

Youth Policy Institute Charter Schools (YPICS)

Regular Board Meeting

Date and Time

Thursday June 25, 2020 at 6:00 PM PDT

Location

<https://exed.zoom.us/j/95870954514>

Meeting ID: 958 7095 4514

One tap mobile

+16692192599,,95870954514# US (San Jose)

+16699006833,,95870954514# US (San Jose)

Dial by your location

+1 669 219 2599 US (San Jose)

+1 669 900 6833 US (San Jose)

Meeting ID: 958 7095 4514

Find your local number: <https://exed.zoom.us/u/a4ZF8VBKz>

You may join the meeting via your computer and/or phone.

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
Opening Items			
A. Record Attendance and Guests		Yesenia Zobia	1 m
B. Call the Meeting to Order		Mary Keipp	
C. Flag Salute			1 m
D. Additions/Corrections to Agenda		Mary Keipp	1 m
E. Approval of May 26, 2020 Board Meeting Minutes	Approve Minutes	Mary Keipp	1 m

	Purpose	Presenter	Time
II. Communications			6:04 PM
A. Presentations from the Public	FYI	Mary Keipp	5 m

Any persons present desiring to address the Board of Directors on any proper matter.

The YPI Charter Public Schools ("Charter Schools") welcome your participation at the Charter Schools' Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the Charter Schools in public. Your participation assures us of continuing community interest in our Charter Schools. To assist you in the case of speaking/participating in our meetings, the following guidelines are provided:

Agenda Items: No individual presentation shall be more than five (5) minutes and total time for this purpose shall not exceed thirty (30) minutes per agenda item.

Non-Agenda Items: No individual presentation shall be for more than three (3) minutes and total time shall not exceed fifteen (15) minutes.

When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.

Ordinarily, Board Members will not respond to presentations and no action can be taken. However, the board may give direction to staff following a presentation.

Any public records relating to an agenda item for an open session of the Board which are distributed to all of the Board members shall be available for public inspection at 2670 W 11th Street, Los Angeles, California 90006, 12513 Gain Street, Pacoima, CA 91331, 9400 Remick Avenue, Pacoima, California 91331 and 10660 White Oak Avenue, Granada Hills, CA 91344.

Americans with Disabilities

YPI Charter Schools, Inc. adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact us at least 48 hours in advance at (818) 834-5805, (213) 413-9600 or (818) 480-6810 or at info@coronacharter.org, info@romerocharter.org. All efforts will be made for reasonable accommodations.

B. Modified Meeting Procedures During COVID-19 Pandemic	FYI	Mary Keipp	5 m
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Instructions for Presentations to the Board by Parents and Citizens

The YPI Charter Schools ("Charter Schools") welcome your participation at the Charter Schools' Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the Charter Schools in public. Your participation assures us of continuing community interest in our Charter Schools.

	Purpose	Presenter	Time
MODIFIED MEETING PROCEDURES DURING COVID-19 (CORONAVIRUS) PANDEMIC:			

As per Executive Order N-29-20 from Governor Newsom, the meetings of the Board of Directors of the YPI Charter Schools will move to a virtual/teleconference environment using Zoom. The purpose of the Governor’s executive order is to control the spread of Coronavirus and to reduce and minimize the risk of infection by “limiting attendance at public assemblies, conference, or other mass events.” The Governor’s executive order on March 20, 2020, waived the requirement for a majority of board members to physically participate in a public board meeting at the same location. The intent is not to limit public participation, but rather to protect public health by following the Governor’s Say at Home executive order and the Los Angeles County’s “Safer at Home” Order.

Instructions for public comments at board meetings conducted via Zoom:

If you wish to make a public comment, please follow these instructions:

1. A Google Form “sign-up” will be open to members of the public 30 minutes prior to the public meeting. This Google Form will take the place of “speaker cards” available at meetings. <https://bit.ly/2Xtb5xx>
2. Speakers will fill in their names and select if they wish to address the board regarding specific agenda item (5 minutes allotted) or a non-agenda item (3 minutes allotted).
3. Speakers are asked to attend the board meeting virtually through the Zoom invitation link on the top of the agenda.
4. When it is time for the speaker to address the board, his/her name will be called by the Board Chair and the requesting speaker’s microphone will be activated.
5. Speakers should rename their Zoom profile with their real name to expedite this process.

After the comment has been given, the microphone for the speaker’s Zoom profile will be muted.

III. Items Scheduled For Information			6:14 PM
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|--|---------|------------------|-----|
| A. YPICS Board of Trustees' Meetings for 2020-21 | Discuss | Yvette King-Berg | 5 m |
| B. Committee/ Council Reports | FYI | | 5 m |

Each month council and committee meeting minutes are provided for the board to review. Board members will direct senior staff regarding any minutes or committee concerns that may arise.

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|----------------------------|-----|--|-----|
| C. Board Committee Reports | FYI | | 5 m |
|----------------------------|-----|--|-----|

	Purpose	Presenter	Time
D. Facilites Update	FYI	Ruben Duenas	5 m

This update is for all of the YPICS' schools.

E. Bert Corona Executive Administrator Report	FYI	Ruben Duenas	5 m
F. Monsenor Oscar Romero Executive Administrator Report	FYI	Rene Quon	5 m
G. Bert Corona Charter High School Executive Administrator Report	FYI	Larry Simonsen	5 m
H. Executive Director's Report	FYI	Yvette King-Berg	5 m

IV. Consent Agenda Items

6:54 PM

A. Background	FYI
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All matters listed under the consent agenda are considered by the Board to be routine and will be approved/ enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board Member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board's vote on them. The Executive Director recommends approval of all consent agenda items.

B. Consent Items	Vote	Mary Keipp	5 m
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1. Recommendation to approve 2020- Homeless Education Policies for BCCS,BCCHS, and MORCS
2. Recommendation to approve continued membership in the California Charter Schools Association
3. Recommendations to approve continued membership in CharterSAFE for Workers' Compensation Insurance and for Property and Liability Insurance
4. Recommendation to Recommendation to approve revised Employee Handbook, which includes COVID-19 updates
5. Recommendation to approve final staff rosters and YPICS Employee Agreements

V. Items Scheduled For Action

6:59 PM

A. FY20-21 YPICS Budgets	Vote	Irina Castillo	10 m
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	Purpose	Presenter	Time
Recommendation to approve 2020-21 budgets for Bert Corona Charter School, Monsenor Oscar Romero Charter School and Bert Corona Charter High School.			

B. FY20-21 YPICS EPA Spending Plan	Vote	Irina Castillo	5 m
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Recommendation to approve Education Protection Act spending plans and resolutions for 2020-21 school year

C. FY20-21 Technology Upgrades and Software Licenses	Vote	Yvette King-Berg	5 m
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Recommendations to approve 2020-21 technology upgrades and software licenses.

D. Move from Xerox to Ricoh	Vote	Ryan Bradford	5 m
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Recommendation to move from Xerox to Ricoh for copier and printer services.

E. Expenditures Over Executive Director's Spending Authority	Vote	Yvette King-Berg	5 m
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Recommendation to approve expenditure for items above spending authority of Executive Director

F. Board Resolution to Renew Line of Credit with PWB	Vote	Yvette King-Berg	5 m
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Recommendation to approve the Board Resolution to Renew the Line of Credit with Pacific Western Bank.

G. FY 20-21 Board Of Directors	Vote	Mary Keipp	5 m
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Recommendation to approve Board of Directors for 2020-21

H. Provisional Internship Permit for Nancy Soriano	Vote	Rene Quon	5 m
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Recommendation for Provisional Internship Permit for Nancy Soriano

VI. Announcements 7:44 PM

A. Closing Announcements	FYI	Yvette King-Berg	2 m
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VII. Closing Items 7:46 PM

A. Adjourn Meeting	Vote		
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Coversheet

Approval of May 26, 2020 Board Meeting Minutes

Section: I. Opening Items
Item: E. Approval of May 26, 2020 Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on May 26, 2020

APPROVED

Youth Policy Institute Charter Schools (YPICS)

Minutes

Board Meeting

Date and Time

Tuesday May 26, 2020 at 6:00 PM

Location

Zoom Meeting

<https://exed.zoom.us/j/92107715604>

Meeting ID: 921 0771 5604

One tap mobile

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Dial by your location

+1 669 219 2599 US (San Jose)

+1 669 900 6833 US (San Jose)

Meeting ID: 921 0771 5604

You may join the meeting via your computer and/or phone.

Trustees Present

C. Lopez (remote), D. Cho (remote), M. Keipp (remote), S. Mendoza (remote), W. Njboke (remote)

Trustees Absent

M. Green

Trustees who arrived after the meeting opened

S. Mendoza

Guests Present

I. Castillo (remote), L. Simonsen (remote), R. Bradford (remote), R. Quon (remote), Y. King-Berg (remote), Y. Zubia (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

M. Keipp called a meeting of the board of trustees of Youth Policy Institute Charter Schools (YPICS) to order on Tuesday May 26, 2020 at 6:06 PM.

C.

Flag Salute

D. Additions/Corrections to Agenda

There were no additions or corrections to the agenda.

E. Approval of April 27, 2020 Board Meeting Minutes

C. Lopez made a motion to approve the minutes from Regular Board Meeting on 04-27-20.

W. Njboke seconded the motion.

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

Roll Call

C. Lopez Aye

W. Njboke Aye

M. Green Absent

S. Mendoza Absent

D. Cho Aye

M. Keipp Aye

F. Approval of May 11, 2020 Special Board Meeting Minutes

C. Lopez made a motion to approve the minutes from Special Board Meeting on 05-11-20.

D. Cho seconded the motion.

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

Roll Call

D. Cho Aye

M. Keipp Aye

C. Lopez Aye

M. Green Absent

W. Njboke Aye

S. Mendoza Absent

II. Communications

A. Presentations from the Public

There were no presentations from the Public.

B. Modified Meeting Procedures During COVID-19 Pandemic

III. Items Scheduled For Information

A. Committee/ Council Reports

No reports were presented.

B. Board Committee Reports

No reports were presented.

C. Facilities Update

No report was presented for facilities as the campuses have remained closed.

D.

Bert Corona Executive Administrator Report

The report was made available to the Board via Board on Track.

E. Monsenor Oscar Romero Executive Administrator Report

The report was made available to the Board via Board on Track.

F. Bert Corona Charter High School Executive Administrator Report

The report was made available to the Board via Board on Track.

G. Executive Director's Report

The report was made available to the Board via Board on Track.

H. FY 2020-2021 Preliminary Budget

Irina Castillo gave an update on the preliminary budget.

IV. Consent Agenda Items

A. Background

B. Consent Items

C. Lopez made a motion to approve the consent agenda.

W. Njboke seconded the motion.

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

Roll Call

D. Cho	Aye
M. Keipp	Aye
C. Lopez	Aye
S. Mendoza	Absent
W. Njboke	Aye
M. Green	Absent

V. Items Scheduled For Action

A. Board Resolution 2020-05 Paycheck Protection Program SBA Loan

C. Lopez made a motion to approve Board Resolution 2020-05, the Paycheck Protection Program SBA loan.

D. Cho seconded the motion.

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

Roll Call

W. Njboke	Aye
M. Green	Absent
M. Keipp	Aye
S. Mendoza	Absent
C. Lopez	Aye
D. Cho	Aye

B. Kaiser Permanente and BenExtend

C. Lopez made a motion to approve the Kaiser HMO high \$20 plan and the BenExtend Low plan for the FY 20-21.

W. Njboke seconded the motion.

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

Roll Call

S. Mendoza Absent
D. Cho Aye
M. Green Absent
W. Njboke Aye
C. Lopez Aye
M. Keipp Aye

C. Ad Hoc Nominating Board Members Committee

C. Lopez made a motion to establish the Ad Hoc nominating committee.

W. Njboke seconded the motion.

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

Roll Call

M. Keipp Aye
S. Mendoza Absent
C. Lopez Aye
D. Cho Aye
W. Njboke Aye
M. Green Absent

D. 2019-2020 LAUSD Annual Performance-Based Oversight Visit Reports

C. Lopez made a motion to file all three LAUSD oversight visit reports.

W. Njboke seconded the motion.

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

Roll Call

M. Keipp Aye
S. Mendoza Absent
W. Njboke Aye
D. Cho Aye
C. Lopez Aye
M. Green Absent

E. YPICS April 2020 Financials

C. Lopez made a motion to approve the YPICS April 2020 financials and check registers as submitted.

W. Njboke seconded the motion.

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

Roll Call

M. Keipp Aye
S. Mendoza Absent
W. Njboke Aye
C. Lopez Aye
D. Cho Aye
M. Green Absent

F. ExED Contract

S. Mendoza arrived.

S. Mendoza made a motion to approve the FY 20-21 ExED management contract.

C. Lopez seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

W. Njboke Aye
M. Keipp Aye
C. Lopez Aye
D. Cho Aye
S. Mendoza Aye
M. Green Absent

G. ExED CALPADS Contract

C. Lopez made a motion to approve the FY 20-21 ExED CALPADS contract.
S. Mendoza seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

D. Cho Aye
W. Njboke Aye
M. Keipp Aye
M. Green Absent
S. Mendoza Aye
C. Lopez Aye

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:37 PM.

Respectfully Submitted,
Y. Zubia

Coversheet

YPICS Board of Trustees' Meetings for 2020-21

Section: III. Items Scheduled For Information
Item: A. YPICS Board of Trustees' Meetings for 2020-21
Purpose: Discuss
Submitted by:
Related Material: 20-21 Proposed board meeting dates.pdf



**YPI Charter Schools Board of Trustees
Board Meeting Dates
2020-2021**

July 27, 2020

August 24, 2020

September 21, 2020

October 26, 2020

December 7, 2020

February 1, 2021

March 4, 2021

April 19, 2021

May 24, 2021

June 21, 2021

All board meetings begin at 6:00 p.m. and are located at:

**Bert Corona
Monsenor Oscar Romero
Bert Corona High
YPICS Learning & Support Center
Virtual Meetings held via Zoom**

Coversheet

Bert Corona Executive Administrator Report

Section: III. Items Scheduled For Information
Item: E. Bert Corona Executive Administrator Report
Purpose: FYI
Submitted by:
Related Material: EA Report 6-23-20 (1).pdf



**Executive Administrator’s Report
June 23, 2020**

The mission of the YPI Charter Schools (YPICS) is to prepare students for academic success in high school, as well as post-secondary education; prepare students to be responsible and active participants in their community; and enable students to become lifelong learners. Students at YPI Charter Schools will become active citizens who characterize the ideals of a diverse and democratic society. Students will provide service to their community, take responsibility for their own learning, and develop the habits of mind and body that will empower them to be successful in high school and beyond.

How is BCCS managing the shift to online instruction and virtual communication during the COVID-19 epidemic.

1. Access to distance learning

BCCS staff is partnering with the Think Together staff to run the Pre-Summer Program to reduce the loss of learning caused by the pandemic and summer. All students were individually called and offered the opportunity to participate in this voluntary 12 day distance learning program. The student program runs from 9am to 12pm. All teachers and tutors were offered an opportunity to continue teaching in this program to the end of June. (Staff is being compensated for their work.) 14 teachers and 7 tutors are supporting the program. Students are focused on continuing to master ELA, math, or science standards that needed to be extended or were not taught during the regular school year. Students also have an enrichment period built into their schedule which is fully supported by the Think Together staff.

Based on our first survey of families, staff was planning to have up to 206 students participate. On average 81 students are participating each day or 40% of the original number.

BCCS Pre Summer Program Distance learning Attendance (June 2020)				
Monday	Tuesday	Wednesday	Thursday	Friday
15	16	17	18	19
79	89	83	90	80
22	23	24	25	26
76	73	0	0	0
28	29			
0			AVE	81

Average Attendance by Grade Level			
Grade Level	Average Daily Attendance	Initially Enrolled	%
5	7	15	47%
6	32	75	43%
7	34	69	50%
8	8	47	17%
Total	81	206	40%

2. Academic Achievement

Throughout the school year, students have taken the iReady Diagnostic Assessment four (4) times. This is the first year that BCCS is using iReady. The B2 or third assessment was taken just before the BCCS campus closed and moved to distance learning. After much discussion, staff decided to implement a 4th or B3 assessment. Staff felt that we need to collect end of the year data for our students since the Governor and California Department of Education had waived the state test for this school year.

In reading schoolwide, students scoring at Tier I (grade level or above) increased by 12% from the beginning of the school year. Students scoring at a tier III level (two grade level or more below grade level) reduced by 18%.

In math schoolwide, students scoring at Tier I (grade level or above) increased by 17% from the beginning of the school year. Students scoring at a tier III level (two grade level or more below grade level) reduced by 20%.

iReady Reading 2019-2020					iReady Math 2019-2020				
Date	Diagnostic	Tier 1	Tier 2	Tier 3	Date	Diagnostic	Tier 1	Tier 2	Tier 3
8/12/19	Baseline	13%	14%	73%	8/12/19	Baseline	9%	27%	64%
11/25/19	B1	17%	17%	66%	11/25/19	B1	14%	33%	53%
2/24/20	B2	20%	19%	61%	2/24/20	B2	17%	35%	48%
5/18/20	B3	25%	20%	55%	5/18/20	B3	26%	31%	44%
19-20 SY	Change	12%	6%	-18%	19-20 SY	Change	17%	4%	-20%

At each grade level students that scored at Tier I had an increase from 10%-15% in reading. 8th grade had the highest growth in reading at the Tier I level with a 15% increase from the beginning of the school year (Baseline). 6th grade and 8th grade had the highest decrease in students scoring at the Tier III or lowest level. Both grade levels decreased by 20%.

At each grade level students that scored at Tier I had an increase from 10%-25% in math. 6th grade had the highest growth in math at the Tier I level with a 25% increase from the beginning of the school year (Baseline). 8th grade had the highest decrease in students scoring at the Tier III or lowest level. 8th grade decreased by 23%.

Reading Change B to B3				Math Change B to B3			
Grade	Tier 1	Tier 2	Tier 3	Grade	Tier 1	Tier 2	Tier 3
5	11%	-2%	-9%	5	13%	4%	-18%
6	10%	10%	-20%	6	25%	-3%	-21%
7	12%	3%	-15%	7	10%	5%	-15%
8	15%	7%	-20%	8	15%	8%	-23%

3. Return Planning

Staff is collaborating with the rest of the YPICS team to plan/draft new practices to support the safe return of students and staff to campus in August following the various federal, state, and local guidelines. In addition to the YPICS efforts, BCCS staff is planning to address items that will be specific to BCCS such as:

1. Disinfect soft or porous materials like carpets, and staff chairs.
2. Install additional sinks for frequent touchless hand washing
3. Explore options for a safe drop-off and pick up plan for students and parents.
4. Purchase additional student desks so that 15 students can sit 6 feet apart in each room..
5. Purchase individual storage containers for students to safely store learning materials (books, pens, notebooks, etc.) in their classroom..
6. Purchase supplies for a distanced PE Program.

Coversheet

Monsenor Oscar Romero Executive Administrator Report

Section: III. Items Scheduled For Information
Item: F. Monsenor Oscar Romero Executive Administrator Report
Purpose: FYI
Submitted by:
Related Material: MORCS Executive Update 6_25_2020.pdf

MORCS Executive Administrator Board Report

6.25.2020



I. Instructional Program Preparations for the Fall

As YPICS schools plan to reopen, we are considering how our instructional programs must be modified in order to ensure the health and safety of our students, staff and families. The main way that the instructional program is affected is the reduction of class sizes to ensure that social distancing is enforced at all times and in all classrooms. Therefore, the schedule for each week of instruction at MORCS reflects two main cohorts of students (A & B) who are on campus on different days.

While the following schedule reflects how MORCS intends to begin the school year, it is important to note that there may certainly be the need to transition to a different model or models during the school year, as more information becomes available regarding health and safety in our school communities.

Lastly MORCS is devising a way to support a third, smaller cohort of students and families who wish to engage in all distance-learning, due to health concerns.

Mondays	Tuesdays-Fridays
Distance Learning, Staff Development & Supporting high-need students (ie. resource students, english learners, academically struggling students)	ABAB Model

LEARNING METHODOLOGIES

In the fall, instruction will take place mainly in the classroom or at home using online tools and resources. The combination of in-person and online instruction can be called blended (or hybrid) learning. Within this general framework, YPICS high and middle schools are each taking a slightly different approach to blended learning.

At BCCS and MORCS, students are engaging in the flipped classroom model. This means that teachers are only focusing their attention on the students in the classroom. However, they have previously prepared structured tasks, projects, materials and resources for students to engage in while working from home. In this model, our online students will be engaging in asynchronous learning.

II. Virtual Culmination Update

117 MORCS 8th graders are culminating this spring! Due to unforeseen circumstances, the virtual ceremony has been postponed to **July 2nd at 5pm**. YPICS staff and board members are invited to attend at the following link: tinyurl.com/morcsculmination

III. Enrollment Update

The current MORCS enrollment numbers are as follows:

6th grade	7th grade	8th grade
89	117	120

We are implementing the following to increase enrollment:

- Current families are being called one-by-one to ask them to recommend new families to MORCS
- We are sending 1200 flyers to local families advertising our school
- We are putting up 12 banners on local major streets advertising MORCS
- Working to coalesce and align all of our social media outreach including the website/facebook/youtube/instagram and to advertise using the following media:
 - the enrollment flyer
 - morcs promotional music video (made by zepeda)
 - student/staff/alumni/parent testimonials videos
 - virtual school tour videos
 - 3D school tour
 - tiktok video (featuring the MORCS staff)

IV. Health and Safety Preparations for the Fall

Our team is coordinating the following preparations for Health and Safety in the fall:

- Masks for all students / staff
- Air purifiers in each classroom.
- Frequent disinfection of all classrooms
- Strict social distancing
 - Students / staff 6 feet away at all times
- Class sizes of 15 students or less
- Daily symptom checks (including temperature taking)
- Exposed students / staff are required to stay home for 14 days, and must be screened before returning.

Coversheet

Bert Corona Charter High School Executive Administrator Report

Section: III. Items Scheduled For Information
Item: G. Bert Corona Charter High School Executive Administrator Report
Purpose: FYI
Submitted by:
Related Material: EA Report BCCHS June 22, 2020 (1).pdf



EA Report BCCHS
 Larry Simonsen
 June 22, 2020

Enrollment (new)

We are currently 9 students away from our enrollment goal for Fall 2021.

Bert Corona High School								
2019-20 Enrollment Tracking								
	2018-19 Previous year Enrollment	2019-20 Enrollment						
		New Student	Returning Student	Retained	Total	Class Size	Retention #	Retention Rate
8th grade (from BCCS)	113							
9th grade	59	15	29		44			25.66%
10th grade	31	1	59		60		0	100.00%
11th grade	50	2	31		33		0	100.00%
12th grade	54		50		50		0	100.00%
Total	194	18	169	0	187		0	
Date Updated	5/24/2019		28		Growth	-7		187
				Date Updated	6/18/2020			
2019-20 Budget Assumptions								
		Actual	Maximum	Add				
9th grade	53	55	120	0			151	192
10th grade	33	60	120	60			26	192
11th grade	56	33	120	87			15	192
12th grade	54	50	120	70				
Enrollment Goal (budget)	196	198	480	217				
Enrollment Needs								
Actual Enrollment	187							
Enrollment Goal	196							
Students Over/Under	-9							
	-13							
	-16							

Outreach (new)

BCCHS conducted 3 recruitment events and 1 quasi-recruitment event in the form of a New Student Outreach google meet. The turnout for both the New Student Outreach and the final recruitment event were very promising. BCCHS staff and students were well represented at all of the events, conveying a sincere and detailed narrative about the school’s strengths and selling points. Translation was provided for all events, and parents followed presentations with questions ranging from uniform requirements to class sizes to graduation requirements. Given the challenges that have been facing BCCHS in this area, we were very pleased with the fruits of our labor. Mr. Dueñas was particularly helpful in securing a significant audience for the final recruitment google meet.

End of Year Assessments (new)

166 out of 194 students completed the NWEA MAPS exam for Spring 2020, allowing us to capture longitudinal data for each grade-level cohort. The good news is that we now have growth data to present to the LAUSD CSD Oversight Team when they visit in 2021. The not so good news is that most of the students who did not participate were seniors, which really robs us of some of the most critical data that shows students’ growth over time.



Also, 19 out of 37 students took the AP Spanish Language and Culture Exam online. While this is also a bit of a disappointing turnout, the level of instruction and individual coaching that goes into preparing students for an exam of this level was next to impossible once we were forced into distance learning mode. But what is helpful for us as a charter is that this means over 50% of our AP students took the actual AP exam, and the results will also help us with our demonstration of growth over time to the LAUSD CSD Team.

Seniors (new)

Our staff put together a “senior goodbye” video for our exiting senior class. It was very emotional as most of the students have been with us all four years of their high school experience. We also drove to the homes of all students who currently qualify for graduation (requirements met), and delivered graduation signs to them, along with goody bags from Gear Up, and a graduation photo in a customized template. It was one of the best things I’ve ever done as an educator; it was deeply moving for the families. We are still planning on having a regular graduation ceremony, but cannot pick a date yet given health concerns.

Year End (updated)

The operations team at BCCHS has been working on an end-of-year closeout plan that includes a materials collection procedure which prioritizes health and safety. The [“Closing Out 19-20 School Year”](#) draft plan is linked here for your perusal, and has been shared with the Exec Team for their consideration as well. As we are a Prop 39 campus, I have submitted to Principal Tobar of Maclay a closeout plan that includes social distancing, personal protective equipment, and a schedule that allowed us to bring our staff back on campus to close down their classrooms. Seniors (those graduating) and students disenrolling came to drop off their books and computers last week, allowing for a 72 hour cooling off period before they are reshelved. Finally, Mr. Tobar, after several conversations with myself and Ms. Fuentes, consented to accept our request for additional SpEd office space and an additional SpEd classroom that would be needed as a result of converting a current classroom into office space. The SpEd requirements for sufficient space for our teachers and learners has not been granted in the last couple of school years, and Ms. King Berg’s request for an updated Prop 39 agreement was met by Mr. Tobar with cooperation and ease. We are grateful for this, especially given the ongoing dispute with the district over unused space fees.

Summer School (repeat)

Students needing credit recovery in order to receive their diplomas, or Juniors needing credit recovery in order to be on track to graduate in the Spring of 2021, or any students desiring to advance in their studies, will be enrolled in Mission Academy. Mission Academy is a free, accredited, A-G distance learning summer school option with 15 hours of available tutoring daily Monday through Friday, and 8 hours daily both Saturday and Sunday. The school only operates for 5 weeks in the summer, but there is no limit to the amount of time students may spend on their coursework in any 24 hour period. This unlimited access, combined with extensive live tutoring, and no financial obligation, made it a very timely option for our school this summer. Here is the [Mission Academy](#) site for your perusal.



Budget (repeat)

Ms. Castillo and Mr. Dueñas have been tireless in their efforts to find ways to do more with less for the Fall of 2020. The BCCHS budget was effectively “scrubbed” in the summer of 2019 in order to operate on a bare-bones staffing model, and because of the exceptional commitment and devotion to the school, this model has largely been successful. We had to release a Climate and Culture staff member in October, but had the benefit of instructional material grant money to set us up with all textbooks and computers for a number of years. We will have very little discretionary funding for the Fall, but what is of greatest concern is that not hitting enrollment targets will mean guaranteed layoffs in the Fall.

Opening 2020-2021 (repeat)

While the Executive Team has been discussing many scenarios and necessities for a possible reopening in the Fall of 2020, the only thing that has been formally submitted to be set in stone has been the [new bell schedules](#) for the 2020-2021 school year. Major changes to the bell schedules include:

- 1) movement of the Advisory structure to the first time block of the day, which will allow health screening to be carried out daily with little impact on the A-G instructional program, and
- 2) increased time for passing periods between course sections to allow for unrushed and socially distanced travel between classrooms.

BCCHS is a very small high school with typically 1 credentialed teacher per A-G instructional area. The only exceptions to this are English and Math, but even these teachers teach either lower or upper division courses, thus ensuring no redundancy in their course schedules. While some of the suggested strategies regarding roving teachers and anchored students are both feasible and practical for either middle schools or larger high schools with uniform program lines and multiple teachers per course, our students (save the 9th graders) do not travel together, and our teachers teach all grade levels in their A-G credential area. Roving teachers will not be a tenable solution for us. We need extra time to move between classes carefully and therefore safely.

