox"/> Observation of Governing Board meeting <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020**G4: STAFFING - GOVERNANCE QUALITY INDICATOR #4**

The Governing Board has a system in place to ensure that appropriate employment and other staffing decisions are made in accordance with applicable law and the terms of its approved charter governing qualifications, clearances and credentialing:

- The Governing Board has established policies and procedures to ensure that faculty, staff, substitute teachers, and other persons providing service in a certificated position, are appropriately credentialed, authorized and/or otherwise qualified for the positions for which they have been employed/contracted and assigned, in accordance with applicable provisions of law and the school's charter.
- The Governing Board has established policies and procedures to ensure that the school obtains all necessary employee clearances, including criminal background and tuberculosis (TB) clearances, prior to employment, and keeps all clearances current.
- The Governing Board has established policies and procedures to ensure that the school obtains, monitors, and maintains all necessary and appropriate vendor certifications/waivers regarding vendor employee clearances, including criminal background and tuberculosis (TB) clearances.
- The Governing Board has established policies and procedures regarding requirements for school volunteers, including criminal background clearances for all volunteers who perform school site services while not under the direct supervision of a school employee, and tuberculosis (TB) risk assessments/clearances for all volunteers with frequent or prolonged contact with students per AB 1667.
- The Governing Board has established and monitors policies governing whether and under what circumstances the school may consider, for paid and volunteer service, candidates who have criminal records.

	Rubric	Sources of Evidence
Performance	<input checked="" type="checkbox"/> The Governing Board has established and monitors comprehensive policies and procedures to ensure staffing in compliance with applicable provisions of law and the charter related to qualifications, clearances, credentialing, and assignment requirements <input type="checkbox"/> The Governing Board has established and monitors policies and procedures to ensure staffing in compliance with applicable provisions of law and the charter related to qualifications, clearances, credentialing, and assignment requirements <input type="checkbox"/> The Governing Board has established some policies and procedures to ensure staffing in compliance with applicable provisions of law and the charter related to qualifications, clearances, credentialing, and assignment requirements <input type="checkbox"/> The Governing Board has established few or no policies and procedures to ensure staffing in compliance with applicable law staffing in compliance with applicable provisions of law and the charter related to qualifications, clearances, credentialing, and assignment requirements	<input checked="" type="checkbox"/> Parent-Student Handbook(s) (B1.10) <input checked="" type="checkbox"/> H.R. policies and procedures regarding ESSA qualifications, credentialing, and clearance requirements (B1.13) <input type="checkbox"/> Observation of Governing Board meeting <input checked="" type="checkbox"/> Discussion with school leadership <input checked="" type="checkbox"/> ESSA Grid <input type="checkbox"/> Other: (Specify)



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020**G5: DATA-BASED DECISION-MAKING - GOVERNANCE QUALITY INDICATOR #5**

<i>The Governing Board has a system in place to ensure ongoing:</i>	
<ul style="list-style-type: none"> Review and use of academic and other internal school data and information to ensure sound Governing Board decision-making in support of continuous improvement of student achievement, fiscal viability, compliance, and overall public school excellence Monitoring of the school's implementation of its LCAP action plans and progress toward LCAP goals 	
Rubric	Sources of Evidence
Performance <ul style="list-style-type: none"> <input type="checkbox"/> The Governing Board regularly monitors school performance and other internal data to inform decision-making <input checked="" type="checkbox"/> The Governing Board monitors school performance and other internal data to inform decision-making <input type="checkbox"/> The Governing Board inconsistently monitors school performance and other internal data to inform decision-making <input type="checkbox"/> The Governing Board seldom monitors school performance and other internal data to inform decision-making 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Board meeting agendas and minutes with supporting materials and evidence of school performance and internal other data (B1.4) <input checked="" type="checkbox"/> Other evidence of system for Board review and analysis of internal school data to inform decision-making (B1.14) <input type="checkbox"/> Observation of Governing Board meeting <input checked="" type="checkbox"/> Discussion with leadership <input type="checkbox"/> Other: (Specify)

G6: FISCAL CONDITION - GOVERNANCE QUALITY INDICATOR #6

<i>The Governing Board has a system in place to ensure fiscal viability:</i>	
<ul style="list-style-type: none"> The school is fiscally strong and net assets are positive in the prior two independent audit reports. 	
Rubric	Sources of Evidence
Performance <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The school is fiscally strong with positive net assets in the prior two independent audit reports <input type="checkbox"/> The school is fiscally stable, with positive net assets in the most current independent audit report <input type="checkbox"/> The school is fiscally weak (e.g., inadequate cash flow, etc.) and/or net assets are negative in the most current independent audit report, or the school does not have an independent audit report on file with the Charter Schools Division <input type="checkbox"/> The school is consistently fiscally weak (e.g., inadequate cash flow, etc.) and/or net assets are negative in the prior two independent audit reports, or the school does not have an independent audit report on file with the Charter Schools Division 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Board meeting agendas and minutes (B1.4) <input type="checkbox"/> Other evidence of system for Board review and monitoring of fiscal policies, procedures, budget, and finances (B1.15) <input type="checkbox"/> Observation of Governing Board meeting <input checked="" type="checkbox"/> Discussion with leadership <input checked="" type="checkbox"/> Independent audit report(s) <input checked="" type="checkbox"/> Other: (see Fiscal Operations section below)



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020

G7: FISCAL MANAGEMENT AND ACCOUNTABILITY - GOVERNANCE QUALITY INDICATOR #7

<p><i>The Governing Board has a system in place to ensure sound fiscal management and accountability:</i></p> <ul style="list-style-type: none"> The school adheres to the Governing Board approved fiscal policies and procedures, and does not have any areas noted for improvement. 	
Rubric	Sources of Evidence
Performance	<ul style="list-style-type: none"> <input type="checkbox"/> The school adheres to the Governing Board approved fiscal policies and procedures, and does not have any areas noted for improvement <input checked="" type="checkbox"/> The school generally adheres to the Governing Board approved fiscal policies and procedures, but has areas noted for improvement <input type="checkbox"/> The school is not adhering to the Governing Board approved fiscal policies and procedures, and has areas noted for improvement, or has significant fiscal-related issues (e.g., fiscal mismanagement, audit findings, potential conflicts of interest, inadequate cash flow, etc.) <input type="checkbox"/> The school is continuously not adhering to the Governing Board approved fiscal policies and procedures, and has recurring areas noted for improvement, or has significant and recurring fiscal-related issues (e.g., fiscal mismanagement, audit findings, potential conflicts of interest, inadequate cash flow, etc.)
	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Board meeting agendas and minutes (B1.4) <input type="checkbox"/> Other evidence of system for Board review and monitoring of fiscal policies, procedures, budget, and finances (B1.15) <input type="checkbox"/> Observation of Governing Board meeting <input checked="" type="checkbox"/> Discussion with leadership <input checked="" type="checkbox"/> Independent audit report(s) <input checked="" type="checkbox"/> Other: (see Fiscal Operations section below)

<p>Progress on LAUSD Board of Education and/or MOU Benchmarks related to GOVERNANCE (if applicable):</p>
<p>N/A</p>



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6Annual Performance-Based Oversight Visit ReportDATE OF VISIT: 2/20/2020

STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE	RATING*
Summary of School Performance	3
<p>Is the charter school a state-identified school under the Every Student Succeeds Act (ESSA)? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If yes, what is the school's identification? (See additional information within "Notes" section below)</p> <p><input type="checkbox"/> Comprehensive Support and Improvement (CSI)</p> <p><input type="checkbox"/> Additional Targeted Support and Improvement (ATSI)</p>	
<p><u>Areas of Demonstrated Strength and/or Progress</u></p> <p>A3: The schoolwide percentage of students who Met and Exceeded Standards in 6th – 8th Grade on the SBAC in ELA is at a rate higher than the Resident Schools Median (RSM).</p> <ul style="list-style-type: none"> Per CDE and a data set provided by LAUSD Data and Accountability, 45.63% of MSA 6's students Met and Exceeded Standards on the SBAC in ELA, compared to the RSM of 30.61%. <p>A4: The schoolwide percentage of students who Met and Exceeded Standards in 6th – 8th Grade on the SBAC in Math is at a rate higher than the RSM.</p> <ul style="list-style-type: none"> Per CDE and a data set provided by LAUSD Data and Accountability, 38.36% of MSA 6's students Met and Exceeded Standards on the SBAC in Math, compared to the Resident Schools Median of 21.13%. <p>A5: The school reclassifies English Learners at a rate higher than the RSM.</p> <ul style="list-style-type: none"> Per the CDE Reclassification Report, 33.3% of MSA 6's English Learners reclassified, compared to the RSM at 25.0%. <p>A6: The school's percentage of "At Risk" English Learners is at rate lower than the RSM.</p> <ul style="list-style-type: none"> Per the CDE's "At-Risk" by Grade report, MSA 6 is at 0%, compared to the RSM at 0.9%. <p>A7: The school's percentage of LTELs is at a rate similar to the RSM.</p> <ul style="list-style-type: none"> Per the CDE's Long-Term English Learners (LTEL) by Grade report, MSA 6 is at 28.6%, compared to the RSM at 28.0% <p><u>Areas Noted for Further Growth and/or Improvement</u></p> <p>A1: None of the school's numerically significant subgroups demonstrated growth in CAASPP ELA performance from 2017-2018 to 2018-2019.</p> <ul style="list-style-type: none"> Per CDE, MSA 6 has four numerically significant subgroups (English Learners, Latino, Socioeconomically Disadvantaged, and Students with Disabilities). Four out of four declined in ELA. Although not numerically significant, African American students (14), demonstrated growth by 8.33%. <p>A2: Some subgroups demonstrated growth in CAASPP Math performance from 2017-2018 to 2018-2019.</p> <ul style="list-style-type: none"> English Learners and Students with Disabilities demonstrated declines by 7.49% and 7.79%, respectively. However, Latino and Socioeconomically Disadvantaged students demonstrated growth by 0.14% and 2.85%, respectively. <p>NOTE: See "O4: MEETING THE NEEDS OF ALL STUDENTS..." for more information concerning both A1 and A2.</p>	



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6Annual Performance-Based Oversight Visit ReportDATE OF VISIT: 2/20/2020Corrective Action Required

None noted that require immediate action to remedy concerns indicated in this report.

Notes:

Reclassification Criteria:

- Overall score of 4 on the ELPAC
- Performance level of Basic on the NWEA MAP Reading assessment OR a minimum score of “Nearly Met” in ELA on the SBAC
- Grade “C” or above in ELA
- Parent Consultation

****NOTE: A charter school cannot receive a rating in this category greater than a 2 if the school has not met the minimum statutory renewal criteria which requires clear and convincing evidence that the academic performance of the charter school is at least equal to the academic performance of the public schools that the charter school pupils would otherwise have been required to attend, as well as the academic performance of the schools in the school district in which the charter school is located, taking into account the composition of the pupil population that is served at the charter school (e.g. Resident Schools) as measured in indicators A3 and A4.***



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020**A1: SBAC SUBGROUP ELA - STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #1**

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- Performance of all numerically significant subgroups (30 or more students and 15 or more Foster Youth or Homeless students) on the CAASPP (SBAC) ELA (students with disabilities, English Learners, and socio-economically disadvantaged students, etc.)(CDE)
- In accordance with SB1290, increases in pupil academic achievement for all groups of pupils served by the charter school.