Coversheet

Executive Director's Report

Section: III. Items Scheduled For Information
Item: H. Executive Director's Report
Purpose: FYI
Submitted by:
Related Material: ED report 6-25-2020 .pdf
Bert Corona HS covid19report 2020 CommunityLCAP YKB.pdf
Bert Corona MS covid19report 2020 CommunityLCAP YKB2.pdf
Monsenor covid19report 2020 CommunityLCAPYKB2.pdf



EXECUTIVE DIRECTOR'S REPORT

June 25, 2020

The mission of the YPI Charter Schools (YPICS) is to prepare students for academic success in high school, as well as post-secondary education; prepare students to be responsible and active participants in their community; and enable students to become life-long learners. Students at YPI Charter Schools will become active citizens who characterize the ideals of a diverse and democratic society. Students will provide service to their community, take responsibility for their own learning, and develop the habits of mind and body that will empower them to be successful in high school and beyond.

CCSA:

California Charter Schools Association Responds to

Killing of George Floyd, Continued Violence Against African Americans

May 29, 2020

Los Angeles - California Charter Schools Association (CCSA) President and CEO Myrna Castrejón issued the following statement today in response to this week's killing of George Floyd and continued violence against African Americans:

"The killing of George Floyd by a white police officer is just the latest and ugliest reminder that racism and violence continues to be a festering wound upon our society. The images of Mr. Floyd suffering on that street, his life waning under the officer's knee, provoked nausea and personal despair.

"The pain and anger being felt by our brothers and sisters in the Black community is unfathomable. Here is what I do know: We cannot look the other way. Silence is not an option. Silence is complicity. In the past 30 days alone, we've learned of and seen multiple horrible racial/ist incidents explode upon our national consciousness: [Ahmaud Arbery](#) killed during a jog in a Georgia neighborhood. [Breonna Taylor](#), a 26-year-old EMT providing health care during a pandemic, killed during a police raid of her home in Louisville, Kentucky. [Christian Cooper](#), bird watching in Central Park, threatened by a white woman willing to weaponize his race against him during a call to police.

"It is simply not enough to say, 'I'm not racist...', which is unfortunately often followed by the treacherous 'but' at the end of that phrase. Being an ally in this fight against racism and injustice requires meaningful action, reflection, and a commitment to do better individually and collectively. It's up to all of us to do something. Call Minneapolis, Louisville and Georgia authorities to demand justice. Donate to organizations fighting for civil rights. Work in our schools to transform spaces where community and understanding may live. Don't tell. Show. Learn. Dignity and humanity demand it.

"CCSA is making a \$10,000 contribution to the Equal Justice Initiative, an organization that fights for criminal justice reform, racial justice and provides public education on the history of racism and inequality in our country.

"In the days ahead, let's all do the necessary emotional and intellectual work to better understand privilege—it's not just white and it's not just race.

"We mourn with the families of Mr. Floyd, Ms. Taylor and Mr. Arbery, and stand in solidarity with the African American community across the country in demanding justice."

National Alliance of Public Charter Schools

WASHINGTON, JUNE 1, 2020/PRNewswire--This is a time of great pain for our nation. Last week we watched in horror as a video was released showing George Floyd, an unarmed and nonviolent black man, being killed while in police custody. Then we watched as America erupted in anger and outrage. Protesters took to the streets in all 50 states and pain was raw, palpable, and on full display.

The National alliance for Public Charter Schools stands with the African American community and condemns this unjust killing. We mourn the loss of Georg Floyd's life and the lives of so many others who came before him-named and unnamed. Sadly, the history of our country is filled with incidents like this that shake us to our core and threaten the ideals we hold most sacred as Americans.

In the spirit of healing and bringing forth positive change, today we announce a \$10,000 contribution to the equal justice initiative, a nonprofit organization that works to end mass incarceration, excessive punishment, and racial inequality. This gift matches the donation made by the California Charter Schools Association, and we encourage others who support charter schools or work directly in the sector to make a contribution if they are able to do so.

Charter schools serve 3.3 million students. A disproportionate number are black and brown, and attend schools in communities like the one where Mr. Floyd was killed.

As an organization, education is the way we bring about change in the world. We fundamentally believe in the power of a high-quality education to change the trajectory of a child's life. Further, we believe that when adults know more and know better, they can do better for students and the greater community.

We send our deepest sympathy to the family of Mr. Floyd, and hope his unfortunate death is the last like this.

YPICS- ED Yvette King-Berg, message to staff, June 3, 2020

Good Morning YPICS!

"I want to take a moment to acknowledge George Floyd. I want to acknowledge that his death was a tragedy that displays the racial injustice that still thrives throughout our country every day, even if public officials want to pretend that it does not."-Dr. Rene Quon

As the mother of a 21 year old son, I am stunned, angered, not surprised, once again by the inhumane treatment of African-Americans. The images of today's events, along with memories of stories repeated and passed down from one generation to another in my family burn ever so clearly in my mind. The events leading up to George Floyd's death and after have been extremely challenging for me to process as an adult. I am certain that it has been the same for many of our staff and children who have been living through the violence. Once, again, I am calling on all of you to be agents of change. Seek to understand, listen, learn, reflect, discuss, and choose to take meaningful actions that make a difference. Remember silence can communicate agreement or indifference; have courageous conversations. Lastly, I am asking that you take a moment to slow down your lessons enough to address this important topic this week in your classes. Unfortunately, once again, this is not business as usual. Your students are in the middle of multiple crisis and traumas. I have provided some resources below to support all staff and students this week. Ten K-12 Resources on Race, Riots, Equity and Trauma

June 2, 2020, Collected by Meg Palisoc, Co-Founder of Synergy Charter Schools, Consultant and blogger. People around the world, and especially in the United States right now, are experiencing anger, fear, sadness, stress, and trauma from a variety of sources, including the pandemic, racial injustice, and economic hardship. As educators, how can we help our students and their families during these difficult times? Below are ten resources for schools and educators regarding racism, riots, trauma, and other crises:

1. [Why Teaching Black Lives Matter Matters](#) and [other resources](#) for grades K-12 by Teaching Tolerance
2. [How to Make This Moment the Turning Point for Real Change](#) by President Barack Obama
3. [Lesson Plan on LA Race Riots](#) for grades 9-12 in Education World
4. [Talking About Race and Privilege: Lesson Plan for Middle and High School Students](#) by the National Association of School Psychologists
5. [First Encounters With Race and Racism: Teaching Ideas for Classroom Conversations](#) in The New York Times
6. [Three Equity-Focused Tools to Use at Home](#) by NewSchools Venture Fund
7. [Emergency Lesson Plans](#) for helping children cope with an emergent crisis by Pacific University
8. [Race and Equity Resources](#) by the American School Counselor Association
9. [Trauma Sensitive Schools](#) by the Trauma and Learning Policy Initiative
10. [National Center for School Crisis and Bereavement](#) which leads the [Coalition to Support Grieving Students](#)

CharterSAFE Statement in Solidarity

June 5, 2020

Humanity is humanity. We have to protect all humanity, and if any part of humanity is in peril, all of humanity is in peril. Right now in America black lives are needlessly and violently lost. Black lives, and black livelihoods, matter. From systemic racism to violent murders, it is our collective responsibility to demand justice and change.

While this week has been a hard discourse for some, this is the daily reality for the African American community. Educating the next generation is crucial in this fight for justice, and we thank our members for your frontline work in the battle against racial discrimination, internalization, and discourse. Here at CharterSAFE, we would like to do our part as well to support your endeavors as a partner. Three of CharterSAFE's core values are to

- Proceed with heart to make decisions with integrity and care;
- Be accountable to one another in providing realistic and timely resources and solutions; and
- Channel positivity into action by pushing the work forward and building upon one another's strength.

It is in this spirit that CharterSAFE would like to provide the free resources listed below for those of our members and wider community grappling with what allyship means, how to gain deeper understanding of the racial issues in America, and what to do in support:

- [Angela Davis on intersectional anti-racism](#). The conversation starts about 20 minutes into the video
- [1619](#) by *The New York Times*
- [Code Switch](#) by NPR
- ["Seeing White"](#) Podcast – The full season focuses on the history of race and racism
- [Bystander Resources and Virtual Training](#)
- [10 steps to non-optical allyship](#) (via Mireille Harper)
- [Transform Allyship into Action: A Toolkit for Non-Black People](#) (via Social Justice in Medicine Coalition at USC)
- [Watch, Read, Listen, Act](#), and [Donate](#) Resources
- [Campaign Zero](#) – Reimagining intervention and accountability in policing through policy work
- [How to Protest Safely During a Pandemic](#)
- [Navigating Political Talk at Work](#) and [How to Talk Politics at Work Without Alienating People](#) from Harvard Business Review
- [5 Steps for Tackling Tough Conversations](#) by Center for Creative Leadership

And finally, if your school has an Employee Assistance Program (EAP) that can provide mental health resources, please remind staff of the program and provide contact

information. If your school experienced property damage resulting from the violence in the last week, please file a claim on our website at www.chartersafe.org.

The CharterSAFE board and team would like to express our solidarity with the African American Community. We will work to be an active ally to the African American community and a partner to our members who are doing the hard work of educating our youth. Whether it is simply to ideate, creating a policy, or implementing a program, **please do not hesitate to reach out to the CharterSAFE team if you need any support surrounding the safety of your school community.**

In Solidarity,

The CharterSAFE Board Governance Committee, representing The CharterSAFE Board and Team

Signed:

Thuy Wong, President & CEO

Walter Wallace, Chairman of the Board

Irene Sumida, Vice-Chair of the Board

Yvette King-Berg, Board Member

YPICS:

Reopening Taskforce

The YPICS Reopening Taskforce, consisting of YPICS Leadership from all three schools (administrators, classified, teachers, and members from the Learning and Support Center) has been meeting weekly to review documents from the CDE, LACOE, San Diego County Office of Education, along with local and state public health departments guidelines to prepare a path to reopen for the 2021 school year. Taskforce members have not only collaborated with the YPICS schools but have also worked alongside approximately 30 other schools in the Proyecto YA (Project Now) Alliance, a collective of schools supporting each other with resources and research information, regarding the purchasing of needed supplies, instructional hybrid models, and surveys to engage parents in the process of preparing to reopen schools. YPICS has found that dividing the task not only among our own community but in the larger community has been helpful to look beyond ourselves in considering solutions to preparing to be ready for one of two return solutions. The Taskforce has also included parent participation via Google Town Halls and community surveys.

Next steps: The Taskforce would like to have a YPICS Reopening Ad HOC Committee where the final review of the work of the Reopening Taskforce can be reviewed and brought back before the full board for approval.

Looking ahead:

Summer School- all three schools will hold summer school this year. The middle schools began summer school on June 15, 2020. The high School will begin summer school on July 1 and it will conclude at the end of July. All summer sessions are being held online.

Fall Semester- Save the date, August 12, 2020 is the first day of school for the YPICS community!

COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Bert Corona Charter High School	Yvette King Berg, Executive Director	ykingberg@ypics.org (818) 305-2791	[Insert Date of Adoption here]

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.

All District-operated schools are currently closed due to the COVID-19 pandemic and LAUSD Superintendent Austin Beutner recently announced that school campuses will remain closed through the end of the 2019-2020 school year and through summer 2020. We understand that all charter schools in the District are facing similar challenges and taking similar measures in response to the COVID-19 pandemic, and extend our well wishes to you and your entire school community. Bert Corona Charter High School conducted all classes and course offerings via Distance Learning. All BCCH' scholars had access to Chrome Books on the first day of school. The school worked on assisting families with Wi-Fi connections. All, but one family had access. However, this family lives in a dead zone. None of the carriers could assist in providing the access in the dead zone, even with support of the Mayor's office. BCCHS' aging technology fleet is now five to six years old. The school had to order additional Chrome Books to replace those no longer in service.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

All students including those identified as English Learners, foster youth and low-income students; as well as, students with IEPs are provided the same access to instructional opportunities as general education students.

The BCCHS Ops team made daily calls to parents and students who did not check into their online classes. We (Fuentes and team) divided the student list and each had a regular list of students that were connected with weekly, reaching out to parents for support and clarification of expectations. Calls were very positive and teachers noticed more student participation as classes took place. An important note is that parents were welcoming of the calls, and supported us at home to ensure students are participating in our online learning program. The Ops team communicated to parents that the 10- week report cards were electronically mailed to them. In the process of these daily calls, we are also updated parent emails or cell phones. Both Remind and OneCall were used for mass communication.

Teaching and Learning.

While this crisis is truly unprecedented, as is the pressure put on schools and families to make educationally meaningful use of the time we must live in isolation, the BCCHS team has responded phenomenally well.

- **Technology** - Every student in the organization had a working Chromebook with them on Friday, March 13th, the day it was decided to shut down the schools. I (Simonsen), in light of the loss of our Tech Support Personnel a week prior, personally worked my way through our Chromebook inventory to test machines and chargers so as to swap out failing computers and chargers with students before they went home that day. Only 2 students have had to come for additional tech support since the shutdown, and those machines were in their 5th year of service.

- **Connectivity** - All but 1 student (validated as of 3/25) found a way to secure Internet access at home. I am printing materials, gathering novels and textbooks, and providing them to the student's mother so as to minimize contact between staff and families. We had several families (less than 5) who had been out of communication since the shutdown started, so we cannot determine their situation until this communication is restored, and the Ops team is working on this daily.

- **Curriculum** - All students worked from the Google Classroom platform. It is comprehensive in its design, so that new material was introduced via attached articles, specifically designated textbook or literature reading assignments, videos, or links to online content. The team continues to use Achieve 3000 (reading), IXL and Khan Academy (math), PhET and Gizmos (Biology and Chemistry), DuoLingo (Spanish), Quizizz (all content areas), and SFA (EL Reading), in addition to many, many other creative, rigorous, and robust content delivery formats.

• **Instruction-** Teachers met with students between the normally scheduled school day time-bookends (8:00 a.m. to 2:10 p.m. on Monday, and 8:00 a.m. to 3:45 p.m. Tuesday through Friday). “Attendance” was taken through a daily Google Sheets tracker. Some of the instructional guidance was provided by online videos that the staff has created, some through live Google Meets, and some through Google-doc chats. Teachers are also leveraging the myriad of tutorial videos already available online for anyone to access. Students were followed up with email messages asking for clarification and assistance. In addition, resource supports both push in and pull out Google classroom supports. All SPED Service providers pre COVID were provided support. All BCCHS’ students with IEPs were able to receive small one to one support through distance learning. The SPED team at the high school was able to engage their students with high levels of trust and the students attended lessons. IEPs thus far have continued to be held through the Google Meets platform

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

All BCCH’ scholars had access to Chrome Books on the first day of school. The school had to work on assisting families with Wi-Fi connections. All, but one family had access. However, this family lives in a dead zone. None of the carriers could assist in providing the access in the dead zone, even with support of the Mayor’s office. BCCHS’ aging technology fleet is now five to six years old. The school had to order additional Chrome Books to replace those no longer in service.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

All students participated in LAUSD GRAG and Go located on the Maclay M.S. Campus and at Sun Valley Alliance Charter School. Our families are located between both schools. A third Grab and Go in such a small radius was not feasible. All Grab and Go meal hubs are listed on the ypics.org website

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

The BCCHS Ops team made daily calls to parents and students who had not been checking into their online classes. We (Fuentes and team) divided the student list and each had a regular list of students that were connected with weekly, reaching out to parents for support and clarification of expectations. Calls were very positive and teachers are starting to notice more student participation. An important note is that parents were welcoming of the calls, and supporting to ensure students participated in our online learning program. The Ops team communicated to parents that the 10- week reports cards was electronically mailed to them. In the process of these daily calls, updating parent emails or cell phones. Both Remind and OneCall are being used for mass communication.

California Department of Education
May 2020

COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Bert Corona Charter MS	Yvette King Berg, Executive Director	ykingberg@ypics.org (818) 305-2791	[Insert Date of Adoption here]

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.

All District-operated schools are currently closed due to the COVID-19 pandemic and LAUSD Superintendent Austin Beutner recently announced that school campuses would remain closed through the end of the 2019-2020 school year and through summer 2020. We understand that all charter schools in the District are facing similar challenges and taking similar measures in response to the COVID-19 pandemic, and extend our well wishes to you and your entire school community. Bert Corona Charter MS conducted all classes and course offerings via Distance Learning. Bert Corona Charter MS scholars had access to Chrome Books. An additional one hundred and twenty-two (122) devices (desktops, laptops, iPads) were distributed/loaned to families to support distance learning; as well as, instructional access to teachers, services, and resources. The school assisted families with Wi-Fi connections. All families had access. Bert Corona Charter MS aging technology fleet is now five to six years old. The school had to order additional Chrome Books to replace those no longer in service.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

Bert Corona Charter MS delivered high-quality educational opportunities to students through distance learning for all grades/students served by the Charter School All students and those identified as English Learners, foster youth and low-income students; as well as students with IEPs were provided the same access to instructional opportunities as general education students.

Teaching and Learning.

Tier I Supports - Student/parent is responsive to calls and student is completing assignments

Large Group- Direct instruction to a cohort of learners or in a flipped classroom model using Google Meets . Tutors called the student/parent to “check in” and provide support with academic questions. Remind messages were sent weekly with information about what was happening at BCCS and new resources available to our families and community.

Tier II Supports - Student/parent responded to calls; however, students not completing assignments Small Group Sessions- Teachers and tutors held small group academic support sessions. Students were targeted based on need.

Teachers held “office hours” for students to ask questions or connect with the teacher.

Teachers called students/parents to “check in”, encouraged students to participate in Google Meets sessions, and provided support with academic questions.

Teachers and tutors send emails to students as reminders.

Students were invited to participate in small group counseling and mentoring opportunities.

Tier III Supports - Student/parent who were not responsive to calls and students not completing assignments Administration called home to speak to parents to identify needs and connect families to the appropriate resources.

Students were connected to counseling services from our outside provider

Teacher and tutors setting up one on one meets or calls.

Computers were distributed; Internet access is still being negotiated. (More families are requesting internet access)

Instruction

Teachers employed online instructional tools such as iReady, Achieve 3000, SFA, Khan Academy, Kahoot, Quizizz, padlet, Google Jam, Google Docs, Screencastify, and many more resources to keep students engaged with distance learning. Within the last ten weeks, teachers have particularly gotten proficient at utilizing NearPod and Peardeck to enhance the interactive nature of their lessons to increase engagement and the ability to continually assess student progress towards mastering daily learning objectives. Peardeck was used to collect **real-time formative assessment data** for the remainder of the school year.

Teachers used a suite of Google tools, including Google meet, Google classroom, etc. Each week teachers have had access to office hours and mini PDs by Ryan Bradford, YPICS Director of Technology. Additionally, teachers have support from colleagues through Monday, grade level and content teacher planning meetings for the week. Vashon Nutt, YPICS Director of Special Education, has supported the SPED Teams to hold virtual IEPs. Instructional Aides push in support during Google meets and throughout the day to help students with homework help. Office staff and supervision aides' call home daily to follow up with families of students that have missed a class period, or are absent for the day. The purpose is to check-in with the student and to see if the family is in need. Students were provided face-to-face instruction with teachers Tuesday-Friday from 9:00-2:30 PM daily. Students engaged in PBL and other independent learning activities on Monday's. Think Together, YPICS after school provider, created virtual afterschool support between 3-6. And, all YPICS students have access throughout the day to Luminarias Counseling Services.

Communication with Families

BCCS held a YPICS-Wide **“Cafe con los Directores”** during April, using the platform CrowdCast. This was an opportunity for parents to ask questions to all YPICS leaders and also to ask parents to recruit other families who are looking to enroll their students in grade 6 or 12th next year. Parent meetings were held every Thursday using either CrowdCast or Google Meet through the end of the school year. Additionally, several parent surveys were conducted regarding the end of the year activities, summer school, and planning for the 20-21 school-year.

Next Monday (4/27), YPICS Middle school teachers received training from representatives from **NearPod and Flocabulary**, in order to enhance formative assessment, engagement, and literacy instruction in all classes.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

All Bert Corona Charter MS scholars had access to Chrome Books on the first day of school and had access to teachers, staff and needed resources. The school had to work on assisting families with Wi-Fi connections at their homes. Bert Corona Charter MS aging technology fleet is now five to six years old. The school had to order additional Chrome Books to replace those no longer in service.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

All students participated in LAUSD GRAG and Go located on the Montague Charter School campus. All Grab and Go meal hubs were listed on the ypics.org website

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

The Bert Corona Charter MS team made daily calls to parents and students who checked into their online classes. Bert Corona Charter MS' staff divided students list and each had a regular list of students that they connected with weekly, reaching out to parents for support and clarification of expectations. Calls received were very positive and teachers noticed more student participation as time went by. An important note was ensuring that parents were welcoming of the calls and support offered at home to ensure students were participating in our online learning program. The Bert Corona Charter MS' team also communicated with parents that the 10- week report cards were electronically mailed to them. In the process of daily calls, we are also updating parent emails or cell phones. Both Remind and OneCall are being used for mass communication.

The staff communicated using Google Meets and Slack. BCCS moved away from two a day meetings: to one per day: to three meetings per week. Meetings were 15 to 30 minutes long and focused on keeping staff updated about important actions happening at the national, state, local, and organization/school level.

Professional development, planning and time for collaboration was held on Mondays. Staff became more and more comfortable using technology to support distance learning. The primary tools used were Google Meets, Classroom, Gradebook, and Voice. Staff is using additional programs/applications like Jamboard, Peardeck, Flipgrid, Khan Academy, Kahoot, Quizizz, padlet, Screencastify, in addition to iReady, and Achieve 3000. Mr. Bradford and Mr. Rios have lead the effort at BCCS to support the staff to find, adapt to, and integrate the tools they need to support our learners. Staff was given time to collaborate with grade level teaching partners, tutors and RSP teachers.

COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Monseñor Oscar Romero	Yvette King Berg, Executive Director	ykingberg@ypics.org (818) 305-2791	[Insert Date of Adoption here]

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.

All District-operated schools are currently closed due to the COVID-19 pandemic and LAUSD Superintendent Austin Beutner recently announced that school campuses would remain closed through the end of the 2019-2020 school year and through summer 2020. We understand that all charter schools in the District are facing similar challenges and taking similar measures in response to the COVID-19 pandemic. Monseñor Oscar Romero conducted all classes and course offerings via Distance Learning. All Monseñor Oscar Romero scholars had access to Chrome books, 12 families reported they needed computers due to sharing with siblings in the home. All students without technology were provided instructional packets and direct teacher support by phone and pictures of work submitted is monitored and graded. The school purchased hot spots for families and purchased additional hot spots for these additional families in need of computers. One hundred and twenty-five (125) additional computers were purchased as needed to ensure that all students had full access to technology and instruction.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

MORC delivered high-quality educational opportunities to students through distance learning for all grades/students served by the Charter School. All students and those identified as English Learners, foster youth and low-income students; as well as students with IEPs were provided the same access to instructional opportunities as general education students.

Instruction

Teachers continued to employ online instructional tools such as iReady, Achieve 3000, SFA, Khan Academy, Kahoot, Quizizz, padlet, Google Jam, Google Docs, Screencastify, and many more resources to keep students engaged with distance learning. Within the last ten weeks, teachers have particularly gotten proficient at utilizing NearPod and Peardeck to enhance the interactive nature of their lessons to increase engagement and the ability to continually assess student progress towards mastering daily learning objectives. Peardeck was used to collect **real-time formative assessment data** for the remainder of the school year.

Teachers used a suite of Google tools, including Google meet, Google classroom, etc. Each week teachers have had access to office hours and mini PDs by Ryan Bradford, YPICS Director of Technology. Additionally, teachers have support from colleagues through Monday, grade level and content teacher planning meetings for the week. Vashon Nutt, YPICS Director of Special Education, has supported the SPED Teams to hold virtual IEPs. Instructional Aides push in support during Google meets and throughout the day to help students with homework help. Office staff and supervision aides' call home daily to follow up with families of students that have missed a class period, or are absent for the day. The purpose is to check-in with the student and to see if the family is in need. Students were provided face-to-face instruction with teachers Tuesday-Friday from 9:00-2:30 PM daily. Students engaged in PBL and other independent learning activities on Monday's. Think Together, YPICS after school provider, created virtual afterschool support between 3-6. And, all YPICS students had access throughout the day to Luminaries Counseling Services.

Communication with Families

We held a YPICS-Wide **“Cafe con los Directores”** during April, using the platform CrowdCast. This was an opportunity for parents to ask questions to all YPICS leaders and also to ask parents to recruit other families who are looking to enroll their students in grade 6 or 12th next year. Parent meetings were held every Thursday using either CrowdCast or Google Meet through the end of the school year. Additionally, several parent surveys were conducted regarding the end of the year activities, summer school, and planning for the 20-21 school-year.

Staff Communication

Staff continued to meet 3 times weekly on **Google Meet** to check-in, receive updates, and share success stories and challenges! Last Monday (4/20), YPICS middle schools' ELA and Math teachers attended an online session with **iReady** representatives to ensure

that they are fully equipped to utilize all components of the iReady online suite. Next Monday (4/27), YPICS Middle school teachers received training from representatives from **NearPod and Flocabulary**, in order to enhance formative assessment, engagement, and literacy instruction in all classes.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

All MORC scholars had access to Chrome Books and teachers using distance learning technology, strategies and support. The school had to work on assisting families with Wi-Fi connections at their homes. Monseñor Oscar Romero's aging technology fleet is now five to six years old. The school had to order additional Chrome Books to replace those no longer in service.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

All students participated in LAUSD GRAG and Go located on the Berendo M.S. Campus. All Grab and Go meal hubs were listed on the ypics.org website

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

The Monseñor Oscar Romero team made daily calls to parents and students who checked into their online classes. MORC's staff divided students list and each had a regular list of students that they connected with weekly, reaching out to parents for support and clarification of expectations. Calls received were very positive and teachers noticed more student participation as time went by. An important note was ensuring that parents were welcoming of the calls and support offered at home to ensure students were participating in our online learning program. The MORC's team also communicated with parents that the 10- week report cards were electronically mailed to them. In the process of daily calls, we are also updating parent emails or cell phones. Both Remind and OneCall are being used for mass communication.

California Department of Education
May 2020

Coversheet

Consent Items

Section: IV. Consent Agenda Items

Item: B. Consent Items

Purpose: Vote

Submitted by:

Related Material:

1a.) BCCS Homeless Education Policy 2020-2021 copy.pdf

5a.) 20-21 YPICS Staff Rosters.pdf

5b.) Fixed Term Employment Agreement (for exempt and nonexempt) 062220final.pdf

1b.) MORCS Homeless Education Policy 2020-2021.pdf

4.) Employee Handbook 20-21 (redline) 060320.pdf

1c.) BCCHS Homeless Education Policy 2020-2021.pdf

3.) YPI Charter Schools Inc..10097.CharterSAFEProposal2021.05-28-2020 (1).pdf

YPI CHARTER SCHOOLS



Bert Corona Charter School

Homeless Education Policy

Bert Corona Charter School has designated Ruben Dueñas as the liaison for homeless children and youths. He may be reached at rduenas@coronacharter.org or (818) 472-9138.

Bert Corona Charter School agrees to implement the following policy ensure that all children and youth who are homeless receive a free appropriate public education and are given opportunity to succeed in school, consistent with the McKinney-Vento Homeless Assistance Act and requirements of submitting the Consolidated Application for accessing federal categorical funding.

Bert Corona Charter School will ensure that children and youth who are homeless are free from discrimination, segregation, and harassment.

Information regarding this policy, including the educational rights of children and youth identified as homeless will be distributed to all students upon enrollment and once during the school year, provided to students who seek to withdraw from Bert Corona Charter School, as well as other places where children, youth, and families who are homeless receive services, including family and youth shelters, motels, campgrounds, welfare departments, health departments, and other social service agencies. This policy is also available at (insert charter school URL)

Definitions

Children and youth experiencing homelessness means children and youth who are otherwise legally entitled to or eligible for a free public education and who lack a fixed, regular, and adequate nighttime residence, including:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, campgrounds, or trailer parks due to a lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting placement in foster care.
- Children and youth who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

- Children and youth who are living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.
- Migratory children and youth who are living in a situation described above.

A child or youth will be considered to be homeless for as long as he or she is in a living situation described above.

Unaccompanied youth means a youth not in the physical custody of a parent or guardian, who meets the definition of homeless as defined above. The more general term youth also includes unaccompanied youth.

Enroll and enrollment means attending school and participating fully in all school activities. *Immediate* means without delay.

Parent means a person having legal or physical custody of a child or youth.

Local liaison is the staff person designated by Bert Corona Charter School as the person responsible for carrying out the duties assigned to the local homeless education liaison by the McKinney-Vento Homeless Assistance Act.

Identification

Children and youth who qualify as homeless in Bert Corona Charter School will be identified. Data will be collected on the number of children and youth experiencing homelessness in Bert Corona Charter School; where they are living; their academic achievement (including state and local assessments); and the reasons for any enrollment delays or interruptions in their education.

School Selection

Each child and youth enrolled at Bert Corona Charter School identified as homeless has the right to remain enrolled. Services that are required to be provided, including transportation to and from the Bert Corona Charter School and services under federal and other programs, will not be considered in determining feasibility.

Enrollment

Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including:

- Proof of residency
- Transcripts/school records (Bert Corona Charter School must contact the student's previous school to obtain school records. Initial placement of students whose records are not immediately available can be made based on the student's age and information gathered from the student, parent, and previous schools or teachers.)
- Immunizations or immunization/health/medical/physical records (If necessary, the school must refer students to the local liaison to assist with obtaining immunizations and/or immunization and other medical records.)
- Proof of guardianship

- Birth certificate
- Unpaid school fees
- Lack of clothing that conforms to dress code
- Any factor related to the student's living situation

Unaccompanied youth must be enrolled immediately in school. They may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or local liaison.

Services

Children and youth experiencing homelessness will be provided services comparable to services offered to other students in Bert Corona Charter School including:

- Transportation
- Title I, Part A services - Children and youth identified as homeless are automatically eligible for Title I, Part A services
- Educational services for which the student meets eligibility criteria, including special education and related services and programs for English language learners
- Vocational and technical education programs
- Gifted and talented programs
- Before- and after-school programs
- Free meals - On the day a child or youth identified as homeless enrolls in school, Bert Corona Charter School must submit the student's name to its food service program coordinator for immediate eligibility.

When applying any standing policy regarding tardiness or absences, any tardiness or absence related to a child or youth's living situation will be excused.

Disputes

If a dispute arises over any issue covered in this policy, the child or youth experiencing homelessness will be admitted immediately to Bert Corona Charter School pending final resolution of the dispute. The student will also have the rights of a student who is homeless to all appropriate educational services, transportation, free meals, and Title I, Part A, services while the dispute is pending.

Bert Corona Charter School will provide the parent or unaccompanied youth with a written explanation of its decision and the right to appeal and will refer the parent or youth to the local liaison immediately. The local liaison will ensure that the student is enrolled at Bert Corona Charter School and is receiving other services to which he or she is entitled and will resolve the dispute as expeditiously as possible. The parent or unaccompanied youth will be given every opportunity to participate meaningfully in the resolution of the dispute. The local liaison will keep records of all disputes in order to determine whether particular issues or schools are repeatedly delaying or denying the enrollment of children and youth identified as homeless. The parent, unaccompanied youth, or school district may appeal the Bert Corona Charter School's decision as provided in Bert Corona Charter School's formal dispute resolution process.

Training

The local liaison will conduct training regarding Title X requirements and sensitivity/awareness activities for all staff of Bert Corona Charter School.

Coordination

The local liaison will coordinate with and seek support from the local district and county coordinator for the Education of Homeless Children and Youth, public and private service providers in the community, housing and placement agencies, local liaisons in neighboring districts, and other organizations and agencies. Coordination will include conducting outreach and training through those agencies. Both public and private agencies will be encouraged to support the local liaison and Bert Corona Charter School in implementing this policy.

MORCS Staff Roster 2019-20

	Last	First	Title	Grade	Content	Room	Ext	Email
Teachers								
1	Duran	Paul	Teacher	6	Math/Science	C101	2002	mrduran@romerocharter.org
2	Harry	Tanya	Teacher	6	ELA/History	C202	2012	msharry@romerocharter.org
3	Jones	Sydney	Teacher	6	Math/Science	C102	2009	msjones@romerocharter.org
4	Eric	Moran	Teacher	6	ELA/History	C203	2015	mrrosenberg@romerocharter.org
5	Davis	DeAndre	Teacher	7	ELA	C215	2000	mrdavis@romerocharter.org
6	Sarabia	Oscar	Teacher Associate/ Substitute	7	History (OPEN)	C214	2001	mrsarabia@romerocharter.org
7	Amanda	Avelar	Teacher	7	Math	C213	2008	msjjimenez@romerocharter.org
8	April	Grant	Teacher	7	Science	C216	2017	mrmaria@romerocharter.org
9	Broome	David	Teacher Associate	8	History	C115	2007	mrbroome@romerocharter.org
10	Catarino	Brenda	Teacher Associate/ Substitute	8	Science (OPEN)	C116	2020	mscatarino@romerocharter.org
11	Jeny	Otrez	Teacher	8	ELA	C114	2010	msrsmith@romerocharter.org
12	Soriano	Nancy	Teacher	8	Math	C117	2013	mssoriano@romerocharter.org
13	Jasmin	Florentino	Teacher	All	Resource	C103	2003	mrlgarcia@romerocharter.org
14	Serna	Richard	Teacher	All	Resource	C103	2003	mrserna@romerocharter.org
15	Hicks	Chord	Teacher	All	P.E.	C100	N/A	mrhicks@romerocharter.org
16	Perez	Juan Carlos	Teacher	All	Art (Comm)	C203	2027	mrperez@romerocharter.org
Tutors								
1	Rodman	Zuleykha	Lead Tutor		Academics	C212	2011	msrodman@romerocharter.org
2	Castaneda	Marco	Tutor		Academics	C212	2011	mrcastaneda@romerocharter.org
3	Carrillo	Saira	Tutor		P.E.	C100	N/A	mscarrillo@romerocharter.org
4	Barajas	Mario	Resource Aide		Resource	C103	2003	mrbarajas@romerocharter.org
SCC / Supervision								
1	Barboza	Elizabeth	SCC Assistant		SCC	A110	2030	msbarboza@romerocharter.org
2	Bernardino	Fabiola	Supervision Aide		Supervision	N/A	N/A	msbernardino@romerocharter.org
Operations								
1	Garcia	Jessica	Program Coordinator		Operations	A102	2005	msgarcia@romerocharter.org
2	Lopez Ramos	Alejandra	Office Assistant		Operations	A102	2021	mslopezramos@romerocharter.org
3	Jimenez	Cynthia	Parent Coordinator		Operations	C113	2018	msjimenez@romerocharter.org
4	Cruz	Maria	Custodian		Operations	N/A	N/A	mscruz@romerocharter.org
5	Ruiz Palomino	Yanira	Meal Server		Operations	N/A	N/A	msruiz@romerocharter.org
6	Ochoa	Andres	Technology Assistant		Operations	C113/C203	2018/2027	mrochoa@romerocharter.org
Administration								

MORCS Staff Roster 2019-20

MORCS Staff Roster 2019-20								
	Last	First	Title	Grade	Content	Room	Ext	Email
1	Quon	Rene	Executive Administrator		Admin	A104	2029	mrquon@romerocharter.org
2	Brown	Denyale	Coordinator of SCC		Admin/SCC	A105	2004	msbrown@romerocharter.org
3	Gamez	Karina	Coordinator of Operations		Admin/Ops	A103	2006	kgamez@romerocharter.org
4	Zepeda	Freddy	Coordinator of Instruction		Admin/Academics	A113	2026	mrzepeda@romerocharter.org
5	Cruz	Edwin	Student Services Coordinator		Admin/SCC	A110	2019	mrcruz@romerocharter.org

BCCS Staff Roster 2019-20								
	Last	First	Title	Grade	Content	Room	Ext	Email
Teachers								
1	Bravo	Nallely	Teacher	5th	All subjects	14	1008	msbravo@coronacharter.org
2	OPEN	OPEN	Teacher	6th	Math/ Science (OPEN)	4	2332	
3	Spoden	Elizabeth	Teacher	6th	ELA/ Social Studies	5	4769	msspoden@coronacharter.org
4	Carranza	Christian	Teacher	6th	ELA/ Social Studies	3	2334	
5	Preston	Sherri	Teacher	6th	Resource	A	1016	mspreston@coronacharter.org
6	Contreras	Maria	Teacher	6th	Math/Science	2	1010	msmcontreras@coronacharter.org
7	Villanueva	Josue	Teacher	ALL	Physical Education	Outside	1697	mrwillanueva@coronacharter.org
8	Arreola	Joseph	Teacher	7th	Math/ Science	9	1015	mrarreola@coronacharter.org
9	OPEN	OPEN	Teacher	7th	Math/ Science (OPEN)	6	1007	
10	Walter	Brett	Teacher	7th	ELA/ Social Studies	7	2333	mrwalter@coronacharter.org
11	Pistilli	Kim	Teacher	7th	ELA/ Social Studies	8	1014	
12	Rodriguez	Oscar	Teacher	7th	Resource	A	1016	mrrodriguez@coronacharter.org
13	Campana	Thomas	Teacher	8th	Social Studies	10	2344	mrcampana@coronacharter.org
14	Rubin	Joshua	Teacher	8th	Science	13	1012	mrjrubin@coronacharter.org
15	Garcia	Monica	Teacher	8th	Math	12	1013	msmgarcia@coronacharter.org
16	Rosas-Torres	Hector	Teacher	8th	Resource	A	1016	mrrosas@coronacharter.org
17	Josselyn	Jamie	Teacher	8th	ELA	11	2342	msjosselyn@coronacharter.org
Tutors								
1	Andrade	Andrea	Tutor	8th	Resource	8th block		msandrade@coronacharter.org
2	Lujan	Cassandra	Lead Tutor	5th/6th	Math	5th/6th block		mslujan@coronacharter.org
3	Marquez	Berenice	Tutor	7th	Resource	7th block		msbmarquez@coronahcharter.org
4	Osorio	Jahaira	Tutor	5th/6th	ELA	5th/6th block		msosorio@coronacharter.org
5	Santacruz	Jennifer	Tutor (BII)	7th	Resource	7th block		mssantacruz@coronacharter.org
SCC / Supervision								
1	Trejo	Rahab	SCC Manager		SCC	SCC Office	7671	mstrejo@coronacharter.org
2	Sanchez	Bryan	SCC Assistant		SCC	SCC Office	7671	msbsanchez@coronacharter.org
3	Martinez	Marina	SCC Intern		SCC	SCC Office	7671	mrjreyes@coronacharter.org

BCCS Staff Roster 2019-20								
	Last	First	Title	Grade	Content	Room	Ext	Email
4	Coto	Alyssa	SCC Intern		SCC	SCC Office	7671	msramirez@coronacharter.org
5	Rodriguez	Cynthia	Supervision Aide		SCC	SCC Office	7671	mscrodriguez@coronacharter.org
6	Sanchez	Alexandra	Supervision Aide		Supervision	SCC Office	7671	Mssanchez@coronacharter.org
7	Sepulveda	Jose	Supervision Aide		Supervision	SCC Office	7671	mrjsepulveda@coronacharter.org
Operations								
1	Orozco	Diana	Program Coordinator		Operations	Main Office	1005	dorozco@coronacharter.org
2	Heredia Nava	Anahi	Office Assistant		Operations	Main Office	2793	msheredia@coronacharter.org
3	Aguilar	Rosa	Office Assistant		Operations	Main Office		msaguilar@coronacharter.org
4	Castillo	Eileen	Office Assistant		Operations	Main Office	1004	mscastillo@coronacharter.org
5	Rodriguez	Iliana	Office Assistant		Operations	Main Office	1004	irodriguez@coronacharter.org
6	Sanchez	Rene	Technology Assistant		Operations	Server Room		mrrsanchez@coronacharter.org
7	Sepulveda	Irma	Program Advisor		Operations	Admin Building		mssepulveda@coronacharter.org
Administration								
1	Duenas	Ruben	Executive Administrator		Administration	Admin Building		rduenas@ypics.org
2	Takeyama	Kirk	Coordinator Of Scc		Administration	Admin Building	1002	mrtakeyama@coronacharter.org
3	Rios	Daniel	Director Of Instruction		Administration	Admin Building	2336	mrrios@coronacharter.org
4	Gamez	Diana	Director Of Operations		Administration	Admin Building	1001	jdcastillo@coronacharter.org

BCCHS Staff Roster 2019-20

	Last	First	Title	Grade	Content	Room	Ext	Email
Teachers								
1	Castaneda	Maria	Teacher	9-12	Resource	37		mscastaneda@coronacharter.org
2	Crispo	Carlos	Teacher	9-12	US History, World History, Government	42		mrcrispo@coronacharter.org
3	Demorgoli	Ali	Teacher	9-12	Visual and Performing Art	47		msdemorgoli@coronacharter.org
4	Diaz- Rodriguez	Fabiola	Teacher	9-12	Physical Education	46		msdiaz@coronacharter.org
5	Gamboa	Jorge	Teacher	9-12	Algebra II, Pre Calculus, Statistics	41		mrgamboa@coronacharter.org
6	Garcia	Nestor	Teacher	9-12	Algebra I, Geometry	10		mrgarcia@coronacharter.org
7	Gonzalez	Lizabet	Teacher	9-12	College and Career, SFA	38		mslgonzalez@coronacharter.org
8	Lecomte	Veronique	Teacher	9-12	English	11		mslecomte@coronacharter.org
9	Marambio	Catalina	Substitute Teacher	9-12	Chemistry, Physics (OPEN)	44		drmarambio@coronacharter.org
10	Rothenay	Mark	Teacher	9-12	Biology, AP Biology	45		mrothenay@coronacharter.org
11	Soria	Christina	Teacher	9-12	Spanish I, Spanish II, Spanish AP	9		mssoria@coronacharter.org
12	Stenfjord	Annika	Teacher	9-12	English, English AP	12		msvaught@coronacharter.org
Tutors								
1	Razo	Saul	Tutor - BII	All	Resource	37		mrrazo@coronacharter.org
2	Robles	Claudio	Tutor	All	Resource	37		mrrobles@coronacharter.org
3	Galeana	Diana	Tutor	All	Resource	37		msgaleana@coronacharter.org
SCC / Supervision								
1	Gonzalez	Jose	Campus Aide/ Security		Supervision	Outside		mrgonzalez@coronacharter.org
Operations								

BCCHS Staff Roster 2019-20								
	Last	First	Title	Grade	Content	Room	Ext	Email
1	Pena	Isis	Program Coordinator		Operations	Main Office		iguzman@ypics.org
Administration								
1	Simenson	Lorence	Executive Administrator		Administration	13		mrsimenson@coronacharter.org
2	Fuentes	Yolanda	Assistant Executive		Administration	Main Office		msfuentes@coronacharter.org
3	Garcia	Max	Director of College & Career Readiness		Administration	46		mrmgarcia@coronacharter.org

YPICS LSC Staff Roster 2019-20

	Last	First	Title	Email
1	Bradford	Ryan	Director Of Technology	mrbradford@ypics.org
2	Castrellon	Susan	Coordinator Of Operations	scastrellon@coronacharter.org
3	Duenas	Ruben	Chief Operations Officer	rduenas@ypics.org
4	Gachuzo	Elida	Office Assistant - Records	egachuzo@coronacharter.org
5	King Berg	Regina	Executive Director	ykingberg@ypics.org
6	Martinez	Maria	Accounts Payable Clerk	msmmartinez@ypics.org
7	Myers	Kevin	Director Of Data	kmyers@ypics.org
8	Nutt	Vashon	Director Of Special Education	vnutt@ypics.org
9	Ruiz Salazar	Rommel	Director Of Marketing	rruiz@ypics.org
10	Zubia	Yesenia	Hr And Ap Coordinator	yzubia@ypics.org



FIXED TERM EMPLOYMENT AGREEMENT
Between
YOUTH POLICY INSTITUTE CHARTER SCHOOLS & [INSERT EMPLOYEE NAME]

THIS EMPLOYMENT AGREEMENT (“Agreement”) is entered into by and between the above-named employee (“Employee”) and the Governing Board (“Board”) of Youth Policy Institute Charter Schools (“YPICS”), a California nonprofit public benefit corporation operating public charter schools approved by the Los Angeles Unified School District (“District”). The Board desires to hire employees who will assist YPICS in implementing its purposes, policies, and procedures, and in achieving the goals and meeting the requirements of YPICS’s charter. The parties recognize that YPICS is not governed by the provisions of the California Education Code, except as expressly set forth in the Charter Schools Act of 1992.

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

A. STATUTORY PROVISIONS RELATING TO CHARTER SCHOOL EMPLOYMENT

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

B. EMPLOYMENT TERMS AND CONDITIONS

1. **Duties**

The Employee shall work in the position of [INSERT] at [INSERT YPICS SCHOOL]. The Employee will perform such duties as YPICS may reasonably assign and the Employee will abide by all YPICS policies and procedures as adopted and amended from time to time. The Employee further agrees to abide by the provisions of YPICS’s

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

Due to the continuing impacts of COVID-19, the Employee may be required to telework during the 2020-2021 school year.

2. **Work Schedule**

The minimum on-site obligations for this position shall generally be [INSERT - for example “Monday through Friday, 8:00 a.m. to 5:00 p.m.”]. While the Employee shall be available on-site during this time period, the duties of this exempt position may require work on weekends, as well as before and after the regular work year or hours of the workday. Workdays on which the Employee is expected to be on-site shall be consistent with the applicable calendar of workdays for this position. The current year schedule is attached hereto and incorporated by reference herein. The Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with YPICS.

The Employee is required to work during Professional Development days, Parent Conference days, Back to School Night, Promotion/Culmination/Graduation, Grade Level Parent/Student Orientations, and Presentations of Learning. Additionally, the Employee is required to attend YPICS-sponsored special events, such as night performances, student activities or other similar activities that could occur in the evenings or on the weekends. The Employee is also required to participate on a School committee and attend events planned by the committee (minimum of two [2] events per semester).

The Employee must attend the above-mentioned YPICS-sponsored events unless the Employee obtains advance written permission from YPICS’s Executive Administrator to miss an event due to compelling circumstances. YPICS’s Executive Administrator shall have complete discretion to grant or deny such a request. YPICS reserves the right to require the Employee to attend a specific special event.

[ALTERNATIVE LANGAUGE FOR HOURLY/NONEXEMPT EMPLOYEES: The work schedule for this position shall be [part-time OR full-time] consisting of [INSERT SCHEDULE]. The Employee is prohibited from working hours in excess of this work schedule, including overtime, without the prior written consent of YPICS. Workdays for the Employee shall be consistent with the applicable calendar of workdays for this position. The current year schedule is attached hereto and incorporated by reference herein. The Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with YPICS.

The Employee may be required to work during Professional Development days, Parent Conference days, Back to School Night, Promotion/Culmination/Graduation, Grade Level Parent/Student Orientations, and Presentations of Learning. Additionally, the Employee may be required to attend YPICS-sponsored special events, such as night

performances, student activities or other similar activities that could occur in the evenings or on the weekends. The Employee may be required to participate on a School committee and attend events planned by the committee (minimum of two [2] events per semester).

The Employee, if required, must attend the above-mentioned YPICS-sponsored events unless the Employee obtains advance, written permission from YPICS's Executive Administrator to miss an event due to compelling circumstances, and YPICS's Executive Administrator shall have complete discretion to grant or deny such a request. YPICS reserves the right to require the Employee to attend a specific special event.]

3. **Compensation**

The annual compensation for this position shall be \$[INSERT], to be paid twice monthly, subject to all regular withholdings. The Employee's compensation may be prorated depending on whether the Employee remains employed, or in active work status, for the entire year. As an exempt employee, the Employee shall not be eligible to earn overtime.

[ALTERNATIVE LANGAUGE FOR HOURLY/NONEXEMPT EMPLOYEES: The hourly pay for this position is \$[INSERT AMOUNT], subject to all regular withholdings. The Employee shall be paid twice monthly. The Employee shall not be permitted to earn overtime compensation without the prior written consent of YPICS.]

4. **Employee Benefits**

The Employee shall be entitled to participate in designated employee benefit programs and plans established by YPICS (subject to program and eligibility requirements) for the benefit of its employees, which from time to time may be modified by YPICS in its sole discretion.

5. **Performance Evaluation**

The Employee shall receive periodic performance reviews conducted by his/her supervisor. At a minimum, performance evaluations will be conducted annually, on or about the anniversary date of employment with YPICS. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. Failure to evaluate the Employee shall not prevent YPICS from disciplining or dismissing the Employee in accordance with this Agreement.

6. **Employee Rights**

Employment rights and benefits for employment at YPICS shall only be as specified in this Agreement, YPICS's charters, the Charter Schools Act, and YPICS's Employee Handbook, which YPICS may amend and modify from time to time. Employment rights and benefits may be affected by other applicable agreements or directives or

advisories from the California Department of Education or the State Board of Education. During the term of this Agreement, the Employee shall not acquire or accrue tenure, or any employment rights with YPICS.

7. **Licensure**

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

8. **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/her professional capacity or within the scope of his/her employment whom he/she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. By executing this Agreement, 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.

9. **Fingerprinting/TB Clearance**

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

10. **Conflicts of Interest**

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

11. **Outside Professional Activities**

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

C. TERMINATION OF AGREEMENT

This Agreement may be terminated by any of the following:

1. **At-Will:** During the first ninety (90) days of employment pursuant to this Agreement, either YPICS or the Employee may terminate the employment relationship at any time, with or without cause or advance notice. The Employee also may be demoted or disciplined and the terms of his/her employment may be altered at any time, with or without cause, at the discretion of YPICS. No one other than the Board has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to the terms of this Agreement, and any such agreement must be in writing and must be signed by the Board and by the affected employee and must specifically state the intention to alter this “at-will” relationship during the first ninety (90) days of employment pursuant to this Agreement.
 2. **Termination For Cause:** YPICS may terminate this Agreement for “cause” at any time. “Cause” includes, but is not limited to, the following: a) failure to satisfactorily fulfill job requirements; b) violation of this Agreement, the Employee Handbook, or any other YPICS policies/procedures; c) reductions in force due to lack of work/funds; d) inability of the Employee to perform the essential functions of the position, with or without a reasonable accommodation, due to a physical or mental disability after exhausting available leave benefits; or e) YPICS’s receipt of a notification from the California Department of Justice that the Employee is not authorized or fit to work with children. In the event that YPICS terminates this Agreement for cause, the Employee shall receive written notice of the basis for the termination and payment through the termination date.
 3. **Early Termination without Cause:** YPICS may unilaterally terminate this Agreement without cause. In consideration of YPICS’s right to terminate this Agreement without cause, the Employee shall receive the remainder of his/her salary (based upon any remaining calendared work days) for the term of this Agreement or for a period of one (1) calendar month following the effective date of termination, whichever is less.
 4. **Revocation/Nonrenewal of Charter:** In the event that the YPICS charter with the District is either revoked or nonrenewed, this Agreement shall terminate immediately upon the effective date of the revocation/nonrenewal of the charter.
 5. **Death or Incapacitation of Employee:** The death of Employee shall terminate this Agreement and all rights provided under this Agreement. In the event that Employee becomes incapacitated to the extent that, in the judgment of YPICS, Employee may no longer perform the essential functions of his/her job with or without reasonable accommodation, as set forth in the job specifications, YPICS may terminate this Agreement.
- D. NON-RENEWAL/EXPIRATION OF TERM.** YPICS may elect not to offer future employment agreements to Employee at its sole discretion, without cause, and this Agreement will lapse

by its own terms. YPICS shall endeavor to provide notice of non-renewal by May 30. The Employee is requested to notify YPICS in writing by March 15 of any intent not to return.

E. CONFIDENTIALITY OF INFORMATION POLICY

During employment, the Employee may have access to and/or become aware of information of a confidential, proprietary, or private nature (“Confidential Information”). For purposes of this policy, “Confidential Information” includes, but is not limited to, information and data relating to YPICS’s students, non-public YPICS budget or financial information, and payroll and personnel information relating to current or former employees.

At all times during and after employment with YPICS, the Employee is required to hold all Confidential Information in trust and keep Confidential Information confidential. Additionally, the Employee must comply with all confidentiality-related obligations imposed by the Family Educational Rights and Privacy Act (FERPA).

During employment with YPICS, the Employee may use Confidential Information or disclose Confidential Information to a third party only: (1) as reasonably required in the course of employment with YPICS; (2) as permitted with the prior written consent of YPICS; or (3) as may otherwise be required by law. If the Employee is in doubt about whether information should be disclosed or used, Employee should discuss the situation with the YPICS School Executive Administrator or the Executive Director before disclosing or using the information.

The Employee’s obligations under this Confidentiality of Information policy remain in effect even after his or her employment relationship with YPICS ends. After separation of employment, the Employee may not use or disclose Confidential Information to any third party unless required to do so by law. Upon separation of employment, the Employee must immediately return to YPICS any and all documents, computer or electronic files, printouts, copies, or other information containing Confidential Information in the Employee’s possession, custody or control. If the Employee is requested to disclose Confidential Information to a third party in a subpoena or similar type of request, the Employee shall give written notice to the current YPICS School Executive Administrator of such request as soon as is reasonably possible and at least five (5) business days prior to the Employee making any such disclosures.

By signing below, the Employee certifies that he or she understands and agrees to abide by this Confidentiality of Information policy.

F. GENERAL PROVISIONS

1. Waiver of Breach

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

2. Assignment

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

3. **Governing Law**

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

4. **Partial Invalidity**

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

G. ACCEPTANCE OF EMPLOYMENT

By signing below, the Employee declares as follows:

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

Employee Signature: _____ Date: _____

YPICS Approval:

Date: _____



 Yvette King-Berg, Executive Director

This Employment Agreement is subject to ratification and approval by the Governing Board of YPICS.

YPI CHARTER SCHOOLS



Monsenor Oscar Romero Charter School

Homeless Education Policy

Monseñor Oscar Romero Charter School has designated Rene Quon as the liaison for homeless children and youths. He may be reached at mrquon@romerocharter.org or (213) 413-9600.

Monseñor Oscar Romero Charter School agrees to implement the following policy ensure that all children and youth who are homeless receive a free appropriate public education and are given opportunity to succeed in school, consistent with the McKinney-Vento Homeless Assistance Act and requirements of submitting the Consolidated Application for accessing federal categorical funding.

Monseñor Oscar Romero Charter School will ensure that children and youth who are homeless are free from discrimination, segregation, and harassment.

Information regarding this policy, including the educational rights of children and youth identified as homeless will be distributed to all students upon enrollment and once during the school year, provided to students who seek to withdraw from Monseñor Oscar Romero Charter School, as well as other places where children, youth, and families who are homeless receive services, including family and youth shelters, motels, campgrounds, welfare departments, health departments, and other social service agencies. This policy is also available at (insert charter school URL)

Definitions

Children and youth experiencing homelessness means children and youth who are otherwise legally entitled to or eligible for a free public education and who lack a fixed, regular, and adequate nighttime residence, including:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, campgrounds, or trailer parks due to a lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting placement in foster care.
- Children and youth who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

- Children and youth who are living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.
- Migratory children and youth who are living in a situation described above.

A child or youth will be considered to be homeless for as long as he or she is in a living situation described above.

Unaccompanied youth means a youth not in the physical custody of a parent or guardian, who meets the definition of homeless as defined above. The more general term youth also includes unaccompanied youth.

Enroll and *enrollment* means attending school and participating fully in all school activities.

Immediate means without delay.

Parent means a person having legal or physical custody of a child or youth.

Local liaison is the staff person designated by Monseñor Oscar Romero Charter School as the person responsible for carrying out the duties assigned to the local homeless education liaison by the McKinney-Vento Homeless Assistance Act.