	Rubric	Sources of Evidence
Performance	<input type="checkbox"/> All subgroups demonstrated growth in CAASPP ELA performance from 2017-2018 to 2018-2019 <input type="checkbox"/> The majority of subgroups demonstrated growth in CAASPP ELA performance from 2017-2018 to 2018-2019 <input type="checkbox"/> Some subgroups demonstrated growth in CAASPP ELA performance from 2017-2018 to 2018-2019 <input checked="" type="checkbox"/> None of the school's subgroups demonstrated growth in CAASPP ELA performance from 2017-2018 to 2018-2019 <input type="checkbox"/> No assessment of performance for this indicator	<input checked="" type="checkbox"/> SBAC report (CDE) (B2.1) <input type="checkbox"/> Other: (Specify)

A2: SBAC SUBGROUP MATH - STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #2

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- Performance of all numerically significant subgroups (30 or more students and 15 or more Foster Youth or Homeless students) on the CAASPP (SBAC) Math (students with disabilities, English Learners, and socio-economically disadvantaged students, etc.)(CDE)
- In accordance with SB1290, increases in pupil academic achievement for all groups of pupils served by the charter school,

	Rubric	Sources of Evidence
Performance	<input type="checkbox"/> All subgroups demonstrated growth in CAASPP Math performance from 2017-2018 to 2018-2019 <input type="checkbox"/> The majority of subgroups demonstrated growth in CAASPP Math performance from 2017-2018 to 2018-2019 <input checked="" type="checkbox"/> Some subgroups demonstrated growth in CAASPP Math performance from 2017-2018 to 2018-2019 <input type="checkbox"/> None of the school's subgroups demonstrated growth in CAASPP Math performance from 2017-2018 to 2018-2019 <input type="checkbox"/> No assessment of performance for this indicator	<input checked="" type="checkbox"/> SBAC report (CDE) (B2.1) <input type="checkbox"/> Other: (Specify)



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020**A3: SBAC SCHOOLWIDE ELA - STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #3***The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:*

- Schoolwide ELA data (CDE)

Rubric		Sources of Evidence
Performance	<input checked="" type="checkbox"/> The schoolwide percentage of students who Met and Exceeded Standards in 3 rd – 8 th , 11 th Grade on the SBAC in ELA is at a rate higher than the Resident Schools Median <input type="checkbox"/> The schoolwide percentage of students who Met and Exceeded Standards in 3 rd – 8 th , 11 th Grade on the SBAC in ELA is at a rate similar to the Resident Schools Median <input type="checkbox"/> The schoolwide percentage of students who Met and Exceeded Standards in 3 rd – 8 th , 11 th Grade on the SBAC in ELA is at a rate lower than the Resident Schools Median <input type="checkbox"/> The schoolwide percentage of students who Met and Exceeded Standards in 3 rd – 8 th , 11 th Grade on the SBAC in ELA is substantially lower than the Resident Schools Median <input type="checkbox"/> No assessment of performance for this indicator	<input checked="" type="checkbox"/> SBAC report (CDE) (B2.1) <input checked="" type="checkbox"/> Review of Data Set LAUSD Office of Data & Accountability <input type="checkbox"/> Other: (Specify)

A4: SBAC SCHOOLWIDE MATH - STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #4*The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:*

- Schoolwide Math data (CDE)

Rubric		Sources of Evidence
Performance	<input checked="" type="checkbox"/> The schoolwide percentage of students who Met and Exceeded Standards in 3 rd – 8 th , 11 th Grade on the SBAC in Math is at a rate higher than the Resident Schools Median <input type="checkbox"/> The schoolwide percentage of students who Met or Exceeded Standards in 3 rd – 8 th , 11 th Grade on the SBAC in Math is at a rate similar to the Resident Schools Median <input type="checkbox"/> The schoolwide percentage of students who Met or Exceeded Standards in 3 rd – 8 th , 11 th Grade on the SBAC in Math is at a rate lower than the Resident Schools Median <input type="checkbox"/> The schoolwide percentage of students who Met or Exceeded Standards in 3 rd – 8 th , 11 th Grade on the SBAC in Math is substantially lower than the Resident Schools Median. <input type="checkbox"/> No assessment of performance for this indicator	<input checked="" type="checkbox"/> SBAC report (CDE) (B2.1) <input checked="" type="checkbox"/> Review of Data Set LAUSD Office of Data & Accountability (ODA) <input type="checkbox"/> Other: (Specify)



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020**A5: ENGLISH LEARNER RECLASSIFICATION - STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #5**

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- English Learner reclassification rate for 2018-2019 (CDE)

	Rubric	Sources of Evidence
Performance	<input checked="" type="checkbox"/> The school reclassifies English Learners at a rate higher than the Resident Schools Median <input type="checkbox"/> The school reclassifies English Learners at a rate similar to the Resident Schools Median <input type="checkbox"/> The school reclassifies English Learners at a rate lower than the Resident Schools Median <input type="checkbox"/> The school did not reclassify English Learners <input type="checkbox"/> No assessment of performance for this indicator	<input checked="" type="checkbox"/> Reclassification report (CDE) (B2.1) <input type="checkbox"/> ELPAC Criterion reports (CDE) (B2.3) <input checked="" type="checkbox"/> Reclassification Criteria for all applicable grade levels (within “Notes” section above) <input type="checkbox"/> Other: (Specify)

A6: “AT RISK” ENGLISH LEARNERS – (ELEMENTARY AND SECONDARY SCHOOLS) STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #6

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- Providing supports for At-Risk English Learners 2018-2019 (CDE)

	Rubric	Sources of Evidence
Performance	<input checked="" type="checkbox"/> The school’s percentage of “At Risk” English Learners is at rate lower than the Resident Schools Median <input type="checkbox"/> The school’s percentage of “At Risk” English Learners is at a rate similar to the Resident Schools Median <input type="checkbox"/> The school’s percentage of “At Risk” English Learners is at a rate higher than the Resident Schools Median <input type="checkbox"/> The school’s percentage of “At Risk” English Learners is at a rate that is substantially higher than the Resident Schools Median <input type="checkbox"/> No assessment of performance for this indicator	<input checked="" type="checkbox"/> “At-Risk” by Grade report (CDE): 2017-2018 (B2.1)



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020
A7: LONG TERM ENGLISH LEARNERS (LTELs) - (SECONDARY SCHOOLS) - STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #7

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- Providing supports for Long Term English Learners 2018-2019 (CDE)

Rubric		Sources of Evidence
Performance	<input checked="" type="checkbox"/> The school's percentage of LTELs is at rate lower than the Resident Schools Median <input type="checkbox"/> The school's percentage of LTELs is at a rate similar to the Resident Schools Median <input type="checkbox"/> The school's percentage of LTELs is at a rate higher than the Resident Schools Median <input type="checkbox"/> The school's percentage of LTELs is at a rate that is substantially higher than the Resident Schools Median <input type="checkbox"/> No assessment of performance for this indicator	<input checked="" type="checkbox"/> Long-Term English Learners (LTEL) by Grade report (CDE): (2017-2018) (B2.1)

A8: FOUR-YEAR ADJUSTED COHORT GRADUATION RATE - STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #8

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- Four-Year Adjusted Cohort Graduation Rate (CDE) **(high schools only)**

Rubric		Sources of Evidence
Performance	<input type="checkbox"/> The school's Four-Year Adjusted Cohort Graduation Rate is at a rate higher than Resident Schools Median <input type="checkbox"/> The school's Four-Year Adjusted Cohort Graduation Rate is at a rate similar to the Resident Schools Median <input type="checkbox"/> The school's Four-Year Adjusted Cohort Graduation Rate is at a rate lower than the Resident Schools Median <input type="checkbox"/> The school's Four-Year Adjusted Cohort Graduation Rate is at a rate substantially lower than the Resident Schools Median <input checked="" type="checkbox"/> No assessment of performance for this indicator	<input type="checkbox"/> Four-Year Adjusted Cohort Graduation Rate (CDE) (B2.1) <input type="checkbox"/> Graduation Requirements (within "Notes" section above) <input type="checkbox"/> Other: (Specify) <hr/> A-G passing grade requirement (e.g. C or D) (CSD internal use only)



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020

***INDICATOR A9 IS ONLY APPLICABLE TO NEW CHARTER SCHOOLS WHICH DO NOT HAVE CAASPP (SBAC) SCORES AND CHARTER SCHOOLS WHICH SERVE GRADE LEVELS K, 1, 2, 9, AND 10 (THE GRADE LEVELS WHICH ARE NOT ADMINISTERED THE CAASPP).**

A9: INTERNAL ASSESSMENT (Grades K, 1, 2, 9, 10 and New Charter Schools) - STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #9

The school demonstrates student academic achievement, including progress towards closing the achievement gap, for grades K, 1, 2, 9 and 10 or as a new school with no CAASPP (SBAC) data as measured by:

- The school's internal assessments (with analysis of results) by subgroups and grade-levels in ELA and Math
- Other academic achievement data gathered or produced by the school, such as Advanced Placement examination participation and passage rates, A-G requirements progress and completion rates, high school graduation rates, and college acceptance rates

NOTE: For purposes of evaluation of school performance for this indicator, the CSD will consider data derived from assessments for which the school can provide evidence of validity/reliability. For commonly used and recognized assessments this would not be necessary (for example, NWEA, DIBELS, Illuminate, or SBA Interim assessments).

	Rubric	Sources of Evidence
Performance	<input type="checkbox"/> The school has demonstrated accomplished levels of student achievement and progress as measured by school's internal assessments and other school data that are regularly monitored and analyzed and that reflect significant growth in student achievement in ELA and Math for all subgroups in all grade-levels <input type="checkbox"/> The school has demonstrated proficient levels of student achievement and progress as measured by school's internal assessments and other school data that are regularly monitored and analyzed and that reflect moderate growth in student achievement in ELA and Math for the majority of subgroups and grade-levels. <input type="checkbox"/> The school has demonstrated developing levels of student achievement and progress as measured by school's internal assessments and other school data that are regularly monitored and analyzed and that reflect limited growth in student achievement in ELA and Math for some subgroups and grade-levels <input type="checkbox"/> The school has demonstrated unsatisfactory levels of student achievement and progress as measured by school's internal assessments and other school data and that reflect no growth or a decline in student achievement in ELA and Math for the majority of subgroups and grade-levels, or the school has not collected and/or analyzed and monitored internal assessment or other academic achievement data. <input checked="" type="checkbox"/> No assessment of performance for this indicator.	<input type="checkbox"/> Internal academic performance and progress data and information (B2.2) <input type="checkbox"/> School Internal Assessment Data Report or equivalent (B2.2) <input type="checkbox"/> Other: (Specify)



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6Annual Performance-Based Oversight Visit ReportDATE OF VISIT: 2/20/2020

CALIFORNIA SCHOOL DASHBOARD STATE INDICATORS

Summary of School Performance

Indicators A10 – A16 reflect the school’s ratings on the Dashboard. Indicators A10 – A16 will not impact the overall Student Achievement and Educational Performance Rating for 2019-2020 oversight but will provide informational areas of focus.

I. Academic Performance

A10: CAASPP English Language Arts - Grades 3-5 Grades 6-8 Grade 11

Performance Level Color: Yellow

Change Level: Increased

A11: CAASPP Mathematics - Grades 3-5 Grades 6-8 Grade 11

Performance Level Color: Yellow

Change Level: Increased

A12: English Learner Progress No Performance Color Indicated

Performance Level Color: Not Applicable

Change Level: Not Applicable

A13: College/Career (high schools only)

Performance Level Color: Not Applicable

Change Level: Not Applicable

II. Academic Engagement

A14: Chronic Absenteeism

Performance Level Color: Yellow

Change Level: Increased

A15: Graduation Rate

Performance Level Color: Not Applicable

Change Level: Not Applicable

III. Conditions and Climate

A16: Suspension Rate

Performance Level Color: Yellow

Change Level: Increased



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020

NOTES: While there is no Performance Level Color for English Learner Progress, the CA Dashboard indicates that 44.8% of English Learner (EL) students are making progress towards English language proficiency. Progress Level of 44.8% is indicated as Low. The number of EL students is 29.

Progress on LAUSD Board of Education and/or MOU Benchmarks related to STUDENT ACHIEVEMENT (if applicable):

N/A



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6Annual Performance-Based Oversight Visit ReportDATE OF VISIT: 2/20/2020

ORGANIZATIONAL MANAGEMENT, PROGRAMS, AND OPERATIONS	RATING*
Summary of School Performance	4
<p><u>Areas of Demonstrated Strength and/or Progress</u></p> <p>O2: The school has a highly developed system in place to ensure protection of student and staff health and safety, and compliance with applicable legal and charter requirements related to health and safety for Certificates of Occupancy, immunization, health screenings and emergency epi-pens.</p> <ul style="list-style-type: none"> ▪ Per evidence in Binder #3, school is compliant with AB 1871 (providing needy students with one adequate free or reduced priced meal each day) and AB 2009 (Automated External Defibrillator) <p>O4: The school has substantially implemented and monitors the components of the charter's instructional program designed to meet the learning needs of all students, including its subgroups, and generally modifies instruction based on data analysis.</p> <ul style="list-style-type: none"> ▪ Per school leadership, there has been an increase in English Learners, Students with Disabilities, and Socioeconomically Disadvantage students for the past three years. Additionally, school leadership shared that most of English Learners are dually identified as also being a student with a disability. The main focus for instruction and intervention for the 2019-2020 school year has been to increase support for English Learners and Students with Disabilities. In addition to the intervention opportunities already in existence (e.g. Power Math & English classes, after school tutoring, and Saturday school), the school has implemented the following: <ul style="list-style-type: none"> ○ During the first period of the day (SSR), English Learners receive Designated ELD by two English teachers 40 minutes per day. ○ Students with Disabilities go to the Learning Center every day to receive support for the Education Specialist. ○ All teachers were trained by the new ELA/ELD Program Coordinator during the summer in-services. ○ All teachers were trained by the Director of Special Education and Support Services in the area of special education, Universal Design for Learning and Restorative Justice ○ New this year: students will receive the MAP testing three times this year, instead of two, in an effort to monitor students' success and adjust teaching as necessary ○ School administration identifies students who are struggling and meet with them on a one-to-one basis. ○ More technology is being utilized like NextGen Math and ConnectEd to improve Math performance ○ Consistency with an emphasis on writing, reading and the use of the MyOn program (reading program/digital library) ○ Weekly staff meetings to discuss the academic progress of students and to reflect on current practices. Education Specialist gives teachers weekly updates about Students with Disabilities and shares best practices utilizing accommodations for academic support. ○ Teachers are reading <i>The Language-Rich Classroom</i>, by Himmele to enrich them with different strategies on engaging English Learners. ○ School is including ELPAC training and practice tests during Designated ELD instruction. <p>O7: The school has a highly developed school climate and student discipline system in place that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights.</p> <ul style="list-style-type: none"> ▪ School is compliant with AB 2291 (provides procedures for preventing bullying, including cyberbullying) ▪ Per school leadership, as of the day of the Performance Based Oversight visit, the school has 0% suspensions. <p>O9: The school has a highly developed stakeholder communication system for gathering input, encouraging involvement, sharing information, and resolving concerns.</p> <ul style="list-style-type: none"> ▪ Per school leadership, stakeholders receive a Newsletter on a weekly basis. 	



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6Annual Performance-Based Oversight Visit ReportDATE OF VISIT: 2/20/2020

- School is compliant with SB 1104 (evidence of informing parents/guardians of human trafficking prevention resources on its website)

O10: The school has a highly developed communication system to share information with stakeholders, that is easily accessible via its documents available both manually, electronically and on its website.

- School is compliant with AB 2022 (evidence of notification requirements to pupils and parents on how to initiate access to pupil mental health services)

Areas Noted for Further Growth and/or Improvement

- In an effort to increase academic performance and SBAC scores, SEE O4 above
- Per school leadership, another great need is with Chronic Absenteeism for homeless students and students with disabilities.
 - “This school year we are monitoring the absent students very closely and working with a SART team...”
 - New this year is the utilization of Parent Square, a communication tool to help communicate with all families via vest message, voicemail, and email.

Corrective Action Required

None noted that require immediate action to remedy concerns indicated in this report.

Notes:

None

****NOTE: A charter school shall receive a rating of 1 in this category for any of the following reasons: (1) Failed to have Health, Safety, and Emergency Plan in place; (2) Failed to conduct child abuse mandated reporter training in accordance with AB 1432; (3) Failed to complete criminal background clearances for all new staff and sole proprietor (as defined on the ESSA Grid) prior to employment; or (4) Failed to obtain DOJ clearance certification, as appropriate, from a vendor. A charter school cannot receive a rating in this category greater than 2 if any teacher of the core instructional program is not appropriately credentialed and assigned per legal requirements and the school’s current approved charter.***



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020

O1: SCHOOL SAFETY AND OPERATIONS: SCHOOL SAFETY PLAN AND PROCEDURES - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #1

The school has a system in place to ensure that:

- The school has a current site-specific comprehensive Health, Safety, and Emergency Plan
(Note: for co-locations, the charter school adheres and complies with the District school’s Health, Safety and Emergency Plan)
- The school is able and prepared to implement its emergency procedures in the event of a natural disaster or other emergency (includes threat assessment protocol)
- School staff and other mandated reporters working on behalf of the school receive timely training on child abuse awareness and reporting in accordance with the requirements of AB 1432
- School staff receives annual training on the handling of bloodborne pathogens
- The school has a Visitor’s policy and it’s visible in the main office
- A Pupil Suicide Prevention Policy (grades 7-12) is in place, in compliance with AB 2246

	Rubric	Sources of Evidence
Performance	<input checked="" type="checkbox"/> The school has a highly developed system in place to ensure protection of student and staff health and safety, and compliance with applicable legal and charter requirements related to health and safety <input type="checkbox"/> The school has a well-developed system in place to ensure protection of student and staff health and safety, and compliance with applicable legal and charter requirements related to health and safety <input type="checkbox"/> The school has a partially developed system in place to ensure protection of student and staff health and safety, and compliance with applicable legal and charter requirements related to health and safety <input type="checkbox"/> The school has a minimal or no system in place to ensure protection of student and staff health and safety, and compliance with applicable legal and charter requirements related to health and safety	<input checked="" type="checkbox"/> Parent-Student Handbook(s) (B1.10) <input checked="" type="checkbox"/> Comprehensive Health, Safety, and Emergency Plan (B3.1b) <input checked="" type="checkbox"/> Evacuation route maps (B3.1b) <input checked="" type="checkbox"/> Documentation of emergency drills and training (B3.1c) <input checked="" type="checkbox"/> Evidence of provision and location of onsite emergency supplies (B3.1c) <input checked="" type="checkbox"/> Evidence of AB 2246 implementation (grades 7-12) (B3.1e) <input checked="" type="checkbox"/> Child abuse mandated reporter training documentation (B3.1d and B3A.4) <input checked="" type="checkbox"/> Bloodborne pathogens training documentation (B3.13 and B3A.4) <input checked="" type="checkbox"/> <i>Certification of Clearances, Credentialing, and Mandated Reporter Training 2019-2020</i> (“ESSA Grid”) (B3A) <input checked="" type="checkbox"/> Site/classroom observation <input checked="" type="checkbox"/> Discussion with school leadership <input checked="" type="checkbox"/> Visitor Policy <input type="checkbox"/> Other: (Specify)



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020

O2: HEALTH AND SAFETY - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #2

The school has a system in place to ensure that:

- For each school site, the school has a current site-specific Certificate of Occupancy or equivalent that authorizes the current use of the site
- School provides documentation of student immunization and
- School provides documentation of health screening per applicable law and terms of the charter (vision screenings upon school entry and every third year thereafter through grade 8 and hearing screenings are mandated in kindergarten/first grade and in second, fifth, eighth, tenth/eleventh grade and upon first school entry)
- School maintains an emergency epinephrine auto-injectors (“epi-pen”) onsite and has provided training to volunteer staff member(s) in the storage and emergency use of the epi-pen
- Per AB 1871, charter schools are required to provide needy students with one nutritionally adequate free or reduced priced meal each day
- Per AB 2009, any charter school that offers an interscholastic athletic program is required to have at least one automated external defibrillator (AED)

	Rubric	Sources of Evidence
Performance	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> The school has a highly developed system in place to ensure protection of student and staff health and safety, and compliance with applicable legal and charter requirements related to health and safety for Certificates of Occupancy, immunization, health screenings and emergency epi-pens <input type="checkbox"/> The school has a well-developed system in place to ensure protection of student and staff health and safety, and compliance with applicable legal and charter requirements related to health and safety for Certificates of Occupancy, immunization, health screenings and emergency epi-pens <input type="checkbox"/> The school has a partially developed system in place to ensure protection of student and staff health and safety, and compliance with applicable legal and charter requirements related to health and safety for Certificates of Occupancy, immunization, health screenings and emergency epi-pens <input type="checkbox"/> The school has a minimal or no system in place to ensure protection of student and staff health and safety, and compliance with applicable legal and charter requirements related to health and safety for Certificates of Occupancy, immunization, health screenings and emergency epi-pens 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Parent-Student Handbook(s) (B1.10) <input checked="" type="checkbox"/> Certificate of Occupancy or equivalent (B3.2a) <input checked="" type="checkbox"/> Evidence of student immunization (B3.2b) <input checked="" type="checkbox"/> Evidence of health screening (B3.2b) <input checked="" type="checkbox"/> Epi-pen documentation (B3.2c) <input checked="" type="checkbox"/> Discussion with school leadership <input checked="" type="checkbox"/> AED (schools with an interscholastic athletic program) <input type="checkbox"/> Other: (Specify)



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020

O3: STANDARDS-BASED INSTRUCTION - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #3

<p><i>The school has:</i></p> <ul style="list-style-type: none"> Implemented standards-based instruction schoolwide in accordance with the California academic content standards, including the California Common Core State Standards (CA CCSS), and the California Next Generation Science Standards (CA NGSS) that are applicable to the grade levels served Obtained WASC accreditation (high schools only) Implemented a system to monitor student progress toward and completion of graduation and A-G requirements (high schools only) Received UC/CSU approval of courses (UC Doorways) (high schools only) 		
	Rubric	Sources of Evidence
Performance	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> The school has fully-implemented grade-level-appropriate standards-based instruction in accordance with the California academic content standards, including the CA CCSS & CA NGSS <input type="checkbox"/> The school has substantially implemented grade-level-appropriate standards-based instruction in accordance with the California academic content standards, including the CA CCSS & CA NGSS <input type="checkbox"/> The school has partially implemented grade-level-appropriate standards-based instruction in accordance with the California academic content standards, including the CA CCSS & CA NGSS <input type="checkbox"/> The school has minimally implemented, or not at all, grade-level-appropriate standards-based instruction in accordance with the California academic content standards, including the CA CCSS & CA NGSS 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Evidence of standards-based instructional program (B3.3a) <input checked="" type="checkbox"/> Evidence of implementation of CA NGSS (B3.3a) <input checked="" type="checkbox"/> LCAP (B3.3b) <input type="checkbox"/> Evidence of technology readiness to administer CAASPP assessments (B3.3c) <i>*new schools only</i> <input checked="" type="checkbox"/> WASC documentation (B3.3d) <input type="checkbox"/> UC Doorways course approval documentation (B3.3d) <input type="checkbox"/> Evidence of implementation of Transitional Kindergarten (B3.3i) <input checked="" type="checkbox"/> Professional development documentation (B3.4b) <input checked="" type="checkbox"/> Classroom observation <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)