Identification

Children and youth who qualify as homeless in Monseñor Oscar Romero Charter School will be identified. Data will be collected on the number of children and youth experiencing homelessness in Monseñor Oscar Romero Charter School; where they are living; their academic achievement (including state and local assessments); and the reasons for any enrollment delays or interruptions in their education.

School Selection

Each child and youth enrolled at Monseñor Oscar Romero Charter School identified as homeless has the right to remain enrolled. Services that are required to be provided, including transportation to and from the Monseñor Oscar Romero Charter School and services under federal and other programs, will not be considered in determining feasibility.

Enrollment

Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including:

- Proof of residency
- Transcripts/school records (Monseñor Oscar Romero Charter School must contact the student's previous school to obtain school records. Initial placement of students whose records are not immediately available can be made based on the student's age and information gathered from the student, parent, and previous schools or teachers.)

- Immunizations or immunization/health/medical/physical records (If necessary, the school must refer students to the local liaison to assist with obtaining immunizations and/or immunization and other medical records.)
- Proof of guardianship
- Birth certificate
- Unpaid school fees
- Lack of clothing that conforms to dress code
- Any factor related to the student's living situation

Unaccompanied youth must be enrolled immediately in school. They may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or local liaison.

Services

Children and youth experiencing homelessness will be provided services comparable to services offered to other students in Monseñor Oscar Romero Charter School including:

- Transportation
- Title I, Part A services - Children and youth identified as homeless are automatically eligible for Title I, Part A services
- Educational services for which the student meets eligibility criteria, including special education and related services and programs for English language learners
- Vocational and technical education programs
- Gifted and talented programs
- Before- and after-school programs
- Free meals - On the day a child or youth identified as homeless enrolls in school, Monseñor Oscar Romero Charter School must submit the student's name to its food service program coordinator for immediate eligibility.

When applying any standing policy regarding tardiness or absences, any tardiness or absence related to a child or youth's living situation will be excused.

Disputes

If a dispute arises over any issue covered in this policy, the child or youth experiencing homelessness will be admitted immediately to Monseñor Oscar Romero Charter School pending final resolution of the dispute. The student will also have the rights of a student who is homeless to all appropriate educational services, transportation, free meals, and Title I, Part A, services while the dispute is pending.

Monseñor Oscar Romero Charter School will provide the parent or unaccompanied youth with a written explanation of its decision and the right to appeal and will refer the parent or youth to the local liaison immediately. The local liaison will ensure that the student is enrolled at Monseñor Oscar Romero Charter School and is receiving other services to which he or she is entitled and will resolve the dispute as expeditiously as possible. The parent or unaccompanied youth will be given every opportunity to participate meaningfully in the resolution of the dispute. The local liaison will keep records of all disputes in order to determine whether particular issues or schools are repeatedly delaying or denying the enrollment of children and youth identified as homeless. The parent, unaccompanied youth, or school district may appeal the Monseñor Oscar Romero Charter School's

decision as provided in Monseñor Oscar Romero Charter School 's formal dispute resolution process.

Training

The local liaison will conduct training regarding Title X requirements and sensitivity/awareness activities for all staff of Monseñor Oscar Romero Charter School.

Coordination

The local liaison will coordinate with and seek support from the local district and county coordinator for the Education of Homeless Children and Youth, public and private service providers in the community, housing and placement agencies, local liaisons in neighboring districts, and other organizations and agencies. Coordination will include conducting outreach and training through those agencies. Both public and private agencies will be encouraged to support the local liaison and Monseñor Oscar Romero Charter School in implementing this policy.



YPI CHARTER SCHOOLS EMPLOYEE HANDBOOK

AUGUST 2020



**BERT
CORONA**
CHARTER SCHOOL



**MONSEÑOR
OSCAR
ROMERO**
CHARTER SCHOOL



BERTCORONA
CHARTER HIGH SCHOOL

ACKNOWLEDGMENT OF RECEIPT OF CHARTER SCHOOL EMPLOYEE HANDBOOK

By signing this Acknowledgement of Receipt, I acknowledge that I have received a copy of the Employee Handbook of Bert Corona Charter School, Monseñor Oscar Romero Charter School, and Bert Corona Charter High School and read the handbook in its entirety. I understand that I am responsible for knowing and adhering to the policies set forth in the handbook during my employment. I understand that I am employed by either Bert Corona Charter School, Monseñor Oscar Romero Charter School, or Bert Corona Charter High School and this acknowledgment will use the term "Charter School" to refer to the school for which I work.

I understand that the policies contained in the handbook are not intended to create any contractual rights or obligations, express or implied. I further understand that, with the exception of the Charter School's at-will employment policies, the Charter School reserves the right to amend, interpret, modify, or withdraw any portion of this handbook at any time.

I further understand and agree that, unless I have entered into a valid written employment agreement providing otherwise, my relationship with the Charter School is at-will, which means that my employment is for no definite time period and may be terminated by me or by the Charter School at any time, with or without advance notice and with or without cause. I also understand that the Charter School may demote or discipline me or alter the terms of my employment at any time, with or without advance notice and with or without cause, in its sole discretion. I understand that in the absence of a writing signed by me and by the Executive Director (as an agent for the Board of Directors) which expressly alters the at-will nature of my employment, no policy, practice, procedure, statement, or action of the Charter School or any individual at the Charter School may alter, modify, or waive the at-will nature of employment with the Charter School in any way or at any time.

I further acknowledge that this handbook supersedes all previous handbooks, policies or guidelines issued. However, I understand and agree that if the terms of this Acknowledgment are inconsistent with any Charter School guideline, practice, manuals or rules, the terms of this Acknowledgment shall control. I understand that if I have any questions about a Charter School policy, I should contact the Charter School's Director, the Executive Director or the Human Resources contact.

Finally, I acknowledge that no one has made any promises or commitments to me contrary to the foregoing. I agree that this Acknowledgment supersedes all previous agreements, whether written or oral, express or implied, relating to the subjects covered in the Acknowledgment.

Employee name (print): _____

Employee signature): _____

Today's date): _____

Please sign/date, tear out, and return to the School, and retain this Handbook for your reference.

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INTRODUCTION TO HANDBOOK

Welcome!

This Employee Handbook has been written to provide you with an overview of YPI Charter Schools Bert Corona Charter School (BCCS), Monseñor Oscar Romero Charter School (MORCS), and Bert Corona Charter High School (BCCHS), their personnel policies and procedures, and your benefits as an employee. All individuals are employed either by BCCS, MORCS, or by BCCHS, and this handbook will use the term “Charter School” to refer to the school for which you work.

This handbook is intended to explain in general terms those matters that most often apply to your day-to-day work activities. This handbook cannot anticipate every situation or answer every question about employment and is not an employment contract. In order to retain necessary flexibility in the administration of its policies, procedures and benefits, the Charter School reserves the right to change, deviate from, eliminate, or revise them without notice, except for the at-will policy, whenever the Charter School determines that such action is warranted. For these reasons, we urge you to check with Human Resources to obtain current information regarding the status of any particular policy, procedure or practice. These guidelines supersede and replace all previous personnel policies, practices and procedures.

Employees are expected to read this handbook thoroughly upon receipt and to know and abide by the policies outlined herein, as revised over time, throughout their employment.

Information about your employment also can be found in your school’s charter petition/charter. Where there is conflicting language between the charter petition/charter and this handbook, the handbook shall control. If you have any questions about this handbook or any other policy or procedure, please contact your Lead-Site Administrator, the Chief Operations Officer, or the Human Resources contact. Your current Human Resources contacts are **Executive Administrators with the support of the Senior Director of Programs and Human Resources, Diana Gamez. The Coordinator of Human Resources provides administrative support to this team.** Because the Human Resources contact is subject to change, please ask the Charter School’s Director or the Executive Director for updated information, if necessary.

CONDITIONS OF EMPLOYMENT

Equal Employment Opportunity Is Our Policy

The Charter School 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"), 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. The Charter School will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform the job. The Charter School 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.

Employment At-Will

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.

Employment Agreements

Some employees may have entered into an employment agreement with the Charter School. Their employment with the Charter School is governed by both their employment agreement and this handbook. To the extent that any term of an employee's employment agreement is inconsistent with a provision in this handbook, the employment agreement controls.

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.

The Charter School will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, 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 that imprisonment and fine.

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 that employee's employment.

By acknowledging receipt of this Handbook, employees acknowledge they are child care custodians and are certifying that they have knowledge of California Penal Code section 11166 and will comply with its provisions.

Criminal Background Checks

As required by law, all individuals working or 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 such charge(s) or conviction to the Executive Administrator.

Tuberculosis Testing

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

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

Immigration Compliance

The Charter School 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, the Charter School 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 Charter 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.

Professional Boundaries: Staff/Student Interaction Policy

The Charter School 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:

- A. Examples of PERMITTED actions (NOT corporal punishment)
 1. Stopping a student from fighting with another student;
 2. Preventing a pupil from committing an act of vandalism;
 3. Defending yourself from physical injury or assault by a student;
 4. Forcing a pupil to give up a weapon or dangerous object;
 5. 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;
 6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

- B. Examples of PROHIBITED actions (corporal punishment)
 1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
 2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
 3. 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 you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues 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)

- (a) Giving gifts to an individual student that are of a personal and intimate nature.
- (b) Kissing of any kind.
- (c) Any type of unnecessary physical contact with a student in a private situation.
- (d) Intentionally being alone with a student away from the school.
- (e) Making or participating in sexually inappropriate comments.
- (f) Sexual jokes.
- (g) Seeking emotional involvement with a student for your benefit.
- (h) Listening to or telling stories that are sexually oriented.
- (i) Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- (j) 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.)

- (a) Giving students a ride to/from school or school activities.
- (b) Being alone in a room with a student at school with the door closed.
- (c) 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)

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

Acceptable and Recommended Staff/Student Behaviors

- (a) Getting parents’ written consent for any after-school activity.
- (b) Obtaining formal approval to take students off school property for activities such as field trips or

- competitions.
- (c) Emails, 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).
 - (d) Keeping the door open when alone with a student.
 - (e) Keeping reasonable space between you and your students.
 - (f) Stopping and correcting students if they cross your own personal boundaries.
 - (g) Keeping parents informed when a significant issue develops about a student.
 - (h) Keeping after-class discussions with a student professional and brief.
 - (i) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
 - (j) Involving your supervisor if conflict arises with the student.
 - (k) Informing the Executive Administrator about situations that have the potential to become more severe.
 - (l) Making detailed notes about an incident that could evolve into a more serious situation later.
 - (m) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
 - (n) Asking another staff member to be present if you will be alone with any type of special needs student.
 - (o) Asking another staff member to be present when you must be alone with a student after regular school hours.
 - (p) Giving students praise and recognition without touching them.
 - (q) Pats on the back, high fives and handshakes are acceptable.
 - (r) Keeping your professional conduct a high priority.
 - (s) Asking yourself if your actions are worth your job and career.

Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation

The Charter School is committed to providing a work and educational atmosphere that is free of unlawful harassment, discrimination, and retaliation. The Charter School’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 transgender 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, or discriminated or retaliated against, based upon the characteristics noted above.

The Charter School 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 Executive Director or designee.

When the Charter School receives allegations of unlawful harassment, discrimination, or retaliation, the Board (if a complaint is about the Executive Director) or the Executive Director 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. The Charter School 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

The Charter School 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; (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 supervisors of staff will receive two (2) hours of sexual harassment prevention training within six (6) months of hire or their assumption of a supervisory position and every two (2) years thereafter. All other employees will receive one (1) hour of sexual harassment prevention training within six (6) months of hire and every two (2) years thereafter. 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 Executive Director. 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 Charter School policy.

Consensual Relationships

Consensual relationships in the workplace are discouraged. Consensual relationships between supervisors and employees and between staff and parents or students are potentially exploitative and must be avoided. They raise serious concerns about the validity of the consent, conflicts of interest, and unfair treatment of others. Moreover, consensual relationships in the workplace can lead to problems with morale, decreased productivity and increased liability. The Charter School has a strong policy against sexual harassment and is concerned that consensual relationships might potentially violate the policy. The School aims to prevent sexual harassment from occurring in the workplace. To help prevent sexual harassment, employees who enter into consensual relationships must notify administration regarding the relationship, as well as review the sexual harassment policy. Moreover, employees are expected to abide by the sexual harassment policy, behave professionally at work, and not let the relationship affect their work or the workplace.

Employees involved in consensual relationships in the School's workplace are prohibited from evaluating the work performance of others with whom they have a relationship, or from making hiring, salary or similar decisions which may impact some persons.

Violations of this policy may result in disciplinary action up to and including release from at-will employment.

Policy Concerning Violence in the Workplace

The Charter School recognizes that violence in schools is a growing nationwide problem necessitating a firm and considered response. The costs of such violence are great, both in human and financial terms. The safety and security of Charter School employees and students is paramount. The Charter School has adopted this policy regarding workplace violence to help maintain a secure workplace.

The Charter School is committed to providing a safe, violence-free workplace and school and strictly prohibits employees, consultants, students, parents, contractors, visitors, or anyone else on Charter School premises or engaging in a Charter School-related activity from behaving in a violent or threatening manner.

The Charter School seeks to prevent workplace violence before it begins, and reserves the right to deal with employee behavior that suggests a propensity towards violence even prior to any violent behavior occurring. The Charter School believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs, and has established procedures for responding to any situation that presents the possibility of violence.

Workplace Violence Defined

Workplace violence includes threats of any kind; threatening, physically aggressive, or violent behavior, such as intimidation, or attempts to instill fear in others; other behavior that suggests a propensity toward violence, including belligerent speech, excessive arguing or swearing, sabotage, threats of sabotage of Charter School property; defacing Charter School property or causing physical damage to the facilities; and, with the exception of security personnel, bringing weapons or firearms of any kind on Charter School premises or while conducting Charter School business.

Complaint Procedure

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, consultant, student, parent, contractor, visitor, or anyone else, he or she must immediately notify the Charter School's Executive Administrator, the Executive Director, or the Human Resources contact. Employees should also notify the Charter School's Director, the Executive Director, or the Human Resources contact if any restraining order is in effect, or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the Charter School will inform the reporting individual of the results of the investigation. To the extent feasible, the Charter School will maintain the confidentiality of the reporting employee. However, the Charter School may need to disclose information in appropriate circumstances (for example, in order to protect individual safety). The Charter School will not tolerate retaliation against any employee who reports workplace violence.

If the Charter School determines that workplace violence has occurred or has been threatened, the Charter School will take appropriate corrective action and may impose discipline on offending employees, up to and including termination.

Ensuring A Secure Workplace

As part of its Policy Concerning Violence in The Workplace, the Charter School has developed guidelines to help maintain a secure school and workplace. The security of facilities, as well as the welfare of Charter School students and employees, depend upon the alertness and sensitivity of every individual to potential security risks.

- Employees should ensure that all visitors have signed the visitor log and are wearing appropriate visitor badges.
- Employees should report any suspicious persons or activities to security personnel.
- Employees should secure their desk or office at the end of the day.
- When called away from their work area for an extended length of time, employees should not leave valuables and/or personal articles in or around their workstation that may be accessible to others.
- Employees should notify the Charter School's Director or the Executive Director immediately when keys, security passes, or identification badges are missing.
- Employees should be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and report them to security personnel if appropriate.

Whistleblower Policy

The Charter School 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 Policy

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its employees, to promote and maintain a safe environment for its students, to protect the school, school grounds, equipment, and operations, and in compliance with certain requirements, the Charter School has established this policy concerning the use of drugs. As a condition of continued employment with the Charter School, each employee must abide by this policy.

This policy applies whenever the interests of the Charter School may be adversely affected, including any time that an employee is on Charter School premises, conducting or performing activities on behalf of the Charter School (regardless of location), or responsible for the safety of others in connection with, or while performing, Charter School-related business.

Employees who suspect they may have alcohol or drug problems, even in the early stages, are encouraged to voluntarily seek diagnosis and follow through with any treatment as prescribed by qualified professionals. Employees who wish to voluntarily enter and participate in an approved alcohol or drug rehabilitation program are encouraged to contact the Human Resources contact, who will determine whether the Charter School can accommodate the employee by providing unpaid leave for the time necessary to complete participation in the program. Employees should be aware that participation in a rehabilitation program will not necessarily shield them from disciplinary action for a violation of this policy.

Illegal Drugs and Controlled Substances

An "illegal drug or controlled substance" is any drug or substance that is not legally obtainable, is legally obtainable but has not been legally obtained, or has been legally obtained but is being sold or distributed unlawfully. The unlawful manufacture, distribution, dispensing, transporting, possession, purchasing, sale or use of any illegal drug or controlled substance is prohibited in the workplace. Any employee who unlawfully uses, possesses, purchases, sells, manufactures, distributes, transports, or dispenses any illegal drug or controlled substance will be subject to discipline up to and including termination. "Possesses" means that the employee has the substance on his or her person or otherwise under his or her control. Any employee who is under the influence of any illegal drug or controlled substance will be subject to discipline up to and including termination.

Legal Drugs

A "legal drug" is any drug, including any prescription drug or over-the-counter drug, that has been legally obtained and that is not unlawfully sold or distributed. Any employee who abuses a legal drug will be subject to discipline up to and including termination. "Abuse of a legal drug" means the use of any legal drug for any purpose other than the purpose for which it was prescribed or manufactured, or in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer. Any employee who purchases, sells, manufactures, distributes, transports, possesses or dispenses any legal prescription drug in a manner inconsistent with the law will be subject to discipline up to and including termination. Any employee who works while impaired by the use of a legal drug will be subject to discipline up to and including termination whenever such impairment might (1) endanger the safety of the employee, students or some other person; (2) pose a risk of significant damage to Charter School property or equipment; or (3) substantially interfere with the employee's job performance or the efficient operation of the school or Charter School equipment.

The Charter School recognizes that employees may be prescribed legal drugs that, when taken as prescribed or according to the manufacturer's instructions, may result in their impairment. Employees may not work while impaired by the use of legal drugs if the impairment might endanger the employee, students or someone else, pose a risk of significant damage to Charter School property, or substantially interfere with the employee's job performance. If an employee is so impaired by the appropriate use of legal drugs, he or she may not report to work.

Nothing in this policy is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs, so long as that activity does not violate any law or result in an employee

being impaired by the use of such drugs in violation of this policy. Furthermore, nothing in this policy is intended to diminish the Charter School's commitment to employ and reasonably accommodate qualified disabled individuals. The Charter School will reasonably accommodate qualified disabled employees who must take legal drugs because of their disability.

Alcohol

Any employee who is under the influence of alcohol during work hours will be subject to discipline up to and including termination. Similarly, employees are prohibited from engaging in the unauthorized use, possession, purchase, sale, manufacture, distribution, transportation or dispensation of alcohol during work hours. Nothing in this policy prohibits an employee from consuming alcohol at a Charter School-sponsored event or while attending a work-related function where alcohol is served and students are not present, provided that the employee exercises good judgment to avoid becoming inebriated.

Disciplinary Action

A first violation of this policy will result in immediate termination whenever the prohibited conduct caused injury to the employee, a student, or any other person, or endangered the safety of the employee, students, or any other person.

In circumstances other than those described in the above paragraph, the Charter School will exercise its discretion to determine whether to terminate an employee for a first violation of this policy. In addition to termination, disciplinary action for a violation of this policy can include, but is not limited to, suspension, demotion and/or counseling.

Criminal Convictions

An employee who is convicted under a criminal drug statute for a violation occurring in the workplace or during any Charter School-related activity or event will be deemed to have violated this policy. Employees must notify the Charter School in writing of any conviction under a criminal drug statute for any violation occurring in the workplace or off-duty within five (5) days after any such conviction. The Charter School will notify any agency it is required to notify by law of any employee who has been convicted under a criminal drug statute.

Off-the-Job Conduct

This policy is not intended to regulate off-the-job conduct, so long as the employee's off-the-job drug use does not result in the employee being under the influence of or impaired by the use of drugs in violation of this policy, and otherwise does not have a negative impact on the Charter School's reputation, environment or ability to educate its students.

Confidentiality Of Drug Use Disclosures

Disclosures made by employees to the Human Resources contact concerning their use of legal drugs will be treated with due regard to confidentiality and will ordinarily not be revealed to others unless there is a work-related or school-related reason for doing so. Disclosures made by employees to the Human Resources contact concerning their participation in any drug or alcohol rehabilitation program will be treated confidentially to the extent legally permitted.

Drug-Free Awareness Program

The Charter School has established a Drug-Free Awareness Program. Employees with questions about the Program are encouraged to contact the Human Resources contact.

Confidentiality of Information

During employment, employees may have access to and/or become aware of information of a confidential, proprietary, or private nature ("Confidential Information"). For purposes of this policy, "Confidential Information" includes but is not limited to: information and data relating to Charter School students; non-public Charter School budget or financial information; and payroll and personnel information relating to current or former employees.

At all times during and after employment with the Charter School, employees are required to hold all

Confidential Information in trust and keep Confidential Information confidential.

During employment with the Charter School, employees may use Confidential Information or disclose Confidential Information to a third party only: (1) as reasonably required in the course of employment with the Charter School; (2) as permitted with the prior written consent of the Charter School; or (3) as may otherwise be required by law.

If the employee is in doubt about whether information should be disclosed or used, the employee should discuss the situation with the Charter School's Director or the Executive Director before disclosing or using the information.

Employees' obligations under this Confidentiality of Information policy remain in effect even after their employment relationship with the Charter School ends. After separation of employment, an employee may not use or disclose Confidential Information to any third party unless required to do so by law. Upon separation of employment, employees must immediately return to the Charter School any and all documents, computer or electronic files, print-outs, copies, or other information containing Confidential Information in their possession, custody or control. If the employee is requested to disclose Confidential Information to a third party in a subpoena or similar type of request, the employee shall give written notice to the Charter School's Director of such request as soon as is reasonably possible and at least five business days prior to Employee making any such disclosures.

Additionally, under this Confidentiality of Information policy, employees must comply with all confidentiality-related obligations imposed by the Family Educational Rights and Privacy Act (FERPA).

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 the Executive Administrator, or the Board of Directors, 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 shall constitute grounds for disciplinary action.

No Smoking

The Charter School facilities are all no smoking facilities.

THE WORKPLACE

Employee Classifications

Each Charter School employee is either “exempt” or “nonexempt.” An employee’s duties, responsibilities, and salary determine whether his or her position is exempt or nonexempt. Employees classified as nonexempt are eligible for overtime pay according to applicable state and federal guidelines. Employees in exempt positions are not eligible for overtime pay.

In addition, employees will fall within one (1) of the following categories:

- **Regular Full-Time Employees:** Regular full-time employees are regularly scheduled to work forty (40) or more hours per week during weeks they are scheduled to work. Generally, they are eligible for the employment benefit and leave programs provided by the Charter School, subject to the terms, conditions and limitations of each benefit program, as described later in this handbook.
- **Regular Part-Time Employees:** Regular part-time employees are regularly scheduled to work fewer than forty (40) hours per week during weeks they are scheduled to work. Employees who are not scheduled to work but who work on an as-needed basis, and who regularly work less than forty (40) hours per week, are also considered part-time employees. As described later in this handbook, part-time employees receive all legally-mandated benefits and leaves, but they generally are ineligible for all of the Charter School’s other employment benefit and leave programs. Regular part-time employees may be required to work forty (40) or more hours during a particular week as needed by the Charter School’s work requirements, but such short-term increases in the hours worked will not change the individual’s status as a regular part-time employee except as otherwise required by applicable law. A change from part-time to full-time status will be effective only if the employee has been advised in writing of the status change by the Human Resources contact.
- **Temporary Employees:** Temporary employees are those employed for short-term assignments or in connection with a specific project or event. Temporary employees are not eligible for employee benefits, except those mandated by applicable law.

Each Charter School employee also falls into one (1) of the following three (3) categories: “Teacher,” “Administrative Employee,” or “Staff Employee.” Some of the policies and benefits described herein depend on whether the employee is a Teacher, Administrative Employee, or Staff Employee. Those categories are defined as follows:

- Teachers are those employees hired by the Charter School for the primary purpose of instructing Charter School students. This category does not include substitute teachers. Substitute teachers are not employees of the Charter School and are not covered by this handbook.
- Administrative Employees are those employees working in the positions of Executive Director, Director, Coordinator, Director, and Assistant Director.
- Staff Employees are those employees who work in any of the following positions: Plant Manager, Assistant Plant Manager, and office staff positions. This category also includes any other employees of the Charter School who do not qualify as Teachers or Administrative Employees.

Work Schedule

The Charter School’s hours of school operation during the academic year are 7:30 a.m. to 6:00 p.m., Monday through Friday. The regular workday schedule for nonexempt employees is eight (8) hours; the regular workweek schedule is forty (40) hours. Exempt employees are also generally expected to be present during business hours and to commit whatever additional time is necessary to satisfactorily complete all job requirements.

Scheduling

All employees will be assigned a work schedule suitable for their position and will be expected to begin and end work according to their schedules. Please note that schedules may vary depending on (1) whether school is currently in session; and (2) whether employees work on an academic year basis or on a twelve-month basis.

All work schedules are subject to change. If an employee needs to modify their schedule, they must obtain approval from their supervisor, Director, or the Executive Director.

Meal and Rest Periods

The Charter School provides employees with meal and rest breaks according to applicable laws. All employees are encouraged to take appropriate meal and rest breaks.

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 5th hour of work. 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 the Charter School 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

Charter School 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 nonexempt employee shall be unpaid.

Charter School 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.

Attendance and Tardiness

All employees, whether exempt or nonexempt, are expected to arrive at work consistently and on time. Absenteeism and tardiness negatively affects the School's ability to implement its educational program and disrupts consistency in students' learning.

If it is necessary to be absent or late, employees are expected to telephone the Executive Administrator as soon as possible (preferably by 2:30 p.m. of the previous day) but no later than one-half (1/2) hour before the start of the workday. If an employee is absent from work longer than one (1) day, he or she is expected to keep the Executive Administrator sufficiently informed of the situation.

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 Executive Administrator will be considered a voluntary resignation from employment.

Timecards/Records

By law, Charter School is obligated to keep accurate records of the time worked by all employees. Such employees shall keep be required to utilize the School's timecard system (YPICS Paycom System).

Employees must accurately clock in and out of their shifts utilizing Paycom 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 timecard indicates when the employee arrived and when the employee departed. All exempt employees must clock in and out of YPICS for arrival and departure and all nonexempt employees must clock in and out of YPICS 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.

All employees are solely responsible for ensuring accurate information on their timecards and remembering to record time worked. If an employee forgets to mark their timecard or makes an error on the timecard, the employee must contact the Executive Administrator to make the correction and such correction must be initialed by both the employee and the Executive Administrator.

Nonexempt 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 worksheet. 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.

Use of Charter School Technology and Other School Property

School Property

All desks, workstations, computers, and equipment are Charter School property. Depending on the employee's job duties, the Charter School may issue an employee property to assist in his or her work, and the employee is fully responsible for any Charter School property issued. It must be stressed that employees do not have a reasonable expectation of privacy with respect to use of Charter School technology and other School property discussed herein.

Use of Technology Resources

The Charter School utilizes various forms of technology resources in conducting its business. "Technology resources" refers to all electronic devices and systems, software, and means of electronic communication including, but not limited to, the following: personal computers and workstations; laptop computers; mini and mainframe computers; computer hardware such as disk drives; peripheral equipment such as printers, modems, scanners, fax machines, and copiers; computer software applications and associated files and data, including software that grants access to external services, such as the Internet; telephones; voicemail systems; electronic-mail systems; portable computer devices; cellular telephones; pagers; personal digital assistant devices (sometimes referred to as PDA's); personal organizers and other electronic wireless communication devices; digital cameras; and video recorders. The Charter School's technology resources are Charter School's property, and there are special rules that apply to the technology resources as set forth below.

Depending on the employee's job duties, the Charter School may provide an employee with access to some or all of its technology resources or issue an employee a technology resource to use for business purposes. Only employees whose job performance will benefit from the use of the Charter School's technology resources will be given access to or issued technology resources.

Employees who use the Charter School's technology resources must do so responsibly, and are required to comply with all state and federal laws, the policies of the Charter School, and with normal standards of professional and personal courtesy and conduct. Racist, sexist, harassing or threatening language is strictly prohibited. For example, there is to be no viewing, transmitting, downloading, sharing, use or printing of sexually-explicit images, messages, or cartoons; or any viewing, transmitting, downloading, sharing, use or printing of materials that contain ethnic slurs, racial epithets, derogatory, defamatory, obscene or offensive statements or images; or anything that may be construed as harassment or disparagement of others based on their race, national origin, ancestry, sex, gender identity, pregnancy, sexual orientation, marital status, age, physical or mental disability, genetic information, medical condition, religious beliefs, family care or medical leave status, veteran status or any other characteristic protected by federal, state or local laws.

In addition, employees also are prohibited from using the Charter School's technology resources for gambling. Employees must not use the technology resources to copy, retrieve, forward or send copyrighted materials unless the employee has the author's permission or is accessing a single copy only for the employee's reference.

Personal Use of School Property and Technology Resources

The Charter School's property and technology resources are to be used by employees for the purpose of Charter School business. This policy does not prohibit limited use of a personal or social nature on the employee's non-work time, providing such use does not violate any of the Charter School's policies or detract from the employee's performance of his or her job duties. The Charter School reserves the right to determine when personal use of technology resources or property is excessive or improper, and may require reimbursement

from an employee and/or discipline the employee when the employee has used the resources or property excessively or improperly.

The Charter School's Right to Access and Inspect School Property and Technology Resources

The Charter School reserves the right to inspect all Charter School property, including but not limited to desks, workstations, cabinets, drawers, and closets, as well as any contents, effects, or articles in Charter School property. Such inspection can occur at any time, with or without advance notice or consent.

In addition, the Charter School specifically reserves the right to access, monitor and inspect the contents of, and data stored in, all of its technology resources at any time for any reason, in its sole discretion. Employees should understand that they have no right of privacy with respect to any messages or information created, maintained, received or stored on Charter School's technology resources, even if those devices require a personal password to use or access or if the information has been deleted. All email, text and voicemail messages sent and received, including personal messages, all Internet sites visited, and all data and information stored on Charter School's technology resources may be accessed, monitored and inspected by the Charter School and are Charter School property, regardless of content. Any employee who chooses to use a Charter School technology resource for personal use does so with the express notice that the Charter School has the right to access, monitor and inspect all information on the device, including but not limited to reviewing any personal voicemails, email messages, text messages, images, video or other personal information stored on the device. The Charter School may conduct this inspection by reviewing the contents of the technology resources or by obtaining and reviewing records maintained by a third-party that supplies services to the Charter School pertaining to the technology resources.

The Charter School reserves the right to advise appropriate legal authorities of any incident where it reasonably believes an employee violated the law.

Cellular Phone Use and Electronic Wireless Communication Policy

Because of their job responsibilities, some Charter School employees may be assigned cellular phones or electronic wireless communication devices ("ECDs") by the Charter School. Charter School cellular phones and ECDs are Charter School property and are to be used by employees for the purpose of Charter School business. Employees should not use personal devices or email accounts for School-related communications. Such communications should only take place using School-issued devices and via the employee's email account. This policy does not prohibit limited use of the cellular phones or ECDs for personal use during the employee's non-work time, provided such use does not violate any Charter School guidelines and practices or detract from the employee's performance of his or her job duties. Frequent use of Charter School cellular phone or ECDs for personal calls during work time or during non-work time is a violation of this policy. The Charter School reserves the right to determine when personal use of the cellular phone or ECDs is excessive or improper, and may require reimbursement from an employee and/or discipline the employee when the employee has used his or her Charter School cellular phone and/or ECDs excessively or improperly.

As set forth in more detail above, the Charter School has the right to inspect information and data stored on Charter School-issued cellular phone and ECDs, such as incoming and outgoing call history records, text messages, voicemail messages, images and videos. To the extent allowed by law, the Charter School also reserves the right to inspect other information about an employee's use of a Charter School-issued cellular telephone and/or ECDs that is available through the network provider's records. The Charter School reserves the right to rescind cellular phone or ECDs privileges at any time and for any reason.

In addition, the Charter School requires employees to safely use cellular phones while driving during work hours, regardless of whether they are personal or Charter School-issued cellular phones. Employees who use handheld cellular phones must refrain from making or receiving business calls while driving. If an employee needs to make or receive a business phone call using a handheld device while driving, the employee must stop and park his or her vehicle in a proper parking area for the call. Employees who use hands-free cellular phones must keep business conversations brief while driving, and must stop the vehicle and park in a proper parking area if the conversation becomes involved, traffic is heavy, or road conditions are poor. In an emergency situation only, such as a traffic accident or car trouble, the Charter School recognizes that employees may find it necessary to make a cellular phone call using a hand-held device while driving.

The Charter School also prohibits employees from writing, sending or reading a text-based communication on an ECDs while driving during work hours, regardless of whether the employee is using his own or a Charter School-issued ECDs. For example, employees may not drive during work hours and engage in text messaging, instant messaging, or send or read electronic mail.

Employees who violate this policy are subject to disciplinary action up to and including termination from employment. Please notify the Human Resources contact if you have any questions about cellular phone or ECD use.

Return of School Property and Technology Resources

An employee who is issued Charter School property or technology resources must return the items when requested by the Charter School or upon voluntary or involuntary termination of employment. All property and technology resources must be returned to a Charter School employee in the Charter School's front office. If equipment is left at any other location, the employee will be responsible for any resulting damages to, or misuse of, the property or technology resources.

An employee may face disciplinary actions, up to and including termination, if any Charter School property or technology resources issued to him or her is lost, lost due to late return, damaged, misused or not returned to the Charter School. The Charter School reserves its right to recover the value of the property or technology resources from an employee to the full extent authorized by law. Loss of property is to be replaced within the school year. Employees may choose to replace the item at the same value determined by the Charter School, or repay the Charter School through payroll deduction for the replacement cost of the lost or damaged property.

Personal Business

The Charter School's facilities for handling mail and telephone calls are designed to accommodate School business. Employees should have personal mail directed to their home address and limit personal telephone calls to an absolute minimum. Personal calls should not be made outside the immediate dialing area. Do not use School material, time or equipment for personal projects.

Social Media

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

- School equipment, including School computers and electronics systems, may not be used for these purposes;
- Student and employee confidentiality policies must be strictly followed;
- 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 or proprietary 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 unlawful harassment and retaliation.
-

The Charter School reserves the right to take disciplinary action against any employee whose Internet postings violate this or other School policies.

Dress Code

The Charter School is committed to being a high-performance organization focused on outstanding student performance, achievement, and preparation for a lifetime of success. The Board believes that student performance, achievement, and preparation for lifetime success are positively affected by the professional appearance of Charter School employees. The professional appearance (which includes dress, accessories and other body adornments, and grooming) of employees not only reinforces their own shared vision of the Charter School and their identity as highly motivated professionals working toward a common mission, but also strengthens their morale, sense of professionalism, dignity and self-worth; the community's attitude toward the Charter School, charter schools and the teaching profession in general; and, the conduct, morale, and performance of the Charter School's students.

Professional Dress is required of all Charter School employees. All employees must exercise good judgment in

their choice of professional appearance for work and work-related activities by always appearing in a way that is appropriate to the situation, and that will invoke:

- a positive impression from the community,
- provide appropriate role modeling for students,
- promote a working and learning environment that is free from unnecessary disruption and distractions, and
- be conducive to high student and staff performance.

During the work day and anytime employees attend work-related activities or functions, including activities or functions to which school personnel or students are invited or in which the school personnel or students participate (for example, parent advisory meetings, meetings or conferences with parents, school performances, student competitions, educational or other professional conferences, etc.), employees shall appear in a professionally appropriate manner.

Examples of professional attire include, but are not limited to:

- collared shirts
- dress slacks
- dress coordinates
- suits
- professional dresses
- ties
- casual or dress shoes (no athletic shoes except for supervision and maintenance staff)
- clothing with the officially sanctioned school logo

Staff is not permitted to wear any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are disruptive or potentially disruptive to the educational environment as determined by the Director.

Examples of clothing, accessories, or body adornments that are not acceptable:

- body piercings must be modest in size and covered when possible
- body art must be covered
- jeans (except for business casual Fridays, spirit events, service days, rainy days and professional development days, supervision aides, and maintenance staff)
- leggings when children are on campus
- dresses of an inappropriate length (including shirts that are not long enough to serve as an appropriate dress)
- those that contain language or images that are vulgar, discriminatory, or obscene
- those that promote illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia
- those that contain perceived threats such as gang symbols or gang attire
- those that expose cleavage, private parts, the midriff, or undergarments or that is otherwise sexually provocative

- items that are considered sleepwear
- headwear inside a building (headwear worn inside a building is permitted if it is of a professional nature, or for health or religious reasons)
- sunglasses inside a building
- open toed shoes or sandals (for safety purposes) (open heel shoes require a strap)
- casual sweatshirts, sweatpants, sweat suits, (except for PE teachers, maintenance staff)
- non-collared shirts (except for PE teachers and maintenance staff)
- clothing with inappropriate or distracting non-school logos or language such as sports team jerseys, T-shirts, and draping lanyards
- those that contain advertising or vulgar language

Directors and other Administrative Employees are delegated the authority and bear the responsibility for ensuring compliance with this policy and are expected to counsel and/or discipline employees whom they supervise on professional appearance in conformance with this policy.

Each Director or Administrative Employee will be given the authority to establish stricter appearance requirements than are required by this policy on a temporary or permanent basis as necessitated by the health, safety, discipline, "esprit de corp," educational, public relations, or other needs of that Division/school/work site, as determined by the Director or Administrative Employee.

In addition, a Director or Administrative Employee may deviate from this policy temporarily to meet the needs of specific division/school/work sites for an appropriately specified purpose.

These include:

- business casual Fridays each Friday
- spirit events
- service days
- Professional Development Days (students are not present)

The Director or administrative supervisor must approve temporary deviations. The Executive Director must approve long-term or non-temporary deviations.

Employees who report to work wearing inappropriate attire will be sent home and asked to return to work in proper clothing. Unless otherwise required by law, such employees will not be compensated for the time away from work. Employees also may be subject to discipline if they appear at work inappropriately dressed. If an employee has any questions about the dress code, the employee should contact the Human Resources contact.

Temporary Telework Policy to Address COVID-19 Remote Working Conditions

Purpose

YPI recognizes approved teleworking as a necessary work arrangement while the School is closed during the ongoing coronavirus ("COVID-19") pandemic. This policy details conditions and requirements which apply to all temporary telework assignments during the School's closure 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 school-wide benefit. This temporary arrangement in no way alters or changes the terms and conditions of employment with the School, and the promulgation of this Policy

creates no employee rights in relation to teleworking. Furthermore, the School 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

Employees shall not telework unless they receive advance written approval from the School. 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 School policies and procedures when teleworking. 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 the School and (2) take and document applicable meal/rest periods. Nonexempt employees must also receive 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 the School 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 the School;
- The employee must be able to perform work from home or an approved remote location without distractions or unnecessary risk to the security of School data, records, networks, or confidentiality generally;
- The employee's equipment and software must meet the School'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, 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 School 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, School stakeholders, and the School 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 the School'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 the School 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

The School 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. The School will not provide office furniture for the workspace at home.

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

Reimbursement

The School shall reimburse employees for actual and necessary expenses incurred in the employee carrying out School business when such expenses are expressly authorized and preapproved by the School.

INTERNET REIMBURSEMENT: The School shall reimburse an employee's costs for internet at \$ 25.00 per month flat-rate, based upon a reasonable percentage of work-related use.

CELL PHONE REIMBURSEMENT: The School will not reimburse an employee's cell phone bill. Employees are provided a school provided work phone and or access to Google voice, which allows employees to use the school provided computer to make work related phone calls when necessary.

Employees who believe their expenses exceed the reimbursement the School provides shall be required to submit copies of their internet. 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 the School network or share network access passwords, and must comply with all policies and procedures related to information security and network access.

Consistent with the School'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 School materials taken home, such as confidential personnel or pupil records, must be kept in a secure space within the telework location and 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 School 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 in full compliance with the School's "Professional Boundaries: Staff/Student Interaction" policy and as summarized below:

- Limit communications with students to issues involving School activities or classes only;
- Ensure professional communications with students by avoiding conversations of an overly personal, inappropriate, sexual, offensive, or indecent nature;
- Respect the privacy rights of students by ensuring communications and/or documents involving confidential pupil information are safeguarded appropriately;
- Maintain the same degree of formality as would be appropriate when working on-site, including in manner of speech, tone, method of communication, and appearance and dress, particularly when the employee may be communicating with students via video chat; and
- Continue to comply with any and all School policies, including enforcing appropriate student behavior and student discipline, child abuse and neglect reporting protocols, and prohibitions on harassment or other inappropriate conduct.

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 and 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.

The School may modify or terminate telework assignments at any time, with or without cause or advance notice. Although not required, the School 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 the School following the COVID-19 pandemic.

Health and Safety Policy

The Charter School is committed to providing and maintaining a healthy and safe work environment for all employees.

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. Employees are required to report immediately to the Executive Administrator any potential health or safety hazards, and all injuries or accidents.

In compliance with Proposition 65, the School will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Security Protocols

The Charter School has developed guidelines to help maintain a secure workplace. Be aware of unknown persons loitering in parking areas, walkways, entrances and exits and service areas. Report any suspicious persons or activities to the Executive Administrator. Employee desk or office 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 Executive Administrator when keys are missing or if security access codes or passes have been breached.

Occupational Safety

The Charter School 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 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, assistance should be requested. Unsafe conditions must be reported immediately.

It is the policy of the School that accident prevention shall be considered of primary importance in all phases of operation and administration. The Charter School'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 or injury 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.

EMPLOYEE WAGES AND HEALTH BENEFITS

Payroll Withholdings

As required by law, the School shall withhold Federal Income Tax, State Income Tax, Social Security (FICA) and State Disability Insurance from each employee's pay as follows:

1. Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.
2. State Income Tax Withholding: The same factors which apply to federal withholdings apply to state withholdings.
3. 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.
4. State Disability Insurance (SDI): This state fund is used to provide benefits to those out of work because of illness or disability.

Every deduction from an employee's paycheck is explained on the check voucher. If an employee does not understand the deductions, he or she should ask the Executive Administrator to explain them.

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 HR Coordinator. Please contact your HR Coordinator for a new W-4 form.

All Federal, State, and Social Security taxes will be automatically deducted from paychecks. Federal Withholding Tax deduction is determined by the employee's W-4 form. The W-4 form should be completed upon hire and it is the employee's responsibility to report any changes in filing status to the Executive Administrator and to fill out a new W-4 form.

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.

Overtime Pay

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis and will be indicated in the employee's job description. Generally, teachers and administrators are exempt. Nonexempt employees may be required to work beyond the regularly scheduled workday or workweek as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime for nonexempt employees. The Charter School will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by the Executive Administrator. The Charter School provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal law as follows:

For employees subject to overtime, all hours worked in excess of eight (8) hours in one workday or forty (40) hours in one workweek shall be treated as overtime. Compensation for hours in excess of forty (40) for the workweek or in excess of eight (8) and not more than twelve (12) for the workday, and for the first eight (8) hours on the seventh consecutive day in one workweek, shall be paid at a rate of one and one-half times the employee's regular rate of pay. Compensation for hours in excess of twelve (12) in one workday and an excess of eight (8) on the seventh consecutive workday of the workweek shall be paid at double the regular rate of pay.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to these exempt employees.

Makeup Time

On occasion, employees may need to take time off during working hours to tend to personal obligations. For nonexempt employees, this would normally mean relinquishing any pay for those lost hours or else using

vacation time. Pursuant to this policy, however, nonexempt employees who have obtained prior written approval may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

The makeup work must be performed in the same week that the work time was lost. The Charter School's seven (7) day workweek starts Monday at 12:00 a.m. and ends Sunday at 11:59 p.m.

Makeup time worked will not be paid at an overtime rate. Employees may not work more than eleven (11) hours in a day or forty (40) hours in a workweek as a result of making up time that was or would be lost due to a personal obligation. Paycom should clearly reflect when the time was missed and when the time was made up.

A makeup time request must be approved in writing before an employee takes requested time off or works makeup time, whichever is first. Employees must adhere to the following procedure to request makeup time:

- Makeup time requests must be submitted to your Director on the form provided by the Charter School. Makeup time request forms can be obtained from the front office.
- If an employee requests time off that the employee will make up later in the week, the employee must submit a request before the desired time off. If an employee wants to work makeup time first and to take time off later in the week, the employee must submit a request before working the makeup time.
- A separate written request is required for each occasion the employee requests makeup time.
- Requests will be considered for approval based on the Charter School's legitimate business needs at the time the request is submitted.

If an employee takes time off and is unable to work the scheduled makeup time for any reason, the hours missed normally will be unpaid. However, the employee's supervisor may arrange with the employee another day within the same workweek to make up the time if possible, based on scheduling needs. If an employee works makeup time before the employee plans to take off, the employee must take that time off, even if he or she no longer needs the time off for any reason.

An employee's use of makeup time is completely voluntary. The Charter School does not encourage, discourage, or solicit the use of makeup time.

Paydays

Employees are paid on the fifteenth day and the last day of every month. If a payday falls on a holiday or weekend, payday will be on the preceding workday.

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.

Employees are strongly encouraged to avoid such wage attachments and garnishments. If the School is presented a second garnishment request concerning an employee, the Principal will discuss the situation with the employee.

Health Care Benefits

Eligibility

An employee is eligible for medical coverage if he or she is a regular employee working for the School at least thirty (30) hours per week.

Employees who go from part-time to full-time employment become eligible for full benefits on the first day of the month following the effective date of the change.

Regular part-time employees may be eligible to purchase health care benefits through the Charter School, provided that they otherwise meet the requirements of the health care plan(s). These employees will pay the entire cost of the health care benefits (the Charter School will not pay any portion of the costs of the health care benefits for these

employees).

When Coverage Starts

Employee coverage will begin on the first day of the next month of employment. An enrollment form must be submitted to the Principal as soon as possible. This form serves as a request for coverage, and authorizes any payroll deductions necessary to pay for coverage.

Retirement Benefits

Eligible employees performing creditable service participate in the State Teachers Retirement System (STRS). Other full-time employees may participate in the Charter School's 403(b) retirement plan.

For more information about the Charter School's retirement benefits, please contact the Human Resources contact. Employees may also contact STRS directly.

Life Insurance

Life insurance is available to eligible regular full-time employees. For more information about life insurance, please contact the Human Resources contact.

COBRA 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. Charter Life manages all of YPICS COBRA benefits.

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 an 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 may also 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 his/her 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.

The Charter School 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. The Charter School 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 the employee's spouse or child, as applicable) may have;
- The Charter School stops providing group health benefits;
- The employee (or the employee's 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.

PERSONNEL EVALUATION AND RECORD KEEPING

Performance Evaluations

The Charter School performance evaluation process is intended to make an employee aware of his or her progress, areas in which improvement is needed, and objectives or goals for future work performance. The performance evaluation process provides both the employee and the employee's supervisor with the opportunity to discuss the employee's job, tasks, identify and correct weaknesses in performance, encourage and recognize strengths, and discuss methods for improving the employee's performance.

Favorable performance evaluations do not guarantee increase in salary, promotions, or continued employment.

Administrators and Staff Employees will receive performance evaluations at least once per year. Teachers are observed and evaluated formally and informally throughout the academic year.

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 Executive Administrator advised of changes that should be reflected in their personnel file. Such changes include: change in address, telephone number, marital 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. The Charter School 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 Executive Administrator. Only the Executive Administrator 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.

HOLIDAYS, VACATIONS AND LEAVES

Holidays

Regular full-time employees who work twelve (12) months will receive time off with pay at their normal base rate for each of the twenty (20) Charter School-observed holidays listed below provided that they are employed by the Charter School at the time of the holiday. If the holiday falls on a Saturday, the Charter School will designate the Friday prior as the paid day off. If the holiday falls on a Sunday, then the Charter School will designate the Monday adjacent to the weekend as a paid day off.

New Year's Day
Martin Luther King, Jr.'s Birthday
Presidents' Day
Easter Monday (at the Charter School's designation)
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve day
YPICS's Winter Holiday – shutdown week, 3 days (at the Charter School's designation)
YPICS's Summer Holiday – shutdown week, 4 days (at the Charter School's designation)

Due to the nature of their job positions, Administrative Employees and Staff Employees do not receive any holidays (other than those days specifically listed above) during Winter Break, Spring Break or Summer Break, but they may choose to request vacation time during those breaks, subject to the approval of the employee's supervisor.

Employees on an unpaid leave of absence will not receive holiday pay. Exempt employees may be required to work during Charter School holidays, as dictated by the Charter School's business needs, but they will not receive any additional compensation for that time. Nonexempt employees should not perform any work during Charter School holidays unless specifically requested by their Director or Executive Director, in which case the nonexempt employee will receive his or her regular rate of pay for the hours worked in addition to the holiday pay.

Vacation

Eligibility and Accrual

12 Month Employees

Regular full-time employees who are employed on a twelve-month basis may accrue and take paid vacation time. Eligible employees accrue thirteen (13) days of paid vacation per year. Vacation is accrued on a monthly basis (i.e., an employee accrues 1.09 vacation days per month).

All Other Employees

No other employees are eligible to earn vacation benefits, including teachers, regular part-time employees and temporary employees.

Vacation days do not accrue during any unpaid leave of absence.

Vacation Cap

Eligible employees may only accrue a maximum of 1 1/2 times their annual vacation accrual amount. Regular full-time employees who are employed on a twelve-month basis may not accrue more than thirty-five (35) days of unused vacation time.

If the employee reaches the vacation cap, the employee shall not accrue additional vacation time unless and until he or she uses vacation time such as to reduce the amount of accrued unused vacation time below the maximum accrual cap. At this point, the employee will resume earning vacation time, prospectively, until he or she again reaches the vacation cap.

Compensation for Vacation

Vacation can be taken in half-day or full-day increments. Employees will receive pay at their normal base rate for vacation days taken. Eligible nonexempt employees will be paid for vacation based on an eight (8) hour workday. Eligible employees who have accrued vacation days may not receive pay in lieu of vacation except upon termination, at which point any accrued but unused vacation time will be paid.

Vacation Approval and Scheduling

Requests for vacation time must be approved in advance. In order to request vacation time, employees must submit a time off request in Paycom at least two weeks prior to the requested vacation time, absent extraordinary circumstances that the Charter School determines, in its sole discretion, warrant less notice.

Requests for vacation must be approved in advance by your Supervisor, Executive Administrator, or the Executive Director or designee must approve vacation requests by the Charter School's Director. The Charter School's Executive Administrator and the Executive Director retain ultimate discretion to approve or deny a request for vacation. Depending on an employee's position and due to the special nature of running a school, the Charter School's Executive Administrator and/or the Executive Director may determine that an employee is not allowed to take vacation during certain periods of the school year. In an emergency, the Charter School retains the right to require an employee to cancel a previously-approved vacation when necessary to meet the Charter School's business needs. The Charter School discourages employees from requesting vacation time the day before or after a long weekend or break during the academic school year.

An employee may only use accrued vacation time, and the Charter School generally will not advance or allow employees to borrow vacation time that will be accrued in the future. In limited circumstances, the Charter School may make exceptions to this policy in its sole discretion on a case-by-case basis.

In the event that two (2) or more employees have requested vacation time covering the same period and may not be absent simultaneously, preference shall ordinarily be given to the employee with the greater length of service.

In accordance with applicable law, the Charter School requires employees eligible to accrue and take paid vacation to take up to two (2) weeks of earned but unused vacation leave prior to the employee's receipt of Paid Family Leave benefits.

Unpaid Leave of Absence

The Charter School 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.

Sick Leave

Eligibility and Accrual

Paid sick leave is available to all Charter School employees who work at least two (2) hours per week for at least thirty (30) days within the span of a single calendar year from the commencement of employment. All eligible

teachers shall be credited with forty-eight (48) hours of sick leave on August 1. All eligible full-time administrators working on a twelve (12) month basis shall be credited with ninety-six (96) hours of sick leave on July 1. All eligible full-time classified staff working on a twelve (12) month basis shall be credited with sixty-four (64) hours of sick leave on July 1. For all other employees, they shall accrue one (1) hour of sick leave for every thirty (30) hours worked.

For those eligible employees noted above, accrued sick leave may carry over from year to year up to a cap of seventy-two (72) hours. The Charter School does not pay employees in lieu of unused sick leave.

Use

To help prevent loss of earnings that may be caused by accident or illness, or by other emergencies, the School 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. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents, grandchildren, 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.

Paid sick leave may be used at any time during the year through June 30. However, employees cannot use paid sick leave until the ninetieth (90th) calendar day following the employee's initial start date. Employee must use sick leave in one (1) hour increments. Employees will be docked daily for any time requested beyond their credited amount of sick leave. Excessive absences and/or late arrival may result in termination from the Charter School.

Reasonable documentation of an employee's illness and/or medical certification of an employee's fitness to return to work satisfactory to the School may be required.

Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave depending upon the facts and circumstances of the employee's basis for leave beyond accrued sick leave. Employee requests for unpaid medical leave must be approved in advance by the School.

Requesting Sick Leave

Eligible employees should call their direct supervisor. Directors need to call the Executive Director or the Human Resources contact as soon as they are aware that they are unable to report to work. If an Administrative Employee is absent from school due to illness, he or she must notify the school by 2:30 p.m. whether he or she will be absent the next school day. If the employee believes he or she can report to work the next day but subsequently becomes more ill, he or she should notify their director supervisor as soon as possible of the changed circumstances. If medical circumstances allow, employees should add in a time-off request in Paycom before taking sick leave.

Coordination of Sick Leave Benefits With Other Benefits

The Charter School will pay sick leave benefits (to the extent they have been accrued) to an eligible employee during the normal waiting period, if applicable, before the employee is paid workers' compensation benefits pursuant to the applicable law governing industrial injury or illness. Similarly, the Charter School will pay sick leave benefits during the normal waiting period, if applicable, before the eligible employee is paid benefits from state disability or other disability plan.

Personal Necessity Leave

Teachers may use up to sixteen (16) hours of their sick leave for personal necessity leave per year. Uses of personal necessity leave may include, but are not limited to, death or serious illness of a member of the teacher's immediate family (this is in addition to Bereavement Leave), an accident involving the teacher's person or property or the person or property of an immediate family member, adoption of a child, the birth of child making it necessary for a teacher who is the parent of the child to be absent from their position during work hours, personal legal matters, religious observances, and business matters that cannot be conducted outside of the workday. Teachers must request personal necessity leave at least one (1) week in advance unless an emergency situation occurs. Personal necessity leave does not accrue, cannot be carried over into the following year, and is not eligible to be paid out upon separation from employment.

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:

1. 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.
2. 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 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.
3. 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 servicemember 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.
4. 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

1. 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.
2. 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 servicemember 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 servicemember.
3. 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.
4. 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.

Pay during FMLA Leave

1. An employee on FMLA leave because of his/her own serious health condition must use all 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.
2. 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.
3. If an employee has exhausted his/her sick leave, leave taken under FMLA shall be unpaid leave.
4. 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.

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

1. 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
2. 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.

Medical Certifications

1. 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.
2. 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.
3. 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.
4. 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

1. An employee should request FMLA leave by completing a Request for Leave form and submitting it to the Executive Administrator. An employee asking for a Request for Leave form will be given a copy of the School's then-current FMLA leave policy.
2. 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.
3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
4. 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.
5. 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.
6. 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.
7. 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

1. 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.
2. 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).
3. 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.
4. 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

1. The Charter School 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.
2. 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:

1. 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

2. 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

1. 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.
2. The receipt of vacation pay, sick leave pay, or state disability insurance benefits, will not extend the length of pregnancy disability leave.
3. 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

The Charter School 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. The Charter School can recover premiums that it already paid on behalf of an employee if both of the following conditions are met:

1. The employee fails to return from leave after the designated leave period expires.
2. 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

1. 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.
2. 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

1. An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to the Executive Administrator. An employee asking for a Request for Leave form will be referred to the School's then current pregnancy disability leave policy.
2. 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.
3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
4. Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
5. 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.
6. The School will respond to a pregnancy disability leave request within (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

1. 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:
 - a. 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.
 - b. 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.
2. 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).