O4: MEETING THE NEEDS OF ALL STUDENTS; SUBGROUP DATA ANALYSIS - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #4

<p><i>The school:</i></p> <ul style="list-style-type: none"> Implements the differentiation, intervention, and other instructional strategies and approaches described in the charter designed to meet the learning needs of all students, including all subgroups identified in the school’s LCAP and by CDE Disaggregates and analyzes data on a regular basis to address individual student needs Implements, monitors, and modifies, as appropriate, its Master Plan for English Learners (EL identification, designated and integrated ELD standards-based instruction, progress monitoring, assessment, and reclassification) Has appointed a designee to assist and support foster youth 		
	Rubric	Sources of Evidence



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020

Performance	<ul style="list-style-type: none"> <input type="checkbox"/> The school has fully implemented and monitors the components of the charter's instructional program designed to meet the learning needs of all students, including its subgroups, and modifies instruction based on data analysis <input checked="" type="checkbox"/> The school has substantially implemented and monitors the components of the charter's instructional program designed to meet the learning needs of all students, including its subgroups, and generally modifies instruction based on data analysis <input type="checkbox"/> The school has partially implemented the components of the charter's instructional program designed to meet the learning needs of all students, including its subgroups, and partially modifies instruction based on data analysis <input type="checkbox"/> The school has minimally implemented, or not at all, the components of the charter's instructional program designed to meet the learning needs of all students, including its subgroups, and does not consistently modify instruction based on data analysis 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Evidence of standards-based instructional program (B3.3a) <input checked="" type="checkbox"/> LCAP (B3.3b) <input checked="" type="checkbox"/> Professional development documentation (B3.4b) <input checked="" type="checkbox"/> Evidence of intervention and support for all students, including but not limited to foster youth, at-risk students, and high performing students (3.3j) <input checked="" type="checkbox"/> Implementation of the school's English Learner Master Plan (B3.3b) <input checked="" type="checkbox"/> Evidence of implementation of data analysis system program (B2.2) <input checked="" type="checkbox"/> School Internal Assessment Data Report, or equivalent (B2.2) <input checked="" type="checkbox"/> Classroom observation <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)
--------------------	---	---

O5: IMPLEMENTATION OF KEY FEATURES OF EDUCATIONAL PROGRAM - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #5

<i>The school has implemented the key features components of the educational program described in the school's charter</i>		
	Rubric	Sources of Evidence
Performance	<ul style="list-style-type: none"> <input type="checkbox"/> The school has fully implemented the key features of the educational program described in the charter <input checked="" type="checkbox"/> The school has substantially implemented the key features of the educational program described in the charter <input type="checkbox"/> The school has partially implemented the key features of the educational program described in the charter <input type="checkbox"/> The school has minimally implemented, or not at all, the key features of the educational program described in the charter 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Professional development documentation (B3.4b) <input checked="" type="checkbox"/> Evidence of implementation of key features of educational program (B3.3k) <input checked="" type="checkbox"/> Classroom observation <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020**O6: SPECIAL EDUCATION - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #6***The school has a system in place to ensure that the school:*

- Provides special education programs and services in accordance with students' IEPs and the terms of the Modified Consent Decree
- Provides special education training for staff in accordance with requirements of the Modified Consent Decree
- Conducts a special education self-review annually, using the Special Education Self-Review Checklist
- Maintains timely IEP timeline records and accurate service provision records in Welligent

	Rubric	Sources of Evidence
Performance	<input checked="" type="checkbox"/> The school has a highly developed system in place for full implementation and monitoring of its special education processes and program in compliance with all requirements, including the Modified Consent Decree <input type="checkbox"/> The school has a well-developed system in place for full implementation and monitoring of its special education processes and program in compliance with all requirements, including the Modified Consent Decree <input type="checkbox"/> The school has a partially developed system in place for full implementation and monitoring of its special education processes and program in compliance with all requirements, including the Modified Consent Decree <input type="checkbox"/> The school has a minimal or no system in place for full implementation and monitoring of its special education processes and program in compliance with all requirements, including the Modified Consent Decree	<input checked="" type="checkbox"/> Parent-Student Handbook(s) (B1.10) <input checked="" type="checkbox"/> Professional development documentation (B3.4b) <input checked="" type="checkbox"/> Evidence of intervention and support for students with disabilities (B3.3j) <input checked="" type="checkbox"/> Self-Review Checklist (B3.4a) <input checked="" type="checkbox"/> Other special education documentation (B3.4a) <input checked="" type="checkbox"/> Consultation with Charter Operated Programs office <input checked="" type="checkbox"/> Welligent reports and/or other MCD documentation, including from the Division of Special Education (B3.4a) <input checked="" type="checkbox"/> Classroom observation <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)

O7: SCHOOL CLIMATE AND STUDENT DISCIPLINE - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #7*The school has a school climate and schoolwide student discipline system in place to ensure that the school's practices:*

- Align with the principles of the District's Discipline Foundation Policy and School Climate Bill of Rights Resolution, including but not limited to, tiered behavior intervention, alternatives to suspension, and schoolwide positive behavior support, data monitoring and, includes a discipline system complaint process
- Provide positive opportunities for student wellness, growth and success, aimed at making the school safe, welcoming, supportive and inclusive
- Minimize discretionary suspensions and expulsions
- Reduce or eliminate suspension disproportionality for student subgroups
- Per AB 2291, adopt on or before December 31, 2019, procedures for preventing acts of bullying, including cyberbullying

	Rubric	Sources of Evidence



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020

Performance	<input checked="" type="checkbox"/> The school has a highly developed school climate and student discipline system in place that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights <input type="checkbox"/> The school has a well-developed school climate and student discipline system in place that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights <input type="checkbox"/> The school has a partially developed school climate and student discipline system in place that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights <input type="checkbox"/> The school has a minimally developed or no school climate and student discipline system in place that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights	<input checked="" type="checkbox"/> Parent-Student Handbook(s) (B1.10) <input checked="" type="checkbox"/> LCAP (B3.3b) <input checked="" type="checkbox"/> Professional development documentation (B3.4b) <input checked="" type="checkbox"/> Evidence of implementation of school climate and student discipline system that aligns with Discipline Foundation Policy and School Climate Bill of Rights principles (B3.4c) <input checked="" type="checkbox"/> Evidence of implementation of tiered behavior intervention, such as SST/COST (B3.4c) <input checked="" type="checkbox"/> Evidence of implementation of alternatives to suspension (B3.4c) <input checked="" type="checkbox"/> Evidence of implementation of schoolwide positive behavior support system (B3.4c) <input checked="" type="checkbox"/> Evidence of data monitoring (B3.4c) <input checked="" type="checkbox"/> LAUSD ODA suspension and expulsion data reports (B2.1) <input type="checkbox"/> Interview of stakeholders <input checked="" type="checkbox"/> Discussion with school leadership <input checked="" type="checkbox"/> Suspension rates, and disproportionality rates <input checked="" type="checkbox"/> Evidence of implementation of AB 2291 <input type="checkbox"/> Other: (Specify)
--------------------	---	---

O8: PROFESSIONAL DEVELOPMENT - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #8

<p><i>The school:</i></p> <ul style="list-style-type: none"> • Has a schoolwide professional development plan for teachers and other staff that supports the educational program set forth in the charter and targets identified needs • Provides faculty and other instructional staff with professional development opportunities to improve instructional practice • Provides opportunities for teachers to collaborate regularly for the purpose of planning and improving curriculum and instruction 	
Rubric	Sources of Evidence



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020

Performance	<input checked="" type="checkbox"/> The school has fully implemented a professional development plan for teachers and other staff that supports instructional practices, targets identified needs, and aligns with the education program set forth in the charter <input type="checkbox"/> The school has implemented a professional development plan for teachers and other staff that supports instructional practices, targets identified needs, and aligns with the education program set forth in the charter <input type="checkbox"/> The school has partially implemented a professional development plan for teachers and other staff that supports instructional practices, targets identified needs, and aligns with the education program set forth in the charter <input type="checkbox"/> The school has not implemented a professional development plan for teachers and other staff that supports instructional practices, targets identified needs, and aligns with the education program set forth in the charter	<input checked="" type="checkbox"/> LCAP (B3.3b) <input checked="" type="checkbox"/> Professional development documentation (e.g. professional development calendar, agendas and sign-ins) (B3.4b) <input type="checkbox"/> Interview of teachers and/or other staff <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)
--------------------	---	--

O9: STAKEHOLDER COMMUNICATION AND INVOLVEMENT - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #9

The school has a stakeholder communication system for gathering input, facilitating and encouraging involvement, sharing information, and resolving concerns, which:

- Engages in communication that notifies parents, teachers, pupils and other stakeholders of the process for resolving concerns, including how they may contact board members, and supports students, families, and other stakeholders in effectively resolving concerns
- Provides all stakeholders with appropriate, accessible and relevant information about individual student and schoolwide academic progress and performance
- Informs parents of high school students about transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements **(high schools only)**
- Provides parents, teachers, and students with meaningful opportunities for involvement and engagement that meet the requirements and goals of applicable federal and state law, the school’s charter, and the school LCAP
- Per SB 1104, schools that maintain any of grades 6-12, inclusive, to identify the most appropriate methods of informing parents and guardians of pupils in those grades of human trafficking prevention resources and to implement the identified methods by January 1, 2020

Rubric	Sources of Evidence
---------------	----------------------------



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020

Performance	<input checked="" type="checkbox"/> The school has a highly developed stakeholder communication system for gathering input, encouraging involvement, sharing information, and resolving concerns <input type="checkbox"/> The school has a well-developed stakeholder communication system for gathering input, encouraging involvement, sharing information, and resolving concerns <input type="checkbox"/> The school has a partially developed stakeholder communication system for gathering input, encouraging involvement, sharing information, and resolving concerns <input type="checkbox"/> The school has a minimal or no stakeholder communication system for gathering input, encouraging involvement, sharing information, and resolving concerns	<input checked="" type="checkbox"/> Parent-Student Handbook (B1.10) <input checked="" type="checkbox"/> LCAP (B3.3b) <input checked="" type="checkbox"/> Evidence of stakeholder consultation (B3.4d) <input checked="" type="checkbox"/> Evidence of parent/stakeholder involvement and engagement (B3.4d) <input checked="" type="checkbox"/> Evidence of sharing accessible and relevant information about individual student and schoolwide academic progress and performance with all stakeholders as appropriate (B3.4d) <input checked="" type="checkbox"/> Evidence of communication to parents and other stakeholders of complaint resolution process(es) (B3.4d) <input checked="" type="checkbox"/> Evidence that parents are informed about transferability of courses/course credit and eligibility to meet A-G requirements (B3.4d) <input checked="" type="checkbox"/> Evidence of provision of stakeholder access to school's approved charter (B3.4d) <input type="checkbox"/> Interview of stakeholders <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)
--------------------	---	---

O10: STAKEHOLDER COMMUNICATION AND TRANSPARENCY- ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #10

The school's documents that are available both manually and electronically (website preferred) serve as a vehicle for transparency through its displays and provision of information.

- Information is easily accessible to the public and school stakeholders
- UCP and all complaint procedures
- Title IX information in accordance with SB 1375**
- AB 2246 Suicide Prevention applicable posting (Gr 7-12)
- Applicable categories described in Charter School Transparency Resolution
- Per AB 2022, notification requirements to pupils and parents or guardians of pupils on how to initiate access to available pupil mental health services on campus, in the community, or both no less than twice during the school year

**required on website



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6Annual Performance-Based Oversight Visit ReportDATE OF VISIT: 2/20/2020

	Rubric	Sources of Evidence
Performance	<input checked="" type="checkbox"/> The school has a highly developed communication system to share information with stakeholders, that is easily accessible via its documents available both manually, electronically and on its website <input type="checkbox"/> The school has a well-developed communication system to share information with stakeholders via its documents available both manually, electronically and on its website <input type="checkbox"/> The school has a partially developed communication system to share information with stakeholders via its documents available manually/electronically or on its website <input type="checkbox"/> The school has a minimally developed communication system to share information with stakeholders with limited to no availability of documents manually/electronically or on its website	<input checked="" type="checkbox"/> Review of the availability of information to the public/stakeholders (B3.4e) for: <ul style="list-style-type: none"> • SB 1375 Information • UCP Procedure and Forms • Complaint Forms • AB 2246 (grades 7-12) • LCAP • Financial Audit • Student Demographics • Student Achievement Information <input checked="" type="checkbox"/> Evidence of implementation of AB 2022 <input type="checkbox"/> Other: (Specify)

O11: EVALUATION OF SCHOOL STAFF - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #11

The school has a system in place for the evaluation of school staff designed to ensure that:

- the school's educational program yields high student achievement
- the school complies with all applicable legal requirements

	Rubric	Sources of Evidence
Performance	<input type="checkbox"/> The school has a highly developed system in place for the evaluation of school staff designed to ensure that the school's educational program yields high student achievement and complies with all applicable legal requirements <input checked="" type="checkbox"/> The school has a well-developed system in place for the evaluation of school staff designed to ensure that the school's educational program yields high student achievement and complies with all applicable legal requirements <input type="checkbox"/> The school has a partially developed system in place for the evaluation of school staff designed to ensure that the school's educational program yields high student achievement and complies with all applicable legal requirements <input type="checkbox"/> The school has a minimal or no system in place for the evaluation of school staff designed to ensure that the school's educational program yields high student achievement and complies with all applicable legal requirements	<input checked="" type="checkbox"/> Documentation related to system for evaluation of staff and administrator(s) (B3.4f) <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020**O12: CLEARANCES AND CREDENTIALING COMPLIANCE - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #12**

The school is in compliance with applicable law and the terms of its approved charter regarding clearances and credentialing:

- All certificated staff are fully credentialed, including EL authorizations, and appropriately assigned as authorized by their credentials at all times
- The school has obtained all necessary employee clearances, including criminal background and tuberculosis (TB) risk assessments/clearances, prior to employment, and keeps all clearances current
- The school has obtained all necessary vendor clearances, including criminal background and tuberculosis (TB) risk assessments/clearances, prior to the provision of service, and keeps all clearances current
- The school has conducted volunteer clearances in accordance with applicable law and policy, including criminal background clearances for all volunteers who perform schoolsite services while not under the direct supervision of a school employee, and tuberculosis (TB) risk assessments/clearances for all volunteers with frequent or prolonged contact with students

	Rubric	Sources of Evidence
Performance	<input checked="" type="checkbox"/> The school has fully implemented and continually monitors systems and procedures that maintain 100% compliance with applicable law, including but not limited to clearance, credentialing, and assignment requirements at all times <input type="checkbox"/> The school has implemented and monitors systems and procedures that maintain substantial compliance with applicable law, including but not limited to clearance, credentialing, and assignment requirements <input type="checkbox"/> The school has partially implemented and intermittently monitors systems and procedures to maintain compliance with applicable law, including but not limited to clearance, credentialing, and assignment requirements <input type="checkbox"/> The school has not implemented and/or does not monitor systems and procedures to maintain compliance with applicable law, including but not limited to clearance, credentialing, and assignment requirements	<input checked="" type="checkbox"/> <i>Certification of Clearances, Credentialing, and Mandated Reporter Training 2019-2020</i> form (“ESSA Grid”) (B3A.1a) <input checked="" type="checkbox"/> Staff rosters and school master schedule (B3A.1 b and c) <input checked="" type="checkbox"/> Custodian(s) of Records documentation (B3A.1d) <input checked="" type="checkbox"/> Criminal Background Clearance Certifications (B3A.2) <input checked="" type="checkbox"/> Teaching credential/authorization documentation (B3A.2a) <input checked="" type="checkbox"/> Vendor certifications (B3A.5) <input type="checkbox"/> Volunteer (TB) risk assessment/clearance certification (B3A.6) <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)

Progress on LAUSD Board of Education and/or MOU Benchmarks related to ORGANIZATIONAL MANAGEMENT (if applicable):

N/A



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020

8013	2016-2017					2017-2018					2018-2019				
	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials
Magnolia Science Academy 6															
Cash and Cash Equivalents		309,957	425,269	754,059	754,059		811,084	1,000,285	1,442,531	1,442,531		0	1,308,993	1,719,960	1,719,960
Current Assets		1,111,611	1,099,539	1,377,897	1,389,727		1,365,004	1,289,212	1,622,340	1,622,399		0	1,625,976	1,983,759	1,993,754
Fixed and Other Assets		37,674	37,674	51,733	51,733		102,842	69,005	27,990	27,990		0	11,433	10,094	10,094
Total Assets		1,149,285	1,137,213	1,429,630	1,441,460		1,467,846	1,358,217	1,650,330	1,650,389		0	1,637,409	1,993,853	2,003,848
Deferred Outflow		0	0	0	0		0	0	0	0		0	0	0	0
Current Liabilities		108,457	12,812	176,677	182,539		180,209	43,491	46,754	46,491		0	17,250	179,563	189,559
Other Long Term Liabilities		0	6,500	0	0		0	0	0	0		0	0	0	0
Unfunded OPEB Liabilities/Deferred Inflow		0	0	0	0		0	0	0	0		0	0	0	0
Total Liabilities		108,457	19,312	176,677	182,539		180,209	43,491	46,754	46,491		0	17,250	179,563	189,559
Net Assets		1,040,828	1,117,902	1,252,953	1,258,921		1,287,637	1,314,726	1,603,576	1,603,898		1,744,799	1,620,159	1,814,290	1,814,289
Total Revenues	1,952,604	1,962,456	1,994,599	1,990,263	2,032,981	1,966,979	1,890,155	1,977,708	1,969,508	2,019,409	1,895,880	2,015,550	1,936,283	1,811,766	1,921,870
Total Expenditures	1,622,710	1,878,893	1,822,134	1,682,747	1,731,325	1,789,080	1,855,471	1,921,903	1,624,853	1,674,432	1,835,179	1,874,328	1,920,022	1,601,374	1,711,479
Net Income / (Loss)	329,894	83,563	172,465	307,516	301,656	177,899	34,684	55,805	344,655	344,977	60,701	141,222	16,261	210,392	210,391
Operating Transfers In (Out) and Sources / Uses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Extraordinary Item - Transfer of Net Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Inc / (Dec) in Net Assets	329,894	83,563	172,465	307,516	301,656	177,899	34,684	55,805	344,655	344,977	60,701	141,222	16,261	210,392	210,391
Net Assets, Beginning	902,942	1,006,776	1,006,776	1,006,776	957,265	1,117,901	1,252,953	1,258,921	1,258,921	1,258,921	1,314,726	1,603,577	1,603,577	1,603,577	1,603,898
Adj. for restatement / Prior Yr Adj	0	(49,511)	(61,339)	(61,339)	0	0	0	5,968	0	0	0	0	321	321	0
Net Assets, Beginning, Adjusted	902,942	957,265	945,437	945,437	957,265	1,117,901	1,252,953	1,258,921	1,258,921	1,258,921	1,314,726	1,603,577	1,603,898	1,603,898	1,603,898
Net Assets, End	1,232,836	1,040,828	1,117,902	1,252,953	1,258,921	1,295,801	1,287,637	1,314,726	1,603,576	1,603,898	1,375,427	1,744,799	1,620,159	1,814,290	1,814,289

8013	Audited Financials					2019-2020				
	2015-16	2016-17	2017-18	2018-19	2019-20	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials
Magnolia Science Academy 6										
Cash and Cash Equivalents	535,854	754,059	1,442,531	1,719,960	0		1,712,887	1,705,049	0	0
Current Assets	1,137,099	1,389,727	1,622,399	1,993,754	0		1,827,107	1,812,083	0	0
Fixed and Other Assets	66,400	51,733	27,990	10,094	0		28,518	15,940	0	0
Total Assets	1,203,499	1,441,460	1,650,389	2,003,848	0		1,855,625	1,828,023	0	0
Deferred Outflow	0	0	0	0	0		0	0	0	0
Current Liabilities	246,234	182,539	46,491	189,559	0		228,713	204,967	0	0
Other Long Term Liabilities	0	0	0	0	0		0	0	0	0
Unfunded OPEB Liabilities/Deferred Inflow	0	0	0	0	0		0	0	0	0
Total Liabilities	246,234	182,539	46,491	189,559	0		228,713	204,967	0	0
Net Assets	957,265	1,258,921	1,603,898	1,814,289	0		1,626,912	1,623,056	0	0
Total Revenues	1,978,995	2,032,981	2,019,409	1,921,870	0	1,998,128	1,677,398	1,672,181	0	0
Total Expenditures	1,496,287	1,731,325	1,674,432	1,711,479	0	1,950,181	1,864,776	1,863,415	0	0
Net Income / (Loss)	482,708	301,656	344,977	210,391	0	47,947	(187,378)	(191,234)	0	0
Operating Transfers In (Out) and Sources / Uses	0	0	0	0	0	0	0	0	0	0
Extraordinary Item - Transfer of Net Assets	0	0	0	0	0	0	0	0	0	0
Inc / (Dec) in Net Assets	482,708	301,656	344,977	210,391	0	47,947	(187,378)	(191,234)	0	0
Net Assets, Beginning	474,557	957,265	1,258,921	1,603,898	0	1,620,159	1,814,290	1,814,290	0	0
Adj. for restatement / Prior Yr Adj	0	0	0	0	0	0	0	0	0	0
Net Assets, Beginning, Adjusted	474,557	957,265	1,258,921	1,603,898	0	1,620,159	1,814,290	1,814,290	0	0
Net Assets, End	957,265	1,258,921	1,603,898	1,814,289	0	1,668,106	1,626,912	1,623,056	0	0



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020

FISCAL OPERATIONS	RATING
<p>You have been assessed by the Fiscal Oversight team and you are receiving the rating of 3, Proficient.</p>	<p>3</p>
<p>Other circumstances and information could influence the rating and are noted in this evaluation.</p>	
<p>MSA 6’s fiscal condition is positive and has been upward trending since the 2015-2016 fiscal year. According to the 2018-2019 independent audit report, the school had positive net assets of \$1,814,289 and net income of \$210,391. The 2019-2020 Second Interim projects positive net assets of \$1,623,055 and a net loss of (\$191,234).</p>	
<p>According to MSA 6’s independent audit report dated June 30, 2019, MSA 6 is one of 10 schools operated by Magnolia Educational & Research Foundation. MERF currently has four schools that are authorized by the Los Angeles Unified School District (LAUSD). MERF’s fiscal condition is strong. MERF and its charter schools reported positive net assets of \$28,113,703 and net income of \$1,202,741. MERF, without its charter schools, reported positive net assets of \$1,623,663 and net income of \$829,702. According to MERF, during 2018-2019, MSA 6 paid management fees of \$43,658 to MERF for administrative services such as: finance and accounting, human resources and employee relations, Home Office management, information technology, operational compliance support, growth and facilities management, parent and community engagement, and programmatic compliance. These management fees were calculated based on a variable rate driven by the Average Daily Attendance (ADA) for each of the MERF charter schools.</p>	



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6Annual Performance-Based Oversight Visit ReportDATE OF VISIT: 2/20/2020**Areas of Demonstrated Strength and/or Progress:**

- The school's fiscal condition is positive.

	2015-2016 (Audited Actuals)	2016-2017 (Audited Actuals)	2017-2018 (Audited Actuals)	2018-2019 (Audited Actuals)	2019-2020 (Second Interim)
Net Assets	\$957,265	\$1,258,921	\$1,603,898	\$1,814,289	\$1,623,055
Net Income/Loss	\$482,708	\$301,656	\$344,977	\$210,391	(\$191,234)*
Transfers In/Out	\$0	\$0	\$0	\$0	\$0
Prior Year Adjustment(s)	\$0	\$0	\$0	\$0	\$0

*See Item 27 in the Notes section for further details.