3. In accordance with Charter School 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.
4. 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.

Industrial Injury Leave (Workers' Compensation)

The Charter School, 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 employees receive any worker's compensation benefits to which they may be entitled, employees will need to:

- Immediately report any work-related injury to the Executive Administrator;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to the Executive Administrator; 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. The Charter School, 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 Executive Administrator 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.

Military and Military Spousal Leave of Absence

The Charter School 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, the Charter School 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.

The Charter School 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.

Bereavement Leave

All regular full-time employees, regardless of whether they work on a ten-month, eleven-month or twelve-month basis, may take up to 5 days paid leave per rolling 12-month period for the death of a grandparent, parent, parent-in-law (including parent of a domestic partner), spouse, domestic partner, child (including stepchild or child of domestic partner), or sibling.

Upon request, and at the Charter School's sole discretion, those employees not eligible for paid Bereavement Leave may take up to 5 days unpaid leave per rolling 12-month period as bereavement leave. Bereavement Leave will not be used in computing overtime pay. Exempt employees who work any portion of a workweek in which they also take unpaid bereavement leave will receive their full salary for that workweek. Employees eligible to accrue and take vacation under the Charter School's Vacation policy may elect to substitute accrued vacation days during any unpaid bereavement leave.

The Charter School retains the right to request verification from a funeral home or equivalent entity for any absences taken under the Charter School's Bereavement policy.

Jury Duty or Witness Leave

All regular full-time employees will be granted paid time off for jury duty for up to five (5) working days per rolling twelve (12) month period, regardless of whether they work on a ten (10) month, eleven (11) month or twelve (12) month basis.

All other employees will receive time off without pay for the entire duration of the jury duty. Likewise, any time beyond five (5) working days necessary to complete jury duty will be without pay for those employees receiving paid jury duty for the first five (5) days. Exempt employees who work any portion of a workweek in

which they also take unpaid jury duty leave will receive their full salary for that workweek. Employees eligible to accrue and take vacation under the Charter School's Vacation policy may elect to substitute accrued vacation days during any unpaid leave due to jury duty.

An employee receiving pay while on jury duty (whether Jury Duty pay or Vacation pay) will be paid at his or her regular rate of pay for the hours the employee is regularly scheduled to work, regardless of the time actually spent at jury duty.

If it is possible to do so, Teachers are requested to complete jury duty during a time period when school is not in session.

Teachers and Staff Employees must inform the Charter School's Director and Administrative Employees need to inform the Executive Director of the need for jury duty as soon as they receive the summons or subpoena to appear. To request time off (whether paid or unpaid), employees must submit a copy of the court summons to the Human Resources contact. If a Teacher is excused from court, he or she need not report to work during that same workday. Any other employee should return to work if he or she will be able to work at least two (2) hours during the normal workday after being excused from court. Once jury duty is completed, the employee must submit to the Charter School's Director a receipt from the court verifying the time spent in court. If the employee receives per diem pay from the court for a day that the Charter School provided the employee with paid jury duty leave, the employee should return that per diem pay to the Charter School. Employees may keep any travel allowance they received from the court.

Voting Time Off

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two (2) hours combined. Under these circumstances, an employee will be allowed a maximum of two (2) hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give the Executive Administrator at least two (2) days' notice.

School Appearance and Activities Leave

As required by law, the Charter School 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 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 the Charter School, 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.

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.

Victims of Abuse Leave

Charter School 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 Charter School 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 Charter School 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, Charter School 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 the Executive Administrator.

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 Executive Administrator 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 be sure to consult the Executive Administrator.

DISCIPLINE AND TERMINATION OF EMPLOYMENT

Rules of Conduct

The following conduct is prohibited and will not be tolerated by the School. This list of prohibited conduct is illustrative only and applies to all employees of the School; other types of conduct that threaten security, personal safety, employee welfare and the School's operations also may be prohibited. Further, the specification of this list of conduct in no way alters the at-will employment relationship as to at-will employees of the School. If an employee is working under a contract with the School which grants procedural rights prior to termination, the procedural terms in the contract shall apply.

1. Insubordination - refusing to perform a task or duty assigned or act in accordance with instructions provided by an employee's manager or proper authority.
2. Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities.
3. Unsatisfactory performance/failure to meet performance standards.
4. Lack of fitness for service, including the inability or failure to appropriately instruct or associate with students.
5. Failing to actively participate in any Charter School committee to which the individual has been assigned by the Charter School's Director or Executive Director.
6. Failing to attend mandatory staff meetings or professional development meetings.
7. Making false statements regarding any Charter School employee, supervisor, student, student's family members or visitor, or making threats of using abusive or otherwise inappropriate language toward Charter School employees, supervisors, students, students; family members or visitors.
8. Engaging in any inappropriate verbal, visual or physical conduct in the presence of a Charter School student or students' family members, or in the presence of any child on the Charter School campus or during a Charter School-sponsored event;
9. Use of profane, abusive or threatening language in conversations with other employees and/or intimidating or interfering with other employees.
10. Damaging, defacing, unauthorized removal, destruction or theft of another employee's property or of School property.
11. Unauthorized use, possession, alteration or transfer of Charter School supplies, technology resources or other Charter School property; or removing Charter School technology resources, records, documents or other Charter School property from the workplace without authorization from the employee's supervisor or the Charter School Director.
12. Refusing/failing to comply with any Charter School rule, policy or procedure, including but not limited to safety, health, and security policies and rules, the Charter School policy against harassment, the Charter School policy concerning violence in the workplace and the Charter School drug-free workplace policy.
13. Refusing or failing to keep parents informed of issues involving their child, refusing to respond to parents' concerns/communications in an appropriate manner, or failing to notify the Charter School's Director of any actual or potential issues involving the employee and the parent's relationship.
14. Failing to report any known or suspected physical or emotional abuse of a child as required by the Child Abuse and Neglect Reporting Act.
15. Photographing Charter School employees, students, students' families or visitors without adult authorization.
16. Fighting or instigating a fight on School premises.

17. Using or possessing firearms, weapons or explosives of any kind on School premises.
18. Gambling on School premises.
19. Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, specifically including applications for employment and time cards.
20. Recording the clock card, when applicable, of another employee or permitting or arranging for another employee to record your clock card.
21. Conducting personal business during business hours and/or unauthorized use of telephone lines for personal calls.
22. Excessive absenteeism or tardiness excused or unexcused.
23. Failing to promptly inform the Charter School Director or the front office when unable to report for work or when leaving work early.
24. Misrepresentation of information in connection with any leave of absence from work or application for or use of any Charter School benefit.
25. Posting any notices on School premises without prior written approval of management, unless posting is on a School bulletin board designated for employee postings.
26. 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.
27. Immoral or indecent conduct.
28. Conviction of a criminal act.
29. Engaging in sabotage or espionage (industrial or otherwise)
30. Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment.
31. Sleeping during work hours.
32. Release of confidential information without authorization.
33. Any other conduct detrimental to other employees or the School's interests or its efficient operations.
34. Engaging in any conduct that has a negative impact on the Charter School's overall school climate, the ability of faculty to work together as a team, the Charter School's ability to provide a positive environment for its students or the Charter School's ability to educate its students.
35. Any act or acts which cause the Charter School to be unable to invest the amount of trust or confidence required to continue employment.
36. Refusal to speak to supervisors or other employees.
37. Dishonesty.
38. Failure to possess or maintain the credential/certificate required of the position.

For employees who possess an employment contract which provides for other than at-will employment, the procedures and process for termination during the contract shall be specified in the contract.

Nothing in this Termination, Discipline, and Rules of Conduct policy (or in any other policy in this handbook) is intended to alter the employee's at-will status of employment with the Charter School. In addition, no

disciplinary procedure or progressive disciplinary process implemented by the Charter School at any time is intended to alter the at-will status of employment with the Charter School. Please refer to the At-Will Employment Policy for more information.

Off-Duty Conduct

While the School does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the School's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the 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 our School.
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with our School.
- Additional employment that impairs or has a detrimental effect on the employee's work performance with our 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 our School.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to the School explaining the details of the additional employment. If the additional employment is authorized, the School assumes no responsibility for it. The Charter School shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Termination of Employment

Should it become necessary for an employee to terminate their at-will employment with the School, employees should notify the Executive Administrator regarding their intention as far in advance as possible. At least two (2) weeks' notice is expected whenever possible.

When you terminate your at-will employment, you will be entitled to all earned but unused vacation pay. If you are participating in the medical and/or dental plan, you will be provided information on your rights under COBRA.

Reduction In Force (Layoff) Policy

Layoff of Employees For Following Academic Year

Layoffs may occur at the end of the year for the ensuing academic year for the following reasons:

- YPICS has determined that ensuing academic year state and federal funding levels will necessitate engaging in the reduction in force;
- YPICS has determined that attendance at a YPICS school engaging in the reduction in force will decline in the following year based upon enrollment projections or demographic projections;
- Whenever a particular kind of service is to be reduced or discontinued not later than the beginning of the following school year;
- Whenever the authorizing agency or amendment of state law requires the modification or alteration of curriculum;
- Whenever a YPICS school has its charter revoked or the charter is not renewed by the granting agency;
- When the governing Board of YPICS votes to close a YPICS school engaging in the reduction in force.

Employees to be laid off shall be given written Reduction in Force (layoff) notice no later than May 15.

- The notice shall be deemed complete when the employee is personally served or when the notice is deposited in the United States mail, certified, return receipt requested, postage prepaid, addressed to the employee at the employee's last known address on file with YPICS. Notice may also be served via certified mail or FedEx overnight delivery, the date the letter was sent shall be used as the date to determine whether written notice was timely provided.
- Written notice can also be provided electronically by the May 15 deadline.

Layoff of Employees for Current Academic Year

Layoff of employees may occur in the current academic year for the following reasons:

- The average daily attendance for YPICS school engaging in the reduction of force declined more than one class size from one Principal Apportionment Period to the next, school wide or for a particular grade or subject;
- Whenever the charter for the YPICS school engaging in the reduction in force is revoked or is not renewed;
- When the governing Board of YPICS votes to close a YPICS school engaging in the reduction in force.

In the event YPICS determines it is necessary to lay off any employees pursuant to this provision, YPICS will provide written Reduction in Force (layoff) notices to employees no later than thirty (30) days in advance of an impending layoff by either delivering the notice by hand or sending it via certified mail or FedEx overnight delivery as outlined above.

Layoff Considerations

Prior to issuing a notice of layoff, YPICS will determine the particular kind of service to be reduced (e.g. certificated, classified, etc.). YPICS shall apply the following provisions to all employees qualified to work in the particular kind of service in order to determine which employee(s) shall be laid off:

- Skills and abilities of each employee, as they currently relate to the functional needs of YPICS;
- Collaborative team player with supervisors, colleagues, and direct reports;
- Performance history of each employee;
- Seniority;
- Non-performance related problems of each employee, including but not limited to misconduct, absenteeism and tardiness;
- Flexibility and versatility of each employee, including but not limited to the ability to perform other functions within his/her school or site, as well as the ability to perform functions at other sites;
- Commitment to YPICS and towards personal growth and development within the organization, including but not limited to taking courses and other outside training to obtain advanced skills and degrees.

Verification and Reference Policy

All requests for employment verification, references or personal information verification or disclosures must be directed to the Human Resources contact. No one other than the Human Resources contact and the Executive Director is authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees. With respect to verification requests, the Charter School will disclose only the employee's dates of employment and the title of the last position held. The Charter School will verify or disclose additional information about the employee only if the employee provides written authorization for the Charter School to provide the information. However, the Charter School will provide information about current or former employees as required by law or court order. The Charter School will not provide any letters of reference for current or former employees. Please refer all questions about this policy to the Human Resources contact. Nothing in this policy shall prohibit employees from writing letters of reference in their personal capacity; such letters may not be on the Charter School's letterhead.

INTERNAL COMPLAINT REVIEW

Open Door Policy

Employees who have job-related concerns or complaints are encouraged to discuss them with your Executive Administrator, the Chief Operations Officer, or Executive Director, or any other management representative with whom they feel comfortable. The Charter School believes that employee concerns are best addressed through this type of informal and open communication. Employees are encouraged to raise their work-related concerns with your Executive Administrator, the Chief Operations Officer, or Executive Director or other management representative as soon as possible after the events that cause the concern.

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 Executive Administrator, the Chief Operations Officer, Executive Director, 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 immediate supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Executive Administrator or designee:

1. The complainant will bring the matter to the attention of the Executive Administrator as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate; and
2. The complainant will reduce his or her complaint to writing, indicating all known and relevant facts. The Executive Administrator or designee will then investigate the facts and provide a solution or explanation;
3. If the complaint is about the Executive Administrator, the complainant may file his or her complaint to the Senior Director of Programs and HR. The Senior Director of Programs and HR will then investigate the facts and provide a solution or explanation;
4. If the complaint is about the Executive Director, the complainant may file his or her complaint in a signed writing to the President of the School’s Board of Directors, who will then confer with the Board and may conduct a fact-finding or authorize a third party investigator on behalf of the Board. The Board President or investigator will report his or her findings to the Board for review and action, if necessary.

This policy cannot guarantee that every problem will be resolved to the employee’s satisfaction. However, the School values each employee’s ability to express concerns and the need for resolution without fear of adverse consequence to employment.

Policy for Complaints Against Employees

(Complaints by Third Parties Against Employees)

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

If complaints cannot be resolved informally, complainants may file a written complaint with the office of the Executive Director or Board President (if the complaint concerns the Executive Administrator) 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 Executive Director (or designee) shall abide by the following process:

1. The Executive Director or designee shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.

2. In the event that the Executive Director (or designee) finds that a complaint against an employee is valid, the Executive Director (or designee) may take appropriate disciplinary action against the employee. As appropriate, the Executive Administrator (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
3. The Executive Director's (or designee's) decision relating to the complaint shall be final unless it is appealed to the Board of Directors. The decision of the Board shall be final.

General Requirements

1. Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
2. Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
3. Resolution: The Board (if a complaint is about the Executive Administrator) or the Executive Administrator 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.

The Charter School 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 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 Executive Administrator 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 to be unlawful.

The Charter School 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.

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 against: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

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

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

Signature of Complainant

Date: _____

Print Name

To be completed by School:

Received by: _____

Date: _____

YPI CHARTER SCHOOLS



Bert Corona Charter High School

Homeless Education Policy

Bert Corona Charter High School has designated Yolanda Fuentes as the liaison for homeless children and youths. She may be reached at msfuentes@coronacharter.org or (818) 472-9138.

Bert Corona Charter High School agrees to implement the following policy ensure that all children and youth who are homeless receive a free appropriate public education and are given opportunity to succeed in school, consistent with the McKinney-Vento Homeless Assistance Act and requirements of submitting the Consolidated Application for accessing federal categorical funding.

Bert Corona Charter High School will ensure that children and youth who are homeless are free from discrimination, segregation, and harassment.

Information regarding this policy, including the educational rights of children and youth identified as homeless will be distributed to all students upon enrollment and once during the school year, provided to students who seek to withdraw from Bert Corona Charter High School, as well as other places where children, youth, and families who are homeless receive services, including family and youth shelters, motels, campgrounds, welfare departments, health departments, and other social service agencies. This policy is also available at (insert charter school URL)

Definitions

Children and youth experiencing homelessness means children and youth who are otherwise legally entitled to or eligible for a free public education and who lack a fixed, regular, and adequate nighttime residence, including:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, campgrounds, or trailer parks due to a lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting placement in foster care.
- Children and youth who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

- Children and youth who are living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.
- Migratory children and youth who are living in a situation described above.

A child or youth will be considered to be homeless for as long as he or she is in a living situation described above.

Unaccompanied youth means a youth not in the physical custody of a parent or guardian, who meets the definition of homeless as defined above. The more general term youth also includes unaccompanied youth.

Enroll and enrollment means attending school and participating fully in all school activities. *Immediate* means without delay.

Parent means a person having legal or physical custody of a child or youth.

Local liaison is the staff person designated by Bert Corona Charter High School as the person responsible for carrying out the duties assigned to the local homeless education liaison by the McKinney-Vento Homeless Assistance Act.

Identification

Children and youth who qualify as homeless in Bert Corona Charter High School will be identified. Data will be collected on the number of children and youth experiencing homelessness in Bert Corona Charter High School; where they are living; their academic achievement (including state and local assessments); and the reasons for any enrollment delays or interruptions in their education.

School Selection

Each child and youth enrolled at Bert Corona Charter High School identified as homeless has the right to remain enrolled. Services that are required to be provided, including transportation to and from the Bert Corona Charter High School and services under federal and other programs, will not be considered in determining feasibility.

Enrollment

Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including:

- Proof of residency
- Transcripts/school records (Bert Corona Charter High School must contact the student's previous school to obtain school records. Initial placement of students whose records are not immediately available can be made based on the student's age and information gathered from the student, parent, and previous schools or teachers.)
- Immunizations or immunization/health/medical/physical records (If necessary, the school must refer students to the local liaison to assist with obtaining immunizations and/or immunization and other medical records.)
- Proof of guardianship

- Birth certificate
- Unpaid school fees
- Lack of clothing that conforms to dress code
- Any factor related to the student's living situation

Unaccompanied youth must be enrolled immediately in school. They may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or local liaison.

Services

Children and youth experiencing homelessness will be provided services comparable to services offered to other students in Bert Corona Charter High School including:

- Transportation
- Title I, Part A services - Children and youth identified as homeless are automatically eligible for Title I, Part A services
- Educational services for which the student meets eligibility criteria, including special education and related services and programs for English language learners
- Vocational and technical education programs
- Gifted and talented programs
- Before- and after-school programs
- Free meals - On the day a child or youth identified as homeless enrolls in school, Bert Corona Charter High School must submit the student's name to its food service program coordinator for immediate eligibility.

When applying any standing policy regarding tardiness or absences, any tardiness or absence related to a child or youth's living situation will be excused.

Disputes

If a dispute arises over any issue covered in this policy, the child or youth experiencing homelessness will be admitted immediately to Bert Corona Charter High School pending final resolution of the dispute. The student will also have the rights of a student who is homeless to all appropriate educational services, transportation, free meals, and Title I, Part A, services while the dispute is pending.

Bert Corona Charter High School will provide the parent or unaccompanied youth with a written explanation of its decision and the right to appeal and will refer the parent or youth to the local liaison immediately. The local liaison will ensure that the student is enrolled at Bert Corona Charter High School and is receiving other services to which he or she is entitled and will resolve the dispute as expeditiously as possible. The parent or unaccompanied youth will be given every opportunity to participate meaningfully in the resolution of the dispute. The local liaison will keep records of all disputes in order to determine whether particular issues or schools are repeatedly delaying or denying the enrollment of children and youth identified as homeless. The parent, unaccompanied youth, or school district may appeal the Bert Corona Charter High School's decision as provided in Bert Corona Charter High School's formal dispute resolution process.

Training

The local liaison will conduct training regarding Title X requirements and sensitivity/awareness activities for all staff of Bert Corona Charter High School.

Coordination

The local liaison will coordinate with and seek support from the local district and county coordinator for the Education of Homeless Children and Youth, public and private service providers in the community, housing and placement agencies, local liaisons in neighboring districts, and other organizations and agencies. Coordination will include conducting outreach and training through those agencies. Both public and private agencies will be encouraged to support the local liaison and Bert Corona Charter High School in implementing this policy.

CharterSAFE

BE SAFE • FEEL SAFE

2020-2021 Membership Proposal

Prepared for:

YPI Charter Schools, Inc.

Coverage Effective:

July 01, 2020 at 12:01 AM - July 01, 2021 at 12:01 AM

California Charter Schools Joint Powers Authority
P.O. Box 969, Weimar, CA 95736
Phone: 888.901.0004 Fax: 888.901.0004
www.chartersafe.org

Issued: May 28, 2020 at 12:26 am

DISCLOSURE: This proposal is an outline of the coverages proposed by California Charter Schools Joint Powers Authority (CCSJPA) based on the information provided by the Named Member. It does not include all of the terms, coverages, exclusions, limitation and conditions of the actual contracts. The policies themselves must be read for those details. Policy forms for your reference will be made available upon request to CCSJPA. As set forth in this document, CCSJPA DBA CharterSAFE shall be referred to as CharterSAFE.

Dear Ruben,

CharterSAFE is pleased to present your membership proposal for the 2020-2021 year. Your membership includes the following:



For a more detailed listing of our member services, please contact **Karen Bianchini**, Managing Director, Risk Management, at kbianchini@chartersafe.org or (916) 880-3460.

All of CharterSAFE's coverage placements are with insurance companies that have a financial rating with A.M. Best of A- (Excellent), financial size category VII (\$50M policyholder surplus minimum) or higher or are placed with an approved California scholastic joint powers authority.

REQUIRED SIGNATURES:

To bind coverage, you must complete and sign the following:

1. The proposal acceptance at the end of the "Member Contribution Summary" page

We look forward to working with you in the 2020-2021 year!

Thank you,

The CharterSAFE Team

CharterSAFE

2020-2021 CLAIMS AND INCIDENT REPORTS GUIDELINES

Member schools must notify CharterSAFE by submitting an online report, as soon as practicable, of an occurrence, accident, injury, claim, or suit or of circumstances that may reasonably result in a claim or suit. A delay in reporting could mean lapse in coverage.

For your protection, claims will not be accepted by phone, email, or fax.

CLAIMS FILING PROCESS ON THE WEB PORTAL

- Go to www.chartersafe.org and log in.
- If you need to reset your login credentials, please reach out to your CharterSAFE Representative: **Egan Yu** at eyu@chartersafe.org.
- Hover over the "Claims" tab, choose "Submit a Claim" and our website will prompt you with a series of questions to help you determine the appropriate claim form to submit.
- Complete the online questions and select the "Submit" icon at the bottom. After submission, you will receive a confirmation email with information regarding next steps.

CLAIMS RESOURCES AND FORMS

- Hover over the "Claims" tab, choose "Resources and Forms" and you will find all supporting documents you might need when filing a claim or incident report, such as:
 - Student Accident Claim Packet (English and Spanish)
 - Volunteer Accident Claim Packet (English and Spanish)
 - Statement of No Insurance
 - Workers' Compensation Claim Form (DWC-1)
 - Employee Fact Sheet
 - Kaiser on the Job Clinics
 - Employee Injury Card

For any claim reporting questions, please contact **Dennis Monahan**, Managing Director, Claims, at (619) 878-6221 or email dmonahan@chartersafe.org.

CharterSAFE • Protecting Schools. Promoting Safety. Customizing Insurance.

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SELF
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MEMBER CONTRIBUTION SUMMARY

YPI Charter Schools, Inc.

Coverage Effective: July 01, 2020 at 12:01 AM - July 01, 2021 at 12:01 AM

Your CharterSAFE Insurance Program includes the following coverages:

Liability & Property Package Member Contribution

\$127,924

Core Liability Program

- Directors & Officers Liability
- Employment Practices Liability
- Fiduciary Liability
- General Liability
- Employee Benefits Liability
- Educator's Legal Liability
- Sexual Abuse Liability
- Law Enforcement Liability
- Automobile Liability & Physical Damage

Crime

- Property
- Student & Volunteer Accident

Additional Program Coverages

- Pollution Liability and First Party Remediation
- Terrorism Liability and Property
- Cyber Liability

Workers' Compensation & Employer's Liability Member Contribution

\$56,811

Total Member Contribution

\$184,735

Choose One Payment Option

Payment in Full \$184,735

Installment Plan

- Deposit (25%) - Due Now - \$46,184
- 9 Monthly Installments - \$15,395

*Refer to the CharterSAFE Invoice for details and instructions on payment by ACH Debits

Invoices shall become delinquent thirty (30) calendar days from installment due date. CharterSAFE membership, including insurance coverage, is subject to cancellation for any invoice over sixty (60) days past due.

Proposal Acceptance:

By signing below, I, representing the Named Member in this proposal, acknowledge that I have read the complete proposal and agree to the terms outlined within.

Print Name _____ Date _____

Signature _____ Date _____

DISCLOSURE: This proposal is an outline of the coverages proposed by California Charter Schools Joint Powers Authority (CCSJPA) based on the information provided by the Named Member. It does not include all of the terms, coverages, exclusions, limitation and conditions of the actual contracts. The policies themselves must be read for those details. Policy forms for your reference will be made available upon request to CCSJPA. As set forth in this document, CCSJPA DBA CharterSAFE shall be referred to as CharterSAFE.

Mailing Address

10660 White Oak Ave #B101
Granada Hills, CA 91344

Continuity and Retroactive Dates

Directors & Officers Liability Continuity Date: **07/01/2013**

Employment Practices Liability Continuity Date: **07/01/2013**

Fiduciary Liability Continuity Date: **07/01/2013**

Vehicles

Vehicle Type	Make	Model	Year	VIN
Van	Ford	Transit F150	2019	1FMZK1YMOKKA52830
Van	Ford	Transit F150	2019	1FMZK1YM2KKA59651
Van	Ford	Transit Passenger Van	2019	1FMZK1YM1KKA70480
Van	Ford	Transit Passenger Wagon	2019	1FMZK1YM6KKA36115
Van	Ford	Transit Passenger Wagon	2019	1FMZK1YM3KKA85417

EXPOSURES & LOCATIONS

Member contributions are calculated based on the following exposures:

Students/Employees/Payroll

Location Address(es)	Students	Employees	Payroll
Bert Corona Charter High School 12513 Gain Street Pacoima, CA 91331	243	16	\$0.00
Bert Corona Charter School 9400 Remick Avenue Pacoima, CA 91331	378	32	\$2,248,058.00
Monseñor Oscar Romero Charter School 2670 W 11th Street Los Angeles, CA 90006	342	44	\$2,448,636.00
YPI Charter Schools 10660 White Oak Ave #B101 Granada Hills, CA 91344	0	0	\$0.00
Total:	963	92	\$4,696,694.00

Property Values

Location Address(es)	Building Value	Content Value	Electronic Data Processing (EDP)	Total Insured Value (TIV)
Bert Corona Charter High School 12513 Gain Street Pacoima, CA 91331	\$0.00	\$100,000.00	\$0.00	\$100,000.00
Bert Corona Charter School 9400 Remick Avenue Pacoima, CA 91331	\$420,000.00	\$51,975.00	\$267,750.00	\$739,725.00
Monseñor Oscar Romero Charter School 2670 W 11th Street Los Angeles, CA 90006	\$0.00	\$43,050.00	\$199,500.00	\$242,550.00
YPI Charter Schools 10660 White Oak Ave #B101 Granada Hills, CA 91344	\$0.00	\$30,000.00	\$0.00	\$30,000.00
Total:	\$420,000.00	\$225,025.00	\$467,250.00	\$1,112,275.00

CORE LIABILITY PROGRAM

Core Liability Program Coverage Limits: **\$5,000,000** Per Member Aggregate

The Core Liability Program Breaks Down As Follows:

Directors & Officers, Employment Practices, and Fiduciary Liability

Coverages	Limits	Deductibles
Directors & Officers and Company Liability	\$5,000,000 per claim and member aggregate	Varies*
Employment Practices Liability	\$5,000,000 per claim and member aggregate	Varies*
Fiduciary Liability	\$1,000,000 per claim and member aggregate	\$0

*Subject to Named Member's claim experience beginning five years prior to the inception of the period of coverage up to the date of loss. One or more claims on your loss history will increase the deductible. Refer to the Memorandum of Coverage (MOC) for the detailed tiered deductibles.

0 Claim:	\$15,000.00 per occurrence
1 Claim:	\$25,000.00 per occurrence
2 Claims:	\$50,000.00 per occurrence
3 or more Claims:	\$100,000.00 per occurrence

Reporting: Claims must be reported to CharterSAFE within 60 days after policy expiration. Coverage is provided on a claims-made basis.

General Liability

Coverages	Limits	Deductibles
Bodily Injury Property Damage	\$5,000,000 per occurrence and member aggregate	\$500 per occurrence for bodily injury arising out of participation in a school sponsored <i>High-Risk Activity</i> *
Medical Payments	\$10,000 per person \$50,000 per occurrence	\$0
Products and Completed Operations	\$5,000,000 per occurrence and member aggregate	\$0
Armed Assailant Sublimit	\$100,000 per occurrence and aggregate	\$0

*A list of *High-Risk Activities* is available at www.chartersafe.org or you may contact [Karen Bianchini](mailto:kbianchini@chartersafe.org) (kbianchini@chartersafe.org / (916) 880-3460) of CharterSAFE's Risk Management team.