Areas Noted for Further Growth and/or Improvement:

Through conducting fiscal oversight and analyzing the data below, the CSD requests and receives fiscal documents from MERF (including bank statements, bank reconciliations, credit card statements, and check registers) for the four MERF charter schools that are currently authorized by LAUSD. The CSD reviews these financial documents and a sampling of checks and credit card transactions across these MERF charter schools, to assess overall compliance with the MERF Public Schools Fiscal Policies & Procedures. Any areas noted for further growth and/or improvement relating to MERF's and its charter schools' overall compliance to the aforementioned manual are indicated within each charter school's Annual Performance-Based Oversight Visit Report, which may or may not have been experienced by the specific MERF school named above. Lastly, any exceptions related to the fiscal condition and/or the segregation of duties reviews are school-specific and reviewed separately for each MERF charter school.

1. Late Fees:

Based on the CSD's review of the school's credit card statements and supporting documentation for the period from May 2019 through October 2019, the CSD noted 13 credit card statements that referenced late fees totaling \$1,470.94 in the aggregate. These late fees are summarized below.



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020

Item #	School	Month	Transaction Date	Amount	Transaction Description
1	MSA 4	May 2019	5/1/2019	\$292.56	Delinquent Charges
2	MSA 4	July 2019	7/1/2019	\$92.96	Delinquent Charges
3	MSA 4	August 2019	8/1/2019	\$77.93	Delinquent Charges
4	MSA 4	October 2019	10/1/2019	\$48.75	Delinquent Charges
5	MSA 6	August 2019	8/1/2019	\$96.72	Delinquent Charges
6	MSA 6	September 2019	9/1/2019	\$244.01	Delinquent Charges
7	MSA 7	May 2019	5/1/2019	\$71.51	Delinquent Charges
8	MSA 7	July 2019	7/1/2019	\$149.64	Delinquent Charges
9	MSA 7	August 2019	8/1/2019	\$220.88	Delinquent Charges
10	MSA Bell	July 2019	7/1/2019	\$37.44	Delinquent Charges
11	MSA Bell	August 2019	8/1/2019	\$31.28	Delinquent Charges
12	MSA Bell	September 2019	9/12/2019	\$29.00	Delinquent Charges
13	MSA Bell	October 2019	10/1/2019	\$78.26	Delinquent Charges
			TOTAL	\$1,470.94	

In response to the CSD's observations above, MERF's Chief Financial Officer (CFO) stated that, during Fiscal Year 2018-2019, the organization implemented a new financial system. The CSD was further advised that, while the organization's 2018-2019 accounts payable were in the process of being closed (at year-end), some delinquency charges were incurred during its reconciliation process. Additionally, MERF's CFO explained that, during Fiscal Year 2019-2020, the organization discovered the 2018-2019 delinquency charges and subsequently implemented a new American Express reconciliation process, whereby statement reconciliations are processed within 10 days of receipt. Finally, MERF's CFO shared that, to avoid additional late charges in the future, MERF has established automatic payments and has developed a system to immediately review and reconcile the organization's credit card statements.

2. Late Payments to Vendors:

Based on the CSD's review of the school's check register for the period spanning from October 1, 2018 through October 1, 2019, a sample of 46 checks and 12 bank transactions were selected for further review. The CSD noted that 3 out of the 46 checks referenced invoices that were paid late (including one that referenced late fees and interest charges). The items in question are summarized below.



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020

Item #	Check #	Check Issuance Date	Invoice Due Date	Payee	Check Amount	Transaction Description
1	90154	3/4/2019	6/29/2018	CoolSIS Technologies, Inc.	\$1,342.00	“CoolSIS Tech June not paid Services.”
2	73602	6/17/2019	4/1/2019	Eco Home Safe, Inc.	\$175.00	“Monthly Pest Services April.”
3	DDP-00000153	8/16/2019	8/1/2019	Pitney Bowes (Purchase power)	\$451.39	“Late fees \$39.99; Finance charges \$9.68.”

In response to the CSD’s observations above, MERF’s CFO explained that two of the items noted above (i.e., Item # 1 and Item # 2) were paid late as a result of vendors not providing the invoices on time. With respect to Item # 3, the CSD was advised that automatic payments have been established for this vendor, to ensure that all future payments to this vendor are timely.

The CSD recommends that the school implement procedures to track all recurring and non-recurring invoices and billing statements and ensure that all vendors and credit card balances are paid timely, to prevent the school from incurring additional late fees and/or interest charges in the future.

The governing board and leadership team of the charter school are responsible for managing the operations of the school. Thus, the CSD’s recommendations and the school’s action plans concerning the above-noted findings and observations should be discussed at MERF’s next governing board meeting, but, in any event, no later than 90 days following the school’s receipt of this report. After the school’s next board meeting, it is the school’s responsibility to provide the CSD with its approved board meeting minutes regarding its action plans/steps, and/or proof of implementation of the mitigating actions taken by the school. The CSD will continue to monitor these issues through oversight.

Other Observations (Items described in this section, while not addressed in the charter school’s Fiscal Policies and Procedures, are recommended for improvement to align with optimal business practices).

1. Use of Alternative Payment Methods for School Expenditures (PayPal):

Based on the CSD’s review of a sample of the school’s credit card transactions, the CSD noted one school expenditure purchased through a PayPal account for the month of May 2019 (in the amount of \$1,203.16, dated 5/3/2019 and payable to PayPal).

During the CSD’s “Segregation of Duties” review at MSA 6 (conducted with MSA 6’s School Principal and its Office Manager), the CSD inquired as to whether the school utilized any alternative payment methods other than credit cards and checks (which would include PayPal and/or any other payment processors). The responses provided to the CSD by all parties who participated in the Segregation of Duties review indicated that the school does not have a PayPal account. During the MERF Home Office visit, the



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6Annual Performance-Based Oversight Visit ReportDATE OF VISIT: 2/20/2020

CSD also inquired about the utilization of any alternative payment methods other than credit cards and checks. The CSD was advised that MERF did not utilize a PayPal account.

In response to the CSD's observations above, MERF's Controller stated that MERF would no longer utilize PayPal as one of its payment methods.

The CSD recommends that, if the organization elects to utilize alternative payment methods in the future, MERF should establish written policies and procedures pertaining to the use of alternative payment methods by third party processors and establish proper controls to monitor such transactions. These procedures should also include written guidance regarding: 1) The use of third-party processors (such as PayPal or others that provide comparable services and specify that alternate payment methods are not preferred to and should only be considered when merchants will not accept school checks, ACH transfers, or MERF credit cards; 2) Clarification that purchases made via third-party processor are subject to the same criteria and requirements as all other purchases; (3) Confirmation that, in advance of purchase approvals, MERF staff members shall submit signed copies of the appropriate purchase forms substantiating details concerning:

- a) Who the expenditure is for;
 - b) What the expenditure is for;
 - c) Where the expenditure is made;
 - d) Why the expenditure is made; and
 - e) When the expenditure is made; and
- 4) Guidance stressing that the use of third-party processors shall not be used to bypass appropriate purchase or payment procedures.

2. **Intraorganizational Borrowing:**

Based on the CSD's review of various MERF governing board meeting minutes during its 2019-2020 fiscal review (including minutes dated October 10, 2016, February 8, 2018, June 13, 2019, July 18, 2019, November 22, 2019, and March 5, 2020), the CSD noted that the MERF schools have been engaging in intraorganizational borrowing/lending. For example, MERF's October 10, 2016 meeting minutes disclosed its governing board's approval of intraorganizational loans in Fiscal Year 2016-2017 totaling \$1,150,000 in the aggregate (including the \$700,000 loan from MSA 8 or MSA Bell to MSA Santa Ana for its operational expenses that specified a repayment period of 20 months and a 0% interest rate).

Additionally, MERF's June 13, 2019 meeting minutes disclosed that its CFO presented the intraorganizational loan repayment plan to the MERF governing board. These meeting minutes indicate that MERF's CFO discussed the previous repayment schedules and shared that some MERF schools had defaulted on their original repayment schedules, and for that reason, a revised repayment schedule was recommended (which was approved by MERF's governing board on June 13, 2019).

Among the four MSA schools currently authorized by LAUSD, as of the date of this report, MSA 8 is the only school that is owed a significant balance from the intraorganizational borrowing referenced above. The accounting of the intraorganizational loans due to MSA 8 and the payment terms are summarized below:



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6Annual Performance-Based Oversight Visit ReportDATE OF VISIT: 2/20/2020

Item #	Date	Due To	Due From	Amount	Terms
1	6/13/2019	MSA 8	MERF (MSA Santa Ana)	\$1,811,055	60 months, with 0% interest rate.
2	7/18/2019	MSA 8	MERF (MSA San Diego)	\$300,000	60 months, with 1.90% interest rate.
3	11/22/2019	MSA 8	MERF (MSA San Diego)	\$400,000	60 months, with 1.90% interest rate.
4	3/5/2020	MSA 8	MERF (MSA San Diego)	\$100,000	60 months, with 1.90% interest rate.
Total				\$2,611,055	

In response to the CSD's observations above, MERF's CFO provided the following explanation: "Prior to now, all Intraorganization loans have been at 0% interest. However, following discussion[s] with our authorizers (LACOE and LAUSD), MERF has begun charging a reasonable interest rate of new loans in this fiscal year and thereafter. MERF has used the board-approved repayment schedule as representative of the loan agreement, as the repayment schedule contains all of the loan detail information discussed in the sample loan agreement in the FCMAT Guidance. However, we concur that having an actual Intraorganization Loan Agreement in place will help strengthen our documentation process for all future Intraorganization Loans and aligns as closely as possible with the FCMAT recommended procedure."

The CSD shared information with MERF's CEO from chapter 8 of the 2017 Fiscal Crisis & Management Assistance Team (FCMAT) California School Accounting and Best Practices Manual (the FCMAT Manual) - which discusses Related Organizations and Intraorganizational Loans and states: "At the end of the fiscal year, each school's receivable or payable loan account (also known as due to/due from account) should be reconciled. Once balances are reconciled, any charter school or central office intraorganization receivable or payable balance that is not fully repaid as of the close of the fiscal year may result in and be subject to an intraorganization loan agreement. Intraorganization loan agreements between each school and the central office are prepared at the end of the fiscal year to formally document the amount owed between the intercompany accounts and the repayment terms.

Intraorganization receivables and payables terms include the following:

- All intraorganization receivables and payables that may be settled to a zero balance as of the end of the fiscal year are not subject to any repayment terms or interest accruals.
- Any intraorganization receivables and payables that are not settled to a zero balance as of the end of the fiscal year should be converted to intraorganization loan agreements, with terms that includes a reasonable interest rate, monthly or quarterly payments, and a specific duration. The final settlement terms should be determined no later than two months after the close of the fiscal year and are subject to approval by the governing board at its next meeting but before the fiscal year-end independent audit report is completed."

MERF's Intra-Organization Receivables and Payables (Due To/Due From) fiscal policy (effective January 2019) states: "At the end of the fiscal year, each school's receivable or payable account will be reconciled in accordance with G&A 105 Period-End-Review & Closing. Once balances are reconciled, an agreement is prepared at the end of the fiscal year between each school and the central office



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020

<p>to document the amount owed and repayment terms.” However, MERF’s policy is silent regarding its intraorganizational receivables and payables that are not settled to zero balances as of the end of the fiscal year, and the conversion of these balances to intraorganizational loan agreements with terms that include a reasonable interest rate, monthly or quarterly payments, and specific repayment schedules.</p> <p>The CSD recommends that MERF incorporate the aforementioned FCMAT’s guidelines into its fiscal policies and procedures, requiring intraorganizational loan agreements for intraorganizational receivables and payables that are not settled or netted to zero balances at the end of the fiscal year.</p> <p>The Charter Schools Division will review the recommended updates to the school’s fiscal policies by the next oversight visit. The results may be factored into the school’s rating for next year.</p>	
<p>Corrective Action Required:</p> <p>None noted that require immediate action to remedy concerns noted in this report.</p>	



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6Annual Performance-Based Oversight Visit ReportDATE OF VISIT: 2/20/2020**Notes:**

1. Reviewed independent audit report for the fiscal year ended June 30, 2019 and noted the following:
 - a. Audit opinion: Unmodified
 - b. Material weaknesses: None Reported
 - c. Deficiencies/Findings: None Reported
2. Reviewed bank statements and bank reconciliations from May 2019 through October 2019. Selected the months of May 2019 through October 2019 for sample testing. No discrepancies were noted.
 - a. Citi Bank Checking Account Ending in X5041 (MSA Bell)
 - b. Citi Bank Checking Account Ending in X6769 (MSA 4)
 - c. Citi Bank Checking Account Ending in X6121 (MSA 6)
 - d. Citi Bank Checking Account Ending in X2703 (MSA 7)
3. Reviewed credit card statements from May 2019 through October 2019. Selected the months of May 2019, July 2019, and September 2019 for sample testing. Discrepancies were noted under Areas Noted for Further Growth and/or Improvement above.
 - a. American Express Credit Card Ending in X2002 (Chief Financial Officer, MSA 4)
 - b. American Express Credit Card Ending in X1000 (Chief Financial Officer, MSA 6)
 - c. American Express Credit Card Ending in X2005 (Chief Financial Officer, MSA 7)
 - d. American Express Credit Card Ending in X1006 (Chief Financial Officer, MSA Bell)
4. Reviewed the following 46 checks and 12 bank transactions. Discrepancies were noted under Areas Noted for Further Growth and/or Improvement above.
 - a. Check numbers: 43059, 43069, 43092, 43094, 43105, 43106, 43134, 43158, 70143, 70184, 70201, 70211, 70217, 70238, 73398, 73499, 73553, 73597, 73602, 73612, 73629, 73632, 73636, 73638, 73661, 73666, 73667, 73670, 73674, 73681, 73709, 90154, 90292, 90300, 90316, 90317, 90331, 90335, 90343, 90344, 90347, DDP-00000095, DPP-00000096, DDP-00000116, DDP-00000153, and DDP-00000159.
 - b. Citi Bank Checking X6769 Transactions: (1) 04/01/2019 – (\$21,874.28); (2) 04/15/2019 – (\$387.79); and (3) 04/26/2019 - \$51.84.
 - c. Citi Bank Checking X6121 Transactions: (1) 04/02/2019 – (\$3,871.02); (2) 04/12/2019 – (\$33,143.19); and (3) 09/30/2019 - \$7,944.34.
 - d. Citi Bank Checking X2703 Transactions: (1) 04/10/2019 – (\$381.60); (2) 09/04/2019 – (\$233.23); and (3) 09/09/2019 – (\$2,076.10).
 - e. Citi Bank Checking X5041 Transactions: (1) 04/01/2019 – (\$48,269.06); (2) 04/22/2019 - \$150,000; and (3) 09/23/2019 - \$36.61).
5. Per the 2018-2019 audit report, the school's cash and cash equivalents is \$1,719,960, and total expenditures equal \$1,711,479. Therefore, the school's cash reserve level is 100.5%, which exceeds the recommended 5%.
6. A copy of the charter school's organizational chart, which depicts the current reporting structure of the charter school, including but not limited to, any board member or school employee with responsibilities outlined within the charter school's financial policies and procedures was provided.
7. Segregation of Duties (SOD) reviews were conducted at MSA 6. No discrepancies were noted.
8. An itemized accounting regarding total compensation paid to all executives, school leaders, administrators, directors, and non-certificated staff either employed directly by the school or the entity managing the charter school, including the organization's home office, charter management organization, or related entities which may have decision-making authority over the school was provided.
9. MERF disclosed that it has engaged in intraorganizational borrowing relative to the MERF schools currently authorized by LAUSD. This includes the following transactions:



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6Annual Performance-Based Oversight Visit ReportDATE OF VISIT: 2/20/2020

- a. MERF borrowed \$1,811,055 from MSA 8 (with no interest rate and a maturity date of July 15, 2024). Per MERF's governing board resolution dated 6/13/2019, the purposes of this loan were to fund the completion of MSA Santa Ana's Gymnasium project and to cover other operational expenditures.
 - b. MSA San Diego borrowed \$800,000 from to MSA 8 (at 1.90% interest and a maturity date of January 15, 2025). Per MERF's governing board resolution dated 3/5/2020, the purpose of this loan was to meet MSA San Diego's cash needs- including the funding of payroll and other operational expenditures.
10. Pursuant to AB 1871, a signed written statement that indicates that MSA 6 is providing each needy pupil with one nutritionally adequate free or reduced-price meal during each school day was provided.
 11. MERF provided documentation regarding 13 pending legal matters. Five of these claims related to Individualized Education Programs (IEPs) pertaining to Special Education students, three personal injury claims, and five claims relating to property crimes and/or employment-related disputes. The filing dates for these claims ranged from Fiscal Year 2016-2017 through Fiscal Year 2019-2020. MERF asserted that all of these matters are covered by MERF's insurance. MERF further stated: "None of these matters has a material impact on the financial viability of Magnolia or its affiliated parties."
 12. Governing board meeting minutes reflecting the presentation of financial reports, such as balance sheets, income statements, and cash flow statements were provided.
 13. Governing board meeting minutes reflecting the adoption of the 2019-2020 budget were provided.
 14. Governing board meeting minutes reflecting the receipt, review, and approval of interim financial reports submitted to LAUSD were provided.
 15. Governing board meeting minutes reflecting the selection of the current independent auditor were provided.
 16. Governing board meeting minutes reflecting the approval of the current fiscal policies and procedures were provided.
 17. Governing board meeting minutes reflecting the receipt, review, and discussion of the most current Annual Performance-Based Oversight Visit report were provided.
 18. Governing board meeting minutes reflecting the approval of the management fees, licensing fees, or other related party fees were provided.
 19. Governing board meeting minutes reflecting the discussion of the most current independent audit report were provided.
 20. Evidence of MSA 6 offering STRS, PERS, and/or Social Security benefits to its employees and proof of payment was provided.
 21. Equipment inventory was provided.
 22. The 2019-2020 LCAP was submitted to LAUSD.
 23. The most current LCAP is posted on the charter school's website.
 24. The Education Protection Account (EPA) allocation and expenditures are posted on the charter school's website.
 25. The most current Audited Financial Statements are posted on the charter school's website.
 26. The 2018-2019 audited and unaudited actuals nearly mirror each other.
 27. According to MERF's CFO, the projected net loss of **(\$191,234)** as reflected in MSA 6's 2019-2020 Second Interim is primarily due to: 1) The school not meeting its enrollment target of 160 students (the school's 2019-2020 Norm Enrollment was 134 students); and 2) The school's enrollment of Special Education students (which was 26% higher than expected and was accompanied by increased related expenditures).



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6Annual Performance-Based Oversight Visit ReportDATE OF VISIT: 2/20/2020
Progress on LAUSD Board of Education and/or MOU Benchmarks related to FISCAL OPERATIONS (if applicable):

As part of its renewal petition approved by the LAUSD Board of Education on October 23, 2018, during the 2019-2024 charter term, MSA 6 must meet the fiscal benchmark below in order to address the school's fiscal operations concerns.

The school shall provide a written status report to the Charter Schools Division no later than December 15 of each year of the charter term demonstrating its progress related to the following:

1. MERF's continuous improvement in the school's fiscal management and operations, based on the recommendations made by School Services of California.

To date, MSA 6 has complied with the benchmark cited above. The CSD will continue to monitor the school's progress and compliance with the fiscal benchmark above through the remainder of the school's charter term.



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020**Fiscal Operations Rubrics***Existing School* – a charter school that has at least one annual independent audit on file with the Charter Schools Division [Possible Rating 1-4]*New School* – a charter school that does not have an independent audit on file with the Charter Schools Division [Possible Rating 1-2]

<p><i>An existing school that meets all of the required criteria and four of the Supplemental Criteria listed below would be assessed eligible to be considered as Accomplished.</i></p>	<p><i>An existing school that meets all of the required criteria and three of the Supplemental Criteria listed below would be assessed eligible to be considered as Proficient.</i></p>
<p><u>Existing Schools (based on the most current annual audit):</u> An existing school is one that has at least one annual independent audit on file with the Charter Schools Division</p>	<p><u>Existing Schools (based on the most current annual audit):</u> An existing school is one that has at least one annual independent audit on file with the Charter Schools Division</p>
<p style="text-align: center;"><u>REQUIRED CRITERIA</u></p> <ol style="list-style-type: none"> 1. Net Assets are positive in the prior two audits; 2. The cash balance at the beginning of the school year is positive; 3. The two most current audits show no material weaknesses, deficiencies and/or findings; 4. All vendors and staff are paid in a timely manner; 5. Governing board approves Fiscal Policies and Procedures, at a minimum, every five years to correspond to the charter term; 6. Charter school adheres to the governing board approved Fiscal Policies and Procedures; 7. Governing board adopts the annual budget; 8. Governing board receives and reviews reports (e.g., preliminary budget, first interim, second interim, unaudited actuals, audited actuals, etc.) submitted to LAUSD; 9. Governing board discusses and resolves audit exceptions and deficiencies to the satisfaction of LAUSD; 10. There is no apparent conflict of interest; 11. A signed written statement which indicates that the charter school is providing each needy pupil with one nutritionally adequate free or reduced-price meal during each schoolday (except as provided for a charter school that offers nonclassroom-based instruction) is provided (pursuant to AB 1871); 12. The EPA allocation and expenditures, the most current Audited Financial Statements, and the most current governing board-approved LCAP are posted on the charter school's website; 13. The LCAP is submitted to the appropriate agencies; 	<p style="text-align: center;"><u>REQUIRED CRITERIA</u></p> <ol style="list-style-type: none"> 1. Net Assets are positive in the most current audit; 2. The cash balance at the beginning of the school year is positive; 3. The most current audit shows no material weaknesses, deficiencies and/or findings; 4. Vendors and staff are paid in a timely manner; 5. Governing board approves Fiscal Policies and Procedures, at a minimum, every five years to correspond to the charter term; 6. Charter school generally adheres to the governing board-approved Fiscal Policies and Procedures; 7. Governing board adopts the annual budget; 8. Governing board receives and reviews reports (e.g., preliminary budget, first interim, second interim, unaudited actuals, audited actuals, etc.) submitted to LAUSD; 9. Governing board discusses and resolves audit exceptions and deficiencies to the satisfaction of LAUSD; 10. There is no apparent conflict of interest; 11. A signed written statement which indicates that the charter school is providing each needy pupil with one nutritionally adequate free or reduced-price meal during each schoolday (except as provided for a charter school that offers nonclassroom-based instruction) is provided (pursuant to AB 1871); 12. The EPA allocation and expenditures, the most current Audited Financial Statements, and the most current governing board-approved LCAP are posted on the charter school's website; 13. The LCAP is submitted to the appropriate agencies;