Employee Benefits Liability

Coverages	Limits	Deductibles
Employee Benefits Liability	\$5,000,000 per occurrence and member aggregate	\$0

Educator's Legal Liability

Coverages	Limits	Deductibles
Educator's Legal Liability	\$5,000,000 per occurrence and member aggregate	\$2,500 per occurrence
IEP (Individualized Education Program) Defense Sublimit	\$50,000 per occurrence and aggregate sublimit	\$7,500 per occurrence

Sexual Abuse Liability

Coverages	Limits	Deductibles
Sexual Abuse Liability	\$5,000,000 per occurrence and member aggregate	\$0 if school completes training requirement \$100,000 if school did not complete training requirement
<p>*Training Mandate Sexual Abuse Prevention Training by CharterSAFE is available under the CharterSAFE Learning Center and is REQUIRED to be completed by 90% or more of staff within 90 days of coverage renewal. New employees are required to complete the training within 6 weeks of employment.</p>		

Law Enforcement Activities Liability

Coverages	Limits	Deductibles
Law Enforcement Activities Liability	\$5,000,000 per occurrence and member aggregate	\$0

Automobile

Coverages	Limits	Deductibles
Auto Liability, including autos scheduled with CharterSAFE, non-owned autos, and hired autos	\$5,000,000 per occurrence and member aggregate	\$0
Auto Physical Damage*	\$1,000,000 per occurrence and member aggregate	\$500 per occurrence for Hired Auto Physical Damage
<p>*Auto Physical Damage described herein for hired automobiles is secondary to any/all rental coverage offered by the rental company(ies). CharterSAFE strongly advises our members to purchase auto physical damage when renting vehicles.</p>		

Excess Liability - SELF

Coverage Provided by:	Schools Excess Liability Fund (SELF)
Coverage:	Excess Liability with separate Memorandum of Coverage with separate terms, conditions, and exclusions.
Limits:	\$50,000,000 per occurrence/claim and member aggregate as outlined by the SELF Memorandum of Coverage. This coverage is excess of the \$5M limits above to total a limit of \$55M.

CharterSAFE joined SELF, a nonprofit scholastic JPA in California, as a single member of SELF for excess liability coverage. Please note that SELF is a separate entity from CharterSAFE and carries a separate Memorandum of Coverage with different limits, terms, conditions and exclusions. You can access SELF JPA's information at www.selfipa.org.

Employment Practices Liability coverage within the SELF layer includes ONLY these three types: wrongful termination, discrimination, and/or sexual harassment.

CRIME

Coverages	Limits	Deductibles
Money and Securities	\$1,000,000 per occurrence and member aggregate	\$500 per occurrence
Forgery or Alteration	\$1,000,000 per occurrence and member aggregate	\$500 per occurrence
Employee Dishonesty	\$1,000,000 per occurrence and member aggregate	Varies*
Computer and Funds Transfer Fraud	\$1,000,000 per occurrence and member aggregate	\$500 per occurrence

*Subject to Named Member's claim experience beginning five years prior to the inception of the period of coverage up to the date of loss. One or more claims on your loss history will increase the deductible. Refer to the Memorandum of Coverage (MOC) for the detailed tiered deductibles.

0 Claim: \$500.00 per occurrence
 1 Claim: \$5,000.00 per occurrence
 2 Claims: \$10,000.00 per occurrence
 3 or more Claims: \$20,000.00 per occurrence

PROPERTY

Perils Include: Direct Physical Loss subject to all the terms, conditions, and exclusions established in the applicable policy(ies)

Valuation: Replacement Cost as scheduled with CharterSAFE, see "Exposures & Locations" section

Coverages	Limits	Deductibles
Property	As scheduled with CharterSAFE subject to the maximum limit of \$100,000,000 per occurrence. See "Exposures & Locations" section for scheduled limits.	\$1,000 per occurrence
Boiler & Machinery / Equipment Breakdown	As scheduled with CharterSAFE subject to the maximum limit of \$100,000,000 per occurrence. See "Exposures & Locations" section for scheduled limits.	\$1,000 per occurrence
Business Interruption	\$10,000,000 per occurrence	\$1,000 per occurrence
Extra Expense	\$10,000,000 per occurrence	\$1,000 per occurrence
Causes of Loss: Water Damage Wildfire	As scheduled with CharterSAFE subject to the maximum limit of \$100,000,000 per occurrence. See "Exposures & Locations" section for scheduled limits.	Varies*

*Subject to Named Member's claim experience beginning five years prior to the inception of the period of coverage up to the date of loss. One or more claims on your loss history will increase the deductible. Refer to the Memorandum of Coverage (MOC) for the detailed tiered deductibles.

0 Claim: \$1,000.00 per occurrence
 1 Claim: \$5,000.00 per occurrence
 2 Claims: \$10,000.00 per occurrence
 3 or more Claims: \$20,000.00 per occurrence

PLEASE NOTE:

If you have a renovation/construction project valued over \$200,000 in hard and soft costs, please contact your CharterSAFE Representative: Egan Yu at eyu@chartersafe.org. CharterSAFE is able to endorse builder's risk coverage for renovation projects up to \$10,000,000 onto your policy. Additional premium would apply.

If you are interested in a separate policy for flood and/or earthquake coverage, please contact Kiki Goldsmith (Kiki_Goldsmith@ajg.com/ 949-349-9842).

STUDENT AND VOLUNTEER ACCIDENT

Coverages	Limits	Deductibles
Student Accident	\$50,000 per injury/accident 104 Week benefit period	\$500 per injury/accident for <i>High-Risk Activities</i> *
Volunteer Accident	\$25,000 per injury/accident 104 Week benefit period	\$500 per injury/accident for <i>High-Risk Activities</i> *

*A list of *High-Risk Activities* is available at www.chartersafe.org or you may contact Karen Bianchini (kbianchini@chartersafe.org / (916) 880-3460) of CharterSAFE's Risk Management team.

Terms & Conditions:

- Coverage is provided on an excess basis, but would become primary should the student not have health insurance.
- Claim submission deadline: 90 days after the Covered Accident.

Optional Catastrophic Student Accident Coverage:

If interested in obtaining higher limits with or without sports included, please contact:

Gallagher
18201 Von Karman Avenue, Suite #200
Irvine, CA 92612

Kiki Goldsmith
Client Service Executive
Kiki_Goldsmith@ajg.com
949-349-9842

ADDITIONAL PROGRAM COVERAGES

Pollution Liability And First Party Remediation

Coverages	Limits	Deductibles
Pollution Liability and First Party Remediation	\$1,000,000 per pollution condition or indoor environmental condition \$5,000,000 CharterSAFE Members' Combined Annual Aggregate	\$10,000 per occurrence

Reporting: Claim must be reported to CharterSAFE within 60 days after policy expiration.
Coverage is provided on a claims-made basis.

Terrorism Liability

Coverages	Limits	Deductibles
Terrorism Liability	\$5,000,000 per occurrence and CharterSAFE Members' Combined Annual Aggregate	\$0

Reporting: Claim must be reported to CharterSAFE within 60 days after policy expiration.
Coverage is provided on a claims-made basis.

Terrorism Property

Coverages	Limits	Deductibles
Terrorism Property	As scheduled with CharterSAFE subject to the maximum limit of \$20,000,000 per occurrence. See "Exposures & Locations" section for schedule limits.	\$1,000 per occurrence

Cyber Liability

Coverages	Limits	Deductibles
Cyber Liability	\$1,000,000 per claim \$5,000,000 CharterSAFE Members' Combined Annual Aggregate	\$2,500 per claim

Coverage Includes:

- Privacy Notification Costs
- Regulatory Fines and Claim Expenses for Privacy Liability
- Extortion Damages for Extortion Threat
- Crisis Management Expenses
- Business Interruption

Reporting: Claim must be reported to CharterSAFE within 60 days after policy expiration.
Coverage is provided on a claims-made basis.

Requirement for Coverage to be in effect: Completed cyber application.

WORKERS' COMPENSATION & EMPLOYER'S LIABILITY

Coverages	Limits	Deductibles
Workers' Compensation	Statutory	\$0
Employer's Liability	\$5,000,000 per Accident \$5,000,000 by Disease per Employee \$5,000,000 by Disease Policy Limit	\$0

Auditable:

The estimated payroll figure will be audited at the end of each coverage period. CharterSAFE will request copies of the 941 Federal Quarterly Reporting Forms on a quarterly basis to verify the payroll figure. If the estimated payroll figure has been overestimated, a refund will be issued. If the estimated payroll figure has been underestimated, an invoice for the additional amount due will be issued.

Coversheet

FY20-21 YPICS Budgets

Section: V. Items Scheduled For Action
Item: A. FY20-21 YPICS Budgets
Purpose: Vote
Submitted by:
Related Material: FY20-21 Budget YPICS.pptx
20-21 Budget MORCS Details.pdf
20-21 Budget BCCS Details.pdf
20-21 Budget BCHS Details.pdf

FY20-21 BUDGET

YPI Charter Schools, Inc

Revenue Assumptions

- One time Federal ESSER funding (CARES Act)
 - BCCS - \$135,044
 - MORCS - \$150,638
 - BCHS - \$73,817
- LCFF -10% COLA (May revised is -7.92%)
- SB740 assumes 0% funding for Other Costs and 20% reduction to Rent Reimbursement
- PPP Loan is not included in the budget

Revenue Assumptions

- Enrollment / ADA
 - BCCS – 371 / 356.16 or 96%
 - MORCS – 350 / 337.75 or 96.5%
 - High School – 197 / 183.33 or 94.5%
- Unduplicated Count
 - BCCS – 77%
 - MORCS – 94%
 - High School – 92%
 - LAUSD – 85.40%

Expense Assumptions

- Salaries
 - Salaries Freeze
 - Staff Reduction
 - Hiring Freeze
- STRS 16.15% (decrease from 18.1%)
- Health Insurance Costs are estimated to stay the same as FY19-20
- Reduction in Field Trips
- Reduction in Travel

Expense Assumptions

- Rent
 - BCCS (\$10,300 a month)
 - M&O for MORCS \$280K + \$60K for Utilities
 - M&O contract assumes 3 years
 - Prop 39 for High School (\$227K)
 - Closing of Central Admin building in October
- MORCS Prop 1D repayment loan
- Indirect Cost – allocated based on the number of students.

Expense Assumptions

- ExED contracts:
 - Management and Accounting Services :
 - \$222,282 – no increase
 - CALPADS:
 - \$11,500 per school (increase from \$8,750 due to increase in complexity of CALPADS reporting)
- CASH Flow needs
 - Bert Corona High School will need to borrow from Bert Corona Middle during the year to support cash flow needs due to the deferrals

Central Admin – Summary Budget

YPI CHARTER SCHOOLS, INC - CENTRAL ADMIN						
Multi-Year Budget Summary						
Prepared by ExED. For use by ExED and ExED clients only. © 2020 ExED						
	2019-20	2020-21 Forecast	2021-22	2022-23	2023-24	2024-25
INCOME						
8011-8098 · Local Control Funding Formula Sources	-	-	-	-	-	-
8100-8299 · Federal Revenue	-	-	-	-	-	-
8300-8599 · Other State Revenue	-	-	-	-	-	-
8600-8799 · Other Local Revenue	15,906	-	-	-	-	-
Grants/Fundraising	-	-	-	-	-	-
8999 · Other Prior Year Adjustment	-	-	-	-	-	-
TOTAL INCOME	15,906	-	-	-	-	-
EXPENSE						
1000 · Certificated Salaries	305,423	335,054	348,456	362,395	376,890	391,966
2000 · Classified Salaries	348,701	254,056	264,219	274,787	285,779	297,210
3000 · Employee Benefits	191,591	170,149	179,062	189,630	200,893	212,901
4000 · Supplies	6,658	4,884	5,031	5,181	5,337	5,497
5000 · Operating Services	(845,742)	(770,560)	(799,475)	(832,792)	(869,173)	(907,574)
6000 · Capital Outlay	9,275	6,417	2,707	799	274	-
7000 · Other Outgo	-	-	-	-	-	-
TOTAL EXPENSE	15,906	(0)	(0)	0	(0)	0
NET INCOME	0	0	0	(0)	0	(0)
Ending Cash Balance	(20,119)	41,700	44,407	45,205	45,479	45,479

BCCS – Summary Budget

BERT CORONA CHARTER SCHOOL

Multi-Year Budget Summary

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	2019-20	2020-21 Forecast	2021-22	2022-23	2023-24	2024-25
Total Enrollment	371	371	371	371	371	371
ADA	354.27	356.16	356.16	356.16	356.16	356.16
% Free and Reduced	77%	77%	77%	77%	77%	77%
% English Language Learners	25%	25%	25%	25%	25%	25%
% Unduplicated Low Income, EL, Foster Youth	81%	77%	77%	77%	77%	77%
INCOME						
8011-8098 · Local Control Funding Formula Sources	3,683,607	3,276,676	3,255,776	3,232,018	3,232,018	3,312,800
8100-8299 · Federal Revenue	2,932,832	2,904,264	1,049,979	431,875	431,875	431,875
8300-8599 · Other State Revenue	347,525	322,883	322,915	322,915	322,915	324,685
8600-8799 · Other Local Revenue	257,559	251,531	251,531	251,531	251,531	251,531
Grants/Fundraising	78,500	10,000	10,000	10,000	10,000	10,000
8999 · Other Prior Year Adjustment	6,190	-	-	-	-	-
TOTAL INCOME	7,306,213	6,765,353	4,890,200	4,248,339	4,248,339	4,330,892
EXPENSE						
1000 · Certificated Salaries	1,205,153	1,217,948	1,227,362	1,255,228	1,292,885	1,331,671
2000 · Classified Salaries	919,761	571,222	560,252	567,781	584,814	602,359
3000 · Employee Benefits	657,642	600,362	615,898	665,363	693,260	722,418
4000 · Supplies	618,433	605,468	512,966	482,972	484,235	485,505
5000 · Operating Services	3,677,241	3,511,375	1,989,562	1,506,279	1,539,967	1,575,474
6000 · Capital Outlay	261,495	236,863	90,528	61,099	47,893	17,412
7000 · Other Outgo	5,684	-	-	-	-	-
TOTAL EXPENSE	7,345,409	6,743,238	4,996,568	4,538,722	4,643,054	4,734,839
NET INCOME	(39,196)	22,115	(106,368)	(290,384)	(394,715)	(403,947)
Ending Cash Balance	1,280,735	1,283,131	1,515,511	1,696,460	1,135,151	227,051

MORCS– Summary Budget

MONSEÑOR OSCAR ROMERO CHARTER SCHOOL

Multi-Year Budget Summary

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	2019-20	2020-21 Forecast	2021-22	2022-23	2023-24	2024-25
Total Enrollment	352	350	360	360	360	360
ADA	345.07	337.75	347.40	347.40	347.40	347.40
% Free and Reduced	94%	94%	94%	94%	94%	94%
% English Language Learners	29%	29%	29%	29%	29%	29%
% Unduplicated Low Income, EL, Foster Youth	96%	94%	94%	94%	94%	94%
INCOME						
8011-8098 · Local Control Funding Formula Sources	3,700,317	3,253,001	3,343,473	3,340,781	3,341,080	3,424,584
8100-8299 · Federal Revenue	498,042	611,497	494,186	494,493	494,493	494,493
8300-8599 · Other State Revenue	202,399	194,593	196,998	197,161	197,161	197,307
8600-8799 · Other Local Revenue	285,074	230,596	236,328	236,328	236,328	236,328
Grants/Fundraising	13,453	10,000	10,000	10,000	10,000	10,000
8999 · Other Prior Year Adjustment	13,152	-	-	-	-	-
TOTAL INCOME	4,712,437	4,299,687	4,280,984	4,278,762	4,279,062	4,362,712
EXPENSE						
1000 · Certificated Salaries	1,206,014	1,211,455	1,247,799	1,285,233	1,323,790	1,363,503
2000 · Classified Salaries	525,110	468,954	483,023	497,514	512,439	527,812
3000 · Employee Benefits	546,009	532,411	553,190	603,023	627,971	654,038
4000 · Supplies	469,850	400,360	412,502	413,783	415,070	416,364
5000 · Operating Services	1,601,089	1,427,133	1,488,393	1,286,083	1,318,699	1,353,126
6000 · Capital Outlay	819,185	814,365	808,449	790,132	769,765	738,792
7000 · Other Outgo	67,383	154,677	150,796	146,838	142,799	138,679
TOTAL EXPENSE	5,234,641	5,009,355	5,144,152	5,022,605	5,110,533	5,192,314
NET INCOME	(522,204)	(709,668)	(863,168)	(743,843)	(831,471)	(829,603)
Ending Cash Balance	2,380,752	1,999,095	1,668,409	1,394,713	894,914	45,037

HS– Summary Budget

Bert Corona Charter High School

Multi-Year Budget Summary

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	2019-20	2020-21 Forecast	2021-22	2022-23	2023-24	2024-25
Total Enrollment	194	197	207	217	227	237
ADA	181.14	186.17	195.62	205.07	214.52	223.97
% Free and Reduced	92%	92%	92%	92%	92%	92%
% English Language Learners	19%	19%	19%	19%	19%	19%
% Unduplicated Low Income, EL, Foster Youth	94%	91%	92%	92%	92%	92%
INCOME						
8011-8098 · Local Control Funding Formula Sources	2,295,716	2,130,024	2,252,107	2,358,643	2,467,632	2,640,625
8100-8299 · Federal Revenue	200,882	259,855	207,593	213,313	219,034	224,754
8300-8599 · Other State Revenue	57,534	53,276	55,784	58,500	61,216	64,184
8600-8799 · Other Local Revenue	141,491	125,570	131,180	136,792	142,405	148,017
Grants/Fundraising	13,202	12,000	-	-	-	-
8999 · Other Prior Year Adjustment	4,660	-	-	-	-	-
TOTAL INCOME	2,713,486	2,580,725	2,646,663	2,767,249	2,890,287	3,077,580
EXPENSE						
1000 · Certificated Salaries	877,893	881,563	916,826	953,499	991,639	1,031,304
2000 · Classified Salaries	298,856	267,748	295,942	307,780	320,091	332,895
3000 · Employee Benefits	400,040	393,138	412,151	451,324	472,399	494,494
4000 · Supplies	187,645	149,555	157,466	165,419	173,416	181,457
5000 · Operating Services	885,931	811,761	861,104	912,406	965,930	1,022,381
6000 · Capital Outlay	62,611	49,384	41,422	39,800	35,113	561
7000 · Other Outgo	100	-	-	-	-	-
TOTAL EXPENSE	2,713,077	2,553,149	2,684,911	2,830,228	2,958,588	3,063,092
NET INCOME	409	27,576	(38,248)	(62,979)	(68,301)	14,489
Ending Cash Balance	179,578	134,020	141,998	142,373	143,978	116,621

MONSEÑOR OSCAR ROMERO CHARTER SCHOOL
 Multi-Year Budget Detail
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	-1	0	1	2	3	4		
	2019-20	2020-21 Trend	2021-22	2022-23	2023-24	2024-25	2020-21 Percent of Budget	Percent Change, 2019-20 to 2020-21
Enrollment	352	350	360	360	360	360		
ADA	345.07	337.75	347.40	347.40	347.40	347.40		
ADA %		97.0%	97%	97%	97%	97%		
UPP		95%	95%	94%	94%	94%		
Income								
8011-8098 · Local Control Funding Formula Sources								
8011 Local Control Funding Formula	2,264,780	1,815,255	1,864,649	1,861,957	1,862,256	1,945,759	42%	-20%
8012 Education Protection Account	557,714	545,883	561,480	561,480	561,480	561,480	13%	-2%
8019 Local Control Funding Formula - Prior Year	(31,829)	-	-	-	-	-	0%	-100%
8096 In Lieu of Property Taxes	877,824	891,863	917,344	917,344	917,344	917,344	21%	2%
8098 In Lieu of Property Taxes, Prior Year	31,829	-	-	-	-	-	0%	-100%
Total 8011-8098 · Local Control Funding Formula Sources	3,700,317	3,253,001	3,343,473	3,340,781	3,341,080	3,424,584	76%	-12%
8100-8299 · Federal Revenue								
8181 Special Education - Federal (IDEA)	70,501	69,006	70,977	70,977	70,977	70,977	2%	-2%
8221 Child Nutrition - Federal	237,240	225,884	232,337	232,337	232,337	232,337	5%	-5%
8223 CACFP Supper		66	63	63	63	63	0%	
8291 Title I	152,338	152,338	152,338	152,338	152,338	152,338	4%	0%
8292 Title II	17,708	17,708	17,708	17,708	17,708	17,708	0%	0%
8294 Title III	10,255	10,946	10,762	11,069	11,069	11,069	0%	7%
8295 Title IV, SSAE	10,000	10,000	10,000	10,000	10,000	10,000	0%	0%
8296 Title IV, PCSGP	-	-	-	-	-	-	0%	
8297 Facilities Incentive Grant	-	-	-	-	-	-	0%	
8299 All Other Federal Revenue	-	125,549	-	-	-	-	3%	
Total 8100-8299 · Other Federal Income	498,042	611,497	494,186	494,493	494,493	494,493	14%	23%
8300-8599 · Other State Revenue								
8520 Child Nutrition - State	19,539	18,568	19,098	19,098	19,098	19,098	0%	-5%
8550 Mandate Block Grant	5,550	5,819	5,695	5,858	5,858	6,004	0%	5%
8561 State Lottery - Non Prop 20	52,462	51,676	53,152	53,152	53,152	53,152	1%	-1%
8562 State Lottery - Prop 20	18,516	18,239	18,760	18,760	18,760	18,760	0%	-1%
8560 Lottery Revenue	70,978	69,914	71,912	71,912	71,912	71,912	2%	-1%
8587 State Grant Pass-Through	-	-	-	-	-	-	0%	
8591 SB740	-	-	-	-	-	-	0%	
8592 State Mental Health	-	-	-	-	-	-	0%	
8593 After School Education & Safety	100,293	100,293	100,293	100,293	100,293	100,293	2%	0%
8594 Supplemental Categorical Block Grant	-	-	-	-	-	-	0%	
8599 State Revenue - Other	6,039	-	-	-	-	-	0%	-100%

MONSEÑOR OSCAR ROMERO CHARTER SCHOOL
Multi-Year Budget Detail
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	-1	0	1	2	3	4		
	2019-20	2020-21 Trend	2021-22	2022-23	2023-24	2024-25	2020-21 Percent of Budget	Percent Change, 2019-20 to 2020-21
Total 8300-8599 · Other State Income	202,399	194,593	196,998	197,161	197,161	197,307	5%	-4%
8600-8799 · Other Local Revenue								
8631 Sale of Equipment & Supplies	-	-	-	-	-	-	0%	
8634 Food Service Sales	-	-	-	-	-	-	0%	
8650 Leases & Rentals	-	-	-	-	-	-	0%	
8660 Interest & Dividend Income	-	-	-	-	-	-	0%	
8662 Net Increase (Decrease) in Fair Value of Investments	-	-	-	-	-	-	0%	
8681 Intra-Agency Fee Income	-	-	-	-	-	-	0%	
8682 Childcare & Enrichment Program Fees	-	-	-	-	-	-	0%	
8689 All Other Fees & Contracts	-	-	-	-	-	-	0%	
8692 Grants	11,000	10,000	10,000	10,000	10,000	10,000	0%	-9%
8694 In Kind Donations	-	-	-	-	-	-	0%	
8695 Contributions & Events	164	-	-	-	-	-	0%	-100%
8696 Other Fundraising	2,289	-	-	-	-	-	0%	-100%
8697 E-Rate	15,000	15,000	15,000	15,000	15,000	15,000	0%	0%
8698 SELPA Grants	15,000	15,000	15,000	15,000	15,000	15,000	0%	0%
8699 All Other Local Revenue	50,130	-	-	-	-	-	0%	-100%
8792 Transfers of Apportionments - Special Education	204,944	200,596	206,328	206,328	206,328	206,328	5%	-2%
Total 8600-8799 · Other Income-Local	298,527	240,596	246,328	246,328	246,328	246,328	6%	-19%
Prior Year Adjustments								
8999 Other Prior Year Adjustment	13,152	-	-	-	-	-	0%	-100%
Total Prior Year Adjustments	13,152	-	-	-	-	-	0%	-100%
TOTAL INCOME	4,712,437	4,299,687	4,280,984	4,278,762	4,279,062	4,362,712	100%	-9%
Expense								
1000 · Certificated Salaries								
1110 Teachers' Salaries	1,018,112	1,072,245	1,104,413	1,137,545	1,171,671	1,206,821	21%	5%
1120 Teachers' Hourly	-	-	-	-	-	-	0%	
1170 Teachers' Salaries - Substitute	29,348	-	-	-	-	-	0%	-100%
1175 Teachers' Salaries - Stipend/Extra Duty	47,158	29,000	29,870	30,766	31,689	32,640	1%	-39%
1211 Certificated Pupil Support - Librarians	-	-	-	-	-	-	0%	
1213 Certificated Pupil Support - Guidance & Counseling	-	-	-	-	-	-	0%	
1215 Certificated Pupil Support - Psychologist	-	-	-	-	-	-	0%	
1299 Certificated Pupil Support - Other	-	-	-	-	-	-	0%	
1300 Certificated Supervisors' & Administrators' Salaries	111,395	110,210	113,516	116,922	120,429	124,042	2%	-1%
1900 Other Certificated Salaries	-	-	-	-	-	-	0%	
Total 1000 · Certificated Salaries	1,206,014	1,211,455	1,247,799	1,285,233	1,323,790	1,363,503	24%	0%

MONSEÑOR OSCAR ROMERO CHARTER SCHOOL

Multi-Year Budget Detail

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	-1	0	1	2	3	4		
	2019-20	2020-21 Trend	2021-22	2022-23	2023-24	2024-25	2020-21 Percent of Budget	Percent Change, 2019-20 to 2020-21
2000 · Classified Salaries								
2111 Instructional Aide & Other Salaries	122,821	109,181	112,456	115,830	119,305	122,884	2%	-11%
2121 After School Staff Salaries	-	-	-	-	-	-	0%	
2131 Classified Teacher Salaries	42,872	43,782	45,095	46,448	47,842	49,277	1%	2%
2200 Classified Support Salaries	39,458	40,652	41,872	43,128	44,422	45,754	1%	3%
2300 Classified Supervisors' & Administrators' Salaries	93,308	84,144	86,668	89,268	91,947	94,705	2%	-10%
2400 Classified Office Staff Salaries	198,722	163,322	168,222	173,268	178,466	183,820	3%	-18%
2900 Other Classified Salaries	27,930	27,873	28,710	29,571	30,458	31,372	1%	0%
Total 2000 · Classified Salaries	525,110	468,954	483,023	497,514	512,439	527,812	9%	-11%
3000 · Employee Benefits								
3111 STRS - State Teachers Retirement System	207,268	195,650	199,897	232,627	239,606	246,794	4%	-6%
3212 PERS - Public Employee Retirement System	-	-	-	-	-	-	0%	
3213 PARS - Public Agency Retirement System	-	-	-	-	-	-	0%	
3311 OASDI - Social Security	30,246	29,075	29,947	30,846	31,771	32,724	1%	-4%
3331 MED - Medicare	25,024	24,366	25,097	25,850	26,625	27,424	0%	-3%
3401 H&W - Health & Welfare	244,780	249,675	262,159	275,267	289,030	303,482	5%	2%
3501 SUI - State Unemployment Insurance	863	840	865	891	918	946	0%	-3%
3601 Workers' Compensation Insurance	28,314	28,583	30,619	32,799	35,134	37,635	1%	1%
3751 OPEB, Active Employees	-	-	258	266	274	282	0%	
3901 Other Retirement Benefits	9,515	4,221	4,347	4,478	4,612	4,750	0%	-56%
3902 Other Benefits	-	-	-	-	-	-	0%	
Total 3000 · Employee Benefits	546,009	532,411	553,190	603,023	627,971	654,038	11%	-2%
4000 · Supplies								
4111 Core Curricula Materials	15,733	15,644	16,091	16,091	16,091	16,091	0%	-1%
4211 Books & Other Reference Materials	43,147	20,000	20,571	20,571	20,571	20,571	0%	-54%
4311 Student Materials	60,000	60,000	61,714	61,714	61,714	61,714	1%	0%
4351 Office Supplies	8,000	7,955	8,182	8,182	8,182	8,182	0%	-1%
4371 Custodial Supplies	9,000	8,949	9,205	9,205	9,205	9,205	0%	-1%
4391 Food (Non Nutrition Program)	-	-	-	-	-	-	0%	
4392 Uniforms	-	-	-	-	-	-	0%	
4393 PE & Sports Equipment	-	-	-	-	-	-	0%	
4395 Before & After School Program Supplies	-	-	-	-	-	-	0%	
4399 All Other Supplies	52,539	20,000	20,571	20,571	20,571	20,571	0%	-62%
4390 Other Supplies	52,539	20,000	20,571	20,571	20,571	20,571	0%	-62%
4411 Non Capitalized Equipment	44,134	20,000	20,000	20,000	20,000	20,000	0%	-55%
4711 Nutrition Program Food & Supplies	237,297	247,813	256,167	257,448	258,736	260,029	5%	4%