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020

<p><i>An existing school that meets all of the required criteria and four of the Supplemental Criteria listed below would be assessed eligible to be considered as Accomplished.</i></p>	<p><i>An existing school that meets all of the required criteria and three of the Supplemental Criteria listed below would be assessed eligible to be considered as Proficient.</i></p>
<ul style="list-style-type: none"> 14. The charter school has knowledge of any material differences amongst the preliminary budget, first interim, second interim, unaudited actuals, and audited actuals; 15. Requests for information made by the Charter Schools Division and LAUSD are processed by the charter school in a timely manner; 16. There are no discrepancies cited in the Areas Noted for Further Growth and/or Improvement; 17. Audited and unaudited actuals nearly mirror each other; 18. Proper segregations of duties are in place; and 19. If applicable, all LAUSD Board of Education-approved fiscal benchmark(s) are met based on the required deadline(s). 	<ul style="list-style-type: none"> 14. The charter school has knowledge of any material differences amongst the preliminary budget, first interim, second interim, unaudited actuals, and audited actuals; 15. Requests for information made by the Charter Schools Division and LAUSD are processed by the charter school in a timely manner; 16. There are no significant recurring issues; and 17. Audited and unaudited actuals nearly mirror each other.
<p><u>Note:</u> Other circumstances and information could influence the rating and will be noted in the evaluation.</p>	<p><u>Note:</u> Other circumstances and information could influence the rating and will be noted in the evaluation.</p>
<p style="text-align: center;"><u>SUPPLEMENTAL CRITERIA</u></p> <ul style="list-style-type: none"> 1. Positive Net Assets exceed 4% of prior year expenditures; 2. The cash balance at the beginning of the school year is at least 5% of the prior year expenses; 3. A comprehensive website that provides at a minimum six of the following fiscal items: <ul style="list-style-type: none"> ○ Most current financial reports presented to the governing board ○ Employee handbook ○ Student handbook ○ Salary schedules/benefits/information ○ Budget development process ○ Governing board member information (e.g., name, contact information, position on the governing board, term expiration) and meeting dates, time, and location ○ The most current approved petition ○ Administration/school contact ○ School calendar ○ Enrollment policies and procedures ○ Fiscal policies and procedures manual 	<p style="text-align: center;"><u>SUPPLEMENTAL CRITERIA</u></p> <ul style="list-style-type: none"> 1. Positive Net Assets exceed 3% of prior year expenditures; 2. The cash balance at the beginning of the school year is at least 4% of the prior year expenses; 3. A comprehensive website that provides at a minimum six of the following fiscal items: <ul style="list-style-type: none"> ○ Most current financial reports presented to the governing board ○ Employee handbook ○ Student handbook ○ Salaries schedule/benefits/information ○ Budget development process ○ Governing board member information (e.g., name, contact information, position on the governing board, term expiration) and meeting dates, time, and location ○ The most current approved petition ○ Administration/school contact ○ School calendar ○ Enrollment policies and procedures ○ Fiscal policies and procedures manual



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020

<p><i>An existing school that meets all of the required criteria and four of the Supplemental Criteria listed below would be assessed eligible to be considered as Accomplished.</i></p>	<p><i>An existing school that meets all of the required criteria and three of the Supplemental Criteria listed below would be assessed eligible to be considered as Proficient.</i></p>
<p>4. Governing board selects independent audit firm, acceptable if the independent audit firm is under a multi-year contract; and</p> <p>5. Fiscal reports (e.g., balance sheet, income statement, budget to actuals, cash flow statement, etc.) are presented to the governing board at each regular governing board meeting.</p> <p><u>Note:</u> Other circumstances and information could influence the rating and will be noted in the evaluation.</p>	<p>4. Governing board selects independent audit firm, acceptable if the independent audit firm is under a multi-year contract; and</p> <p>5. Fiscal reports (e.g., balance sheet, income statement, budget to actuals, cash flow statement, etc.) are presented to the governing board at each regular governing board meeting.</p> <p><u>Note:</u> Other circumstances and information could influence the rating and will be noted in the evaluation.</p>

<p><i>An existing school that meets all of the Required criteria and six of the supplemental criteria listed below would be assessed eligible to be considered as Developing.</i></p>	<p><i>An existing school would be assessed as Unsatisfactory based on the statements below:</i></p>
<p><u>Existing Schools (based on the most current audit):</u> An existing school is one that has at least one annual independent audit on file with the Charter Schools Division</p> <p style="text-align: center;"><u>REQUIRED CRITERIA</u></p> <ol style="list-style-type: none"> 1. Net Assets are positive, or net assets are negative with strong trend toward positive (be positive at the end of the third year, per applicable audit, and beyond); 2. The cash balance at the beginning of the school year is positive; 3. Vendors and staff are paid in a timely manner; 4. Governing board approves Fiscal Policies and Procedures, at a minimum, every five years to correspond to the charter term; 5. Governing board adopts the annual budget; 6. A signed written statement which indicates that the charter school is providing each needy pupil with one nutritionally adequate free or reduced-price meal during each schoolday (except as provided for a charter school that offers nonclassroom-based instruction is provided (pursuant to AB 1871); 7. The EPA allocation and expenditures, the most current Audited Financial Statements, and the most current governing board-approved LCAP are posted on the charter school’s website; 	<p><u>Existing Schools (based on the most current audit):</u> An existing school is one that has at least one annual independent audit on file with the Charter Schools Division</p> <p>A charter school is assessed as Unsatisfactory if the charter school does not meet the criteria for Developing. The charter school was given a certain period of time to address the fiscal concerns of LAUSD, but failed to provide a satisfactory response. Continued operation of a charter school that is assessed as Unsatisfactory may result to non-implementation of instructional programs as provided in the petition. The charter school also has shown no immediate source of revenue to maintain a viable budget, nor has provided a feasible financial plan to mitigate the negative fiscal condition. The charter school’s governing board members lack fiscal capacity.</p>



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020

An existing school that meets all of the Required criteria and six of the supplemental criteria listed below would be assessed eligible to be considered as Developing.

- 8. The LCAP is submitted to the appropriate agencies;
- 9. Have an audit conducted annually by an independent auditing firm; and
- 10. Governing board discusses and resolves audit exceptions and deficiencies to the satisfaction of LAUSD.

Note: Other circumstances and information could influence the rating and will be noted in the evaluation.

SUPPLEMENTAL CRITERIA

- 1. Enrollment is stable or changing at a manageable rate (Enrollment changes are reflected in annual budget and facilities);
- 2. Governing board selects independent audit firm, acceptable if the independent audit firm is under a multi-year contract;
- 3. Fiscal reports (e.g., balance sheet, income statement, budget to actuals, cash flow statement, etc.) are presented to the governing board at each regular governing board meeting;
- 4. Governing board receives and reviews reports (e.g., preliminary budget, first interim, second interim, unaudited actuals, audited actuals, etc.) submitted to LAUSD;
- 5. Current audit shows no material weaknesses, deficiencies and/or findings;
- 6. Charter school adheres to the governing board approved Fiscal Policies and Procedures;
- 7. There is no apparent conflict of interest; and
- 8. Governing board approves any amendment(s) to the charter school's budget.

Note: Other circumstances and information could influence the rating and will be noted in the evaluation.

An existing school would be assessed as Unsatisfactory based on the statements below:

Note: Other circumstances and information could influence the rating and will be noted in the evaluation.



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020

<p><i>A new school that meets all of the Required criteria listed below would be assessed eligible to be considered as Developing.</i></p>	<p><i>A new school would be assessed as Unsatisfactory based on the statements below:</i></p>
<p><u>New Schools:</u></p> <p style="text-align: center;"><u>REQUIRED CRITERIA</u></p> <ol style="list-style-type: none"> 1. A new school is one that does not have an independent audit on file with the Charter Schools Division; 2. The cash balance at the beginning of the school year is positive; 3. If enrollment is below the funding survey, the charter school has made significant adjustments in their operations to allow for the reduced income, and submitted a revised three-year budget and three-year cash flow statement; 4. Projected debt is managed efficiently and will not cause the charter school to end the fiscal year with negative net assets. The non-profit organization is financially viable to support the charter school; 5. Interim reports and unaudited actuals project: <ol style="list-style-type: none"> a. Positive net assets b. Expenses less than revenues c. Projected expenses and revenues have no significant variance from budget 6. As a practice, the governing board receives and reviews the charter school’s financial reports as evidenced by the governing board meeting minutes; 7. A signed written statement which indicates that the charter school is providing each needy pupil with one nutritionally adequate free or reduced-price meal during each schoolday (except as provided for a charter school that offers nonclassroom-based instruction) is provided (pursuant to AB 1871); 8. The most current governing board-approved LCAP are posted on the charter school’s website; and 9. The LCAP is submitted to the appropriate agencies. <p>Note: A new school is one that does not have an independent audit on file with the Charter Schools Division. New schools are evaluated based on current year information. New schools receive a rating of 1 or 2.</p>	<p><u>New Schools:</u></p> <p>A charter school is assessed as Unsatisfactory if the charter school does not meet the criteria for Developing. A charter school was given a certain period of time to address the fiscal concerns of LAUSD, but failed to provide satisfactory response. Continued operation of a charter school that is assessed as Unsatisfactory may result to non-implementation of instructional programs as provided in the petition. The charter school also has shown no immediate source of revenue to maintain a viable budget, nor has provided a feasible financial plan to mitigate the negative fiscal condition. The charter school’s governing board members lack fiscal capacity.</p> <p>Note: A new school is one that does not have an independent audit on file with the Charter Schools Division. New schools are evaluated based on current year information. New schools receive a rating of 1 or 2.</p>



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Magnolia Science Academy 6

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/20/2020

<p><i>A new school that meets all of the Required criteria listed below would be assessed eligible to be considered as Developing.</i></p>	<p><i>A new school would be assessed as Unsatisfactory based on the statements below:</i></p>
<p><u>Note:</u> Other circumstances and information could influence the rating and will be noted in the evaluation.</p>	<p><u>Note:</u> Other circumstances and information could influence the rating and will be noted in the evaluation.</p>



**CALIFORNIA DEPARTMENT
OF EDUCATION**

TONY THURMOND
STATE SUPERINTENDENT OF
PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • WWW.CDE.CA.GOV

February 24, 2020

Haim Beliak, Board Chair
Erdinc Acar, Regional Director
Alfredo Rubalcava, Superintendent of Instruction
Steven Keskindurk, Principal
Magnolia Science Academy – Santa Ana
2840 West 1st Street
Santa Ana, CA 92703

Dear Board Chair Beliak, Director Acar, Superintendent Rubalcava, and Principal Keskindurk:

Subject: Summary of Annual Site Visit for Magnolia Science Academy – Santa Ana
Conducted on February 5 and 6, 2020

Thank you for the opportunity to visit Magnolia Science Academy – Santa Ana (MSA-SA). The California Department of Education (CDE) appreciates the tremendous amount of work you orchestrated before and during the site visit.

Based on interviews conducted with school leadership and staff, and through classroom observations, the CDE reviewed the information gathered and has determined that MSA-SA is in compliance with the MSA-SA charter petition, and the Memorandum of Understanding between the California State Board of Education and MSA-SA.

Additionally, as California Assessment of Student Performance and Progress data and fiscal reports become available, the CDE will continue to monitor the academic performance and fiscal viability of MSA-SA, which could result in the CDE requesting a written response, an action plan, or additional documentation.

If you have any questions regarding this letter, please contact Carrie Lopes, Associate Division Director, by phone at 916-322-6029 or by email at clopes@cde.ca.gov.

Sincerely,

/s/

Stephanie Farland, Director
Charter Schools Division

SF:mlh

cc: Karen Stapf Walters, Executive Director, California State Board of Education

Haim Beliak, Board Chair
Erdinc Acar, Regional Director
Alfredo Rubalcava, Superintendent of Instruction
Steven Keskindurk, Principal
February 24, 2020
Page 2

Khieem Jackson, Deputy Superintendent, Equity and Access Branch, California
Department of Education

Sent via First Class Mail and Email to:

hbeliak@magnoliapublicschools.org

eracar@magnoliapublicschools.org

arubalcava@magnoliapublicschools.org

skeskinturk@magnoliapublicschools.org