MONSEÑOR OSCAR ROMERO CHARTER SCHOOL

Multi-Year Budget Detail

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	-1	0	1	2	3	4		
	2019-20	2020-21 Trend	2021-22	2022-23	2023-24	2024-25	2020-21 Percent of Budget	Percent Change, 2019-20 to 2020-21
4713 CACFP Supper Food & Supplies		-	-	-	-	-	0%	
Total 4000 · Supplies	469,850	400,360	412,502	413,783	415,070	416,364	8%	-15%
5000 · Operating Services								
5211 Travel & Conferences	21,900	9,800	9,800	9,800	9,800	9,800	0%	-55%
5311 Dues & Memberships	15,172	15,539	16,462	16,956	17,465	17,989	0%	2%
5451 General Insurance	29,654	30,370	32,175	33,140	34,135	35,159	1%	2%
5511 Utilities	72,000	73,739	78,121	80,464	82,878	85,365	1%	2%
5521 Security Services	1,440	1,475	1,562	1,609	1,658	1,707	0%	2%
5531 Housekeeping Services	30,000	30,724	32,550	33,527	34,533	35,569	1%	2%
5599 Other Facility Operations & Utilities	281,500	312,465	331,034	100,000	103,000	106,090	6%	11%
5611 School Rent - Private Facility	-	-	-	-	-	-	0%	
5613 School Rent - Prop 39	-	-	-	-	-	-	0%	
5619 Other Facility Rentals	6,725	-	-	-	-	-	0%	-100%
5621 Equipment Lease	44,524	45,599	48,309	49,758	51,251	52,788	1%	2%
5631 Vendor Repairs	10,737	10,996	11,649	11,999	12,359	12,730	0%	2%
5812 Field Trips & Pupil Transportation	23,000	14,400	15,256	15,713	16,185	16,670	0%	-37%
5821 Legal	-	-	-	-	-	-	0%	
5823 Audit	-	-	-	-	-	-	0%	
5831 Advertisement & Recruitment	4,598	4,736	4,878	5,025	5,176	5,331	0%	3%
5841 Contracted Substitute Teachers	69,380	46,540	49,306	50,785	52,309	53,878	1%	-33%
5842 Special Education Services	70,000	71,690	75,951	78,229	80,576	82,993	1%	2%
5843 Non Public School	-	-	-	-	-	-	0%	
5844 After School Services	100,293	100,293	100,293	100,293	100,293	100,293	2%	0%
5849 Other Student Instructional Services	-	-	-	-	-	-	0%	
5852 Professional Development	16,000	16,386	17,360	17,881	18,417	18,970	0%	2%
5854 Nursing & Medical (Non-IEP)	3,000	3,072	3,255	3,353	3,453	3,557	0%	2%
5859 All Other Consultants & Services	92,844	25,000	26,486	27,280	28,099	28,942	0%	-73%
5861 Non Instructional Software	35,810	36,675	38,854	40,020	41,220	42,457	1%	2%
5865 Fundraising Cost	428	439	465	479	493	508	0%	2%
5871 District Oversight Fees	37,003	32,530	33,435	33,408	33,411	34,246	1%	-12%
5872 Special Education Fees (SELPA)	55,089	53,920	55,461	55,461	55,461	55,461	1%	-2%
5881 Intra-Agency Fees	502,312	439,414	452,596	466,174	480,159	494,564	9%	-13%
5895 Bad Debt Expense	-	-	-	-	-	-	0%	
5899 All Other Expenses	8,756	8,967	9,500	9,785	10,079	10,381	0%	2%
5911 Office Phone	8,400	8,652	8,912	9,179	9,454	9,738	0%	3%
5913 Mobile Phone	1,920	1,978	2,037	2,098	2,161	2,226	0%	3%

MONSEÑOR OSCAR ROMERO CHARTER SCHOOL
Multi-Year Budget Detail
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	-1	0	1	2	3	4		
	2019-20	2020-21 Trend	2021-22	2022-23	2023-24	2024-25	2020-21 Percent of Budget	Percent Change, 2019-20 to 2020-21
5921 Internet	18,000	18,540	19,096	19,669	20,259	20,867	0%	3%
5923 Website Hosting	-	-	-	-	-	-	0%	
5931 Postage & Shipping	3,100	3,193	3,289	3,387	3,489	3,594	0%	3%
5999 Other Communications	37,504	10,000	10,300	10,609	10,927	11,255	0%	-73%
Total 5000 · Operating Services	1,601,089	1,427,133	1,488,393	1,286,083	1,318,699	1,353,126	28%	-11%
6000 · Capital Outlay								
6901 Depreciation Expense	819,185	814,365	808,449	790,132	769,765	738,792	16%	-1%
6903 Amortization Expense	-	-	-	-	-	-	0%	
6999 Capital Outlay	-	-	-	-	-	-	0%	
Total 6000 · Capital Outlay	819,185	814,365	808,449	790,132	769,765	738,792	16%	-1%
7000 · Other Outgo								
7438 Interest Expense	67,383	154,677	150,796	146,838	142,799	138,679	3%	130%
Total 7000 · Other Outgo	67,383	154,677	150,796	146,838	142,799	138,679	3%	130%
TOTAL EXPENSE	5,234,641	5,009,355	5,144,152	5,022,605	5,110,533	5,192,314	100%	-4%
NET INCOME	(522,204)	(709,668)	(863,168)	(743,843)	(831,471)	(829,603)		
Beginning Cash Balance	2,712,954	2,380,752	1,999,095	1,668,409	1,394,713	894,914		
Cash Flow from Operating Activities								
Net Income	(522,204)	(709,668)	(863,168)	(743,843)	(831,471)	(829,603)		
Change in Accounts Receivable								
Prior Year Accounts Receivable	536,018	580,089	765,084	771,908	758,860	736,181		
Current Year Accounts Receivable	(580,089)	(765,084)	(771,908)	(758,860)	(736,181)	(775,977)		
Change in Due from	698	-	-	-	-	-		
Change in Accounts Payable	(303,729)	(16,014)	(15,213)	(14,452)	(13,730)	(13,043)		
Change in Due to	55,064	(45,483)	-	-	-	-		
Change in Accrued Vacation	-	-	-	-	-	-		
Change in Payroll Liabilities	811	-	-	-	-	-		
Change in Prepaid Expenditures	(3,845)	(28,197)	(57,803)	(118,497)	(242,918)	(497,982)		
Change in Deposits	-	-	-	-	-	-		
Change in Deferred Revenue	-	-	-	-	-	-		
Depreciation Expense	819,185	814,365	808,449	790,132	769,765	738,792		
Cash Flow from Investing Activities								
Capital Expenditures	(222,143)	-	-	-	-	-		
Cash Flow from Financing Activities								
Source - Sale of Receivables	-	-	-	-	-	-		
Use - Sale of Receivables	-	-	-	-	-	-		

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Multi-Year Budget Detail
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	-1	0	1	2	3	4		
	2019-20	2020-21 Trend	2021-22	2022-23	2023-24	2024-25	2020-21 Percent of Budget	Percent Change, 2019-20 to 2020-21
Source - Loans	-	-	-	-	-	-		
Use - Loans	(111,968)	(192,246)	(196,127)	(200,086)	(204,124)	(208,244)		
Ending Cash Balance	2,380,752	2,018,514	1,668,409	1,394,713	894,914	45,037		
Month with Lowest Ending Cash Balance	Jul: \$	Dec: \$1,874,131	Jun: \$1,649,816	Jun: \$1,376,119	Jun: \$876,320	Jun: \$26,444		
5% Reserve Goal	261,732	250,468	257,208	251,130	255,527	259,616		
Operating Income	296,981	104,698	(54,719)	46,290	(61,706)	(90,811)		
EBITDA	364,364	259,374	96,078	193,127	81,093	47,868		
Net Income as a Percent of Expenses	-10.0%	-14.2%	-16.8%	-14.8%	-16.3%	-16.0%		
Ending Cash as a Percent of Expenses	45.5%	40.3%	32.4%	27.8%	17.5%	0.9%		

BERT CORONA CHARTER SCHOOL

Multi-Year Budget Detail

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	-1	0	1	2	3	4		
	2019-20	2020-21 Trend	2021-22	2022-23	2023-24	2024-25	2020-21 Percent of Budget	Percent Change, 2019-20 to 2020-21
Enrollment	371	371	371	371	371	371		
ADA	354.27	356.16	356.16	356.16	356.16	356.16		
ADA %		96%	96%	96%	96%	96%		
UPP		80%	79%	77%	77%	77%		
Income								
8011-8098 · Local Control Funding Formula Sources								
8011 Local Control Funding Formula	2,210,475	1,761,244	1,740,344	1,716,586	1,716,586	1,797,369	26%	-20%
8012 Education Protection Account	571,905	574,956	574,956	574,956	574,956	574,956	8%	1%
8019 Local Control Funding Formula - Prior Year	(35,336)	-	-	-	-	-	0%	-100%
8096 In Lieu of Property Taxes	901,227	940,476	940,476	940,476	940,476	940,476	14%	4%
8098 In Lieu of Property Taxes, Prior Year	35,336	-	-	-	-	-	0%	-100%
Total 8011-8098 · Local Control Funding Formula Sources	3,683,607	3,276,676	3,255,776	3,232,018	3,232,018	3,312,800	48%	-11%
8100-8299 · Federal Revenue							0%	
8181 Special Education - Federal (IDEA)	72,381	72,767	72,767	72,767	72,767	72,767	1%	1%
8221 Child Nutrition - Federal	190,888	185,578	185,578	185,578	185,578	185,578	3%	-3%
8223 CACFP Supper	-	-	-	-	-	-	0%	
8291 Title I	136,568	136,568	136,568	136,568	136,568	136,568	2%	0%
8292 Title II	17,253	17,253	17,253	17,253	17,253	17,253	0%	0%
8294 Title III	9,157	9,683	9,709	9,709	9,709	9,709	0%	6%
8295 Title IV, SSAE	10,000	10,000	10,000	10,000	10,000	10,000	0%	0%
8296 Title IV, PCSGP	-	-	-	-	-	-	0%	
8297 Facilities Incentive Grant	-	-	-	-	-	-	0%	
8299 All Other Federal Revenue	2,496,585	2,472,414	618,104	-	-	-	37%	-1%
Total 8100-8299 · Other Federal Income	2,932,832	2,904,264	1,049,979	431,875	431,875	431,875	43%	-1%
8300-8599 · Other State Revenue								
8520 Child Nutrition - State	15,019	14,584	14,584	14,584	14,584	14,584	0%	-3%
8550 Mandate Block Grant	6,162	5,974	6,006	6,006	6,006	6,156	0%	-3%
8561 State Lottery - Non Prop 20	54,323	54,492	54,492	54,492	54,492	54,492	1%	0%
8562 State Lottery - Prop 20	19,173	19,233	19,233	19,233	19,233	19,233	0%	0%
8560 Lottery Revenue	73,495	73,725	73,725	73,725	73,725	73,725	1%	0%
8587 State Grant Pass-Through	-	-	-	-	-	-	0%	
8591 SB740	82,885	64,800	64,800	64,800	64,800	66,420	1%	-22%
8592 State Mental Health	-	-	-	-	-	-	0%	
8593 After School Education & Safety	163,800	163,800	163,800	163,800	163,800	163,800	2%	0%
8594 Supplemental Categorical Block Grant	-	-	-	-	-	-	0%	
8599 State Revenue - Other	6,164	-	-	-	-	-	0%	-100%

BERT CORONA CHARTER SCHOOL
Multi-Year Budget Detail
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	-1	0	1	2	3	4		
	2019-20	2020-21 Trend	2021-22	2022-23	2023-24	2024-25	2020-21 Percent of Budget	Percent Change, 2019-20 to 2020-21
Total 8300-8599 · Other State Income	347,525	322,883	322,915	322,915	322,915	324,685	5%	-7%
8600-8799 · Other Local Revenue								
8631 Sale of Equipment & Supplies	-	-	-	-	-	-	0%	
8634 Food Service Sales	-	-	-	-	-	-	0%	
8650 Leases & Rentals	-	-	-	-	-	-	0%	
8660 Interest & Dividend Income	92	-	-	-	-	-	0%	-100%
8662 Net Increase (Decrease) in Fair Value of Investments	-	-	-	-	-	-	0%	
8681 Intra-Agency Fee Income	-	-	-	-	-	-	0%	
8682 Childcare & Enrichment Program Fees	-	-	-	-	-	-	0%	
8689 All Other Fees & Contracts	-	-	-	-	-	-	0%	
8692 Grants	36,000	10,000	10,000	10,000	10,000	10,000	0%	-72%
8694 In Kind Donations	-	-	-	-	-	-	0%	
8695 Contributions & Events	500	-	-	-	-	-	0%	-100%
8696 Other Fundraising	42,000	-	-	-	-	-	0%	-100%
8697 E-Rate	19,174	20,000	20,000	20,000	20,000	20,000	0%	4%
8698 SELPA Grants	25,408	20,000	20,000	20,000	20,000	20,000	0%	-21%
8699 All Other Local Revenue	2,478	-	-	-	-	-	0%	-100%
8792 Transfers of Apportionments - Special Education	210,408	211,531	211,531	211,531	211,531	211,531	3%	1%
Total 8600-8799 · Other Income-Local	336,059	261,531	261,531	261,531	261,531	261,531	4%	-22%
Prior Year Adjustments								
8999 Other Prior Year Adjustment	6,190	-	-	-	-	-	0%	-100%
Total Prior Year Adjustments	6,190	-	-	-	-	-	0%	-100%
TOTAL INCOME	7,306,213	6,765,353	4,890,200	4,248,339	4,248,339	4,330,892	100%	-7%
Expense								
1000 · Certificated Salaries								
1110 Teachers' Salaries	1,034,164	1,068,847	1,100,913	1,133,940	1,167,958	1,202,997	16%	3%
1120 Teachers' Hourly	-	-	-	-	-	-	0%	
1170 Teachers' Salaries - Substitute	-	-	-	-	-	-	0%	
1175 Teachers' Salaries - Stipend/Extra Duty	38,975	10,000	10,300	10,609	10,927	11,255	0%	-74%
1211 Certificated Pupil Support - Librarians	-	-	-	-	-	-	0%	
1213 Certificated Pupil Support - Guidance & Counseling	6,089	-	-	-	-	-	0%	-100%
1215 Certificated Pupil Support - Psychologist	-	-	-	-	-	-	0%	
1299 Certificated Pupil Support - Other	-	-	-	-	-	-	0%	
1300 Certificated Supervisors' & Administrators' Salaries	125,925	139,100	116,149	110,679	113,999	117,419	2%	10%
1900 Other Certificated Salaries	-	-	-	-	-	-	0%	
Total 1000 · Certificated Salaries	1,205,153	1,217,948	1,227,362	1,255,228	1,292,885	1,331,671	18%	1%

BERT CORONA CHARTER SCHOOL

Multi-Year Budget Detail

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	-1	0	1	2	3	4		
	2019-20	2020-21 Trend	2021-22	2022-23	2023-24	2024-25	2020-21 Percent of Budget	Percent Change, 2019-20 to 2020-21
2000 • Classified Salaries								
2111 Instructional Aide & Other Salaries	175,988	102,197	105,262	108,420	111,673	115,023	2%	-42%
2121 After School Staff Salaries	-	-	-	-	-	-	0%	
2131 Classified Teacher Salaries	204,724	90,271	92,979	95,768	98,641	101,600	1%	-56%
2200 Classified Support Salaries	33,134	39,520	40,706	41,927	43,185	44,480	1%	19%
2300 Classified Supervisors' & Administrators' Salaries	113,029	60,858	62,683	64,564	66,501	68,496	1%	-46%
2400 Classified Office Staff Salaries	217,057	215,092	193,438	189,962	195,661	201,531	3%	-1%
2900 Other Classified Salaries	175,830	63,286	65,184	67,140	69,154	71,229	1%	-64%
Total 2000 • Classified Salaries	919,761	571,222	560,252	567,781	584,814	602,359	8%	-38%
3000 • Employee Benefits								
3111 STRS - State Teachers Retirement System	232,409	196,699	196,623	227,196	234,012	241,032	3%	-15%
3212 PERS - Public Employee Retirement System	-	-	-	-	-	-	0%	
3213 PARS - Public Agency Retirement System	-	-	-	-	-	-	0%	
3311 OASDI - Social Security	46,625	35,416	34,736	35,202	36,258	37,346	1%	-24%
3331 MED - Medicare	31,042	25,943	25,920	26,434	27,227	28,043	0%	-16%
3401 H&W - Health & Welfare	308,010	308,010	323,411	339,581	356,560	374,388	5%	0%
3501 SUI - State Unemployment Insurance	1,063	895	894	912	939	967	0%	-16%
3601 Workers' Compensation Insurance	29,906	26,188	27,212	28,861	30,916	33,117	0%	-12%
3751 OPEB, Active Employees	-	-	-	-	-	-	0%	
3901 Other Retirement Benefits	7,180	5,712	5,603	5,678	5,848	6,024	0%	-20%
3902 Other Benefits	1,408	1,500	1,500	1,500	1,500	1,500	0%	7%
Total 3000 • Employee Benefits	657,642	600,362	615,898	665,363	693,260	722,418	9%	-9%
4000 • Supplies								
4111 Core Curricula Materials	19,233	20,233	20,263	20,294	20,326	20,359	0%	5%
4211 Books & Other Reference Materials	12,500	12,500	8,750	7,500	7,500	7,500	0%	0%
4311 Student Materials	152,700	152,700	122,700	112,700	112,700	112,700	2%	0%
4351 Office Supplies	17,000	17,000	9,500	7,000	7,000	7,000	0%	0%
4371 Custodial Supplies	10,000	10,000	10,000	10,000	10,000	10,000	0%	0%
4391 Food (Non Nutrition Program)	5,000	5,000	5,000	5,000	5,000	5,000	0%	0%
4392 Uniforms	39,291	39,291	39,291	39,291	39,291	39,291	1%	0%
4393 PE & Sports Equipment	-	-	-	-	-	-	0%	
4395 Before & After School Program Supplies	-	-	-	-	-	-	0%	
4399 All Other Supplies	54,000	54,000	39,000	34,000	34,000	34,000	1%	0%
4390 Other Supplies	98,291	98,291	83,291	78,291	78,291	78,291	1%	0%
4411 Non Capitalized Equipment	51,000	51,000	13,500	1,000	1,000	1,000	1%	0%
4711 Nutrition Program Food & Supplies	257,709	243,744	244,962	246,187	247,418	248,655	4%	-5%

BERT CORONA CHARTER SCHOOL

Multi-Year Budget Detail

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	-1	0	1	2	3	4		
	2019-20	2020-21 Trend	2021-22	2022-23	2023-24	2024-25	2020-21 Percent of Budget	Percent Change, 2019-20 to 2020-21
4713 CACFP Supper Food & Supplies		-	-	-	-	-	0%	
Total 4000 · Supplies	618,433	605,468	512,966	482,972	484,235	485,505	9%	-2%
5000 · Operating Services								
5211 Travel & Conferences	45,510	43,255	13,255	3,255	3,255	3,255	1%	-5%
5311 Dues & Memberships	13,780	13,450	9,174	7,904	8,141	8,385	0%	-2%
5451 General Insurance	31,463	32,406	33,379	34,380	35,411	36,474	0%	3%
5511 Utilities	69,400	74,400	76,632	78,931	81,299	83,738	1%	7%
5521 Security Services	3,745	3,600	3,708	3,819	3,934	4,052	0%	-4%
5531 Housekeeping Services	32,700	32,700	33,681	34,691	35,732	36,804	0%	0%
5599 Other Facility Operations & Utilities	36,384	36,889	37,996	39,136	40,310	41,519	1%	1%
5611 School Rent - Private Facility	125,000	123,600	123,600	123,600	123,600	123,600	2%	-1%
5613 School Rent - Prop 39	-	-	-	-	-	-	0%	
5619 Other Facility Rentals	100	103	-	-	-	-	0%	3%
5621 Equipment Lease	47,600	49,028	50,499	52,014	53,574	55,182	1%	3%
5631 Vendor Repairs	166,000	80,000	82,400	84,872	87,418	90,041	1%	-52%
5812 Field Trips & Pupil Transportation	113,600	41,700	19,200	11,700	11,700	11,700	1%	-63%
5821 Legal	-	-	-	-	-	-	0%	
5823 Audit	-	-	-	-	-	-	0%	
5831 Advertisement & Recruitment	1,052	1,083	1,116	1,149	1,184	1,219	0%	3%
5841 Contracted Substitute Teachers	30,000	30,900	31,827	32,782	33,765	34,778	0%	3%
5842 Special Education Services	140,000	144,200	148,526	152,982	157,571	162,298	2%	3%
5843 Non Public School	-	-	-	-	-	-	0%	
5844 After School Services	155,610	155,610	155,610	155,610	155,610	155,610	2%	0%
5849 Other Student Instructional Services	50,000	50,000	12,500	-	-	-	1%	0%
5852 Professional Development	16,865	17,371	17,892	18,429	18,982	19,551	0%	3%
5854 Nursing & Medical (Non-IEP)	4,000	4,120	4,244	4,371	4,502	4,637	0%	3%
5859 All Other Consultants & Services	1,897,351	1,943,007	484,252	-	-	-	29%	2%
5861 Non Instructional Software	32,263	33,231	34,228	35,255	36,312	37,402	0%	3%
5865 Fundraising Cost	-	-	-	-	-	-	0%	
5871 District Oversight Fees	36,836	32,767	32,558	32,320	32,320	33,128	0%	-11%
5872 Special Education Fees (SELPA)	56,558	56,860	56,860	56,860	56,860	56,860	1%	1%
5881 Intra-Agency Fees	519,806	457,928	471,666	485,816	500,390	515,402	7%	-12%
5895 Bad Debt Expense	-	-	-	-	-	-	0%	
5899 All Other Expenses	5,340	5,500	5,665	5,835	6,010	6,190	0%	3%
5911 Office Phone	13,730	14,142	14,566	15,003	15,453	15,917	0%	3%
5913 Mobile Phone	4,440	4,573	4,710	4,852	4,997	5,147	0%	3%

BERT CORONA CHARTER SCHOOL

Multi-Year Budget Detail

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	2019-20	2020-21 Trend	2021-22	2022-23	2023-24	2024-25	2020-21 Percent of Budget	Percent Change, 2019-20 to 2020-21
5921 Internet	19,236	19,813	20,407	21,019	21,650	22,300	0%	3%
5923 Website Hosting	-	-	-	-	-	-	0%	
5931 Postage & Shipping	3,578	3,685	3,796	3,910	4,027	4,148	0%	3%
5999 Other Communications	5,295	5,454	5,617	5,786	5,959	6,138	0%	3%
Total 5000 · Operating Services	3,677,241	3,511,375	1,989,562	1,506,279	1,539,967	1,575,474	52%	-5%
6000 · Capital Outlay								
6901 Depreciation Expense	261,495	236,863	90,528	61,099	47,893	17,412	4%	-9%
6903 Amortization Expense	-	-	-	-	-	-	0%	
6999 Capital Outlay	-	-	-	-	-	-	0%	
Total 6000 · Capital Outlay	261,495	236,863	90,528	61,099	47,893	17,412	4%	-9%
7000 · Other Outgo								
7438 Interest Expense	5,684	-	-	-	-	-	0%	-100%
Total 7000 · Other Outgo	5,684	-	-	-	-	-	0%	-100%
TOTAL EXPENSE	7,345,409	6,743,238	4,996,568	4,538,722	4,643,054	4,734,839	100%	-8%
NET INCOME	(39,196)	22,115	(106,368)	(290,384)	(394,715)	(403,947)		
Beginning Cash Balance	1,333,878	1,280,735	1,283,131	1,515,511	1,696,460	1,135,151		
Cash Flow from Operating Activities								
Net Income	(39,196)	22,115	(106,368)	(290,384)	(394,715)	(403,947)		
Change in Accounts Receivable								
Prior Year Accounts Receivable	706,491	1,363,942	1,392,545	872,947	713,610	690,324		
Current Year Accounts Receivable	(1,363,942)	(1,392,545)	(872,947)	(713,610)	(690,324)	(730,523)		
Change in Due from	278,960		(210,000)	370,000	-	-		
Change in Accounts Payable	(30,988)	(6,434)	(6,112)	(5,806)	(5,516)	(5,240)		
Change in Due to	55,452	(34,586)	-	-	-	-		
Change in Accrued Vacation	-	-	-	-	-	-		
Change in Payroll Liabilities	(310)	-	-	-	-	-		
Change in Prepaid Expenditures	377,694	(26,959)	(55,266)	(113,296)	(232,256)	(476,126)		
Change in Deposits	-	-	-	-	-	-		
Change in Deferred Revenue	(338,032)	-	-	-	-	-		
Depreciation Expense	261,495	236,863	90,528	61,099	47,893	17,412		
Cash Flow from Investing Activities								
Capital Expenditures	70,600	-	-	-	-	-		
Cash Flow from Financing Activities								
Source - Sale of Receivables	-	-	-	-	-	-		
Use - Sale of Receivables	-	-	-	-	-	-		

BERT CORONA CHARTER SCHOOL
Multi-Year Budget Detail
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	-1	0	1	2	3	4		
	2019-20	2020-21 Trend	2021-22	2022-23	2023-24	2024-25	2020-21 Percent of Budget	Percent Change, 2019-20 to 2020-21
Source - Loans	-	-	-	-	-	-		
Use - Loans	(31,367)	-	-	-	-	-		
Ending Cash Balance	1,280,735	1,443,131	1,515,511	1,696,460	1,135,151	227,051		
Month with Lowest Ending Cash Balance	Jul: \$	Mar: \$303,286	Jul: \$1,190,261	Jul: \$1,474,062	Jun: \$1,135,959	Jun: \$227,838		
5% Reserve Goal	367,270	337,162	249,828	226,936	232,153	236,742		
Operating Income	222,299	258,978	(15,840)	(229,285)	(346,823)	(386,535)		
EBITDA	227,983	258,978	(15,840)	(229,285)	(346,823)	(386,535)		
Net Income as a Percent of Expenses	-0.5%	0.3%	-2.1%	-6.4%	-8.5%	-8.5%		
Ending Cash as a Percent of Expenses	17.4%	21.4%	30.3%	37.4%	24.4%	4.8%		

Bert Corona Charter High School

Multi-Year Budget Detail

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	-1	0	1	2	3	4		
	2019-20	2020-21 Trend	2021-22	2022-23	2023-24	2024-25	2020-21 Percent of Budget	Percent Change, 2019-20 to 2020-21
Enrollment	194	197	207	217	227	237		
ADA	181.14	186.17	195.62	205.07	214.52	223.97		
ADA %		95%	95%	95%	95%	95%		
UPP		88%	92%	92%	92%	92%		
Income								
8011-8098 • Local Control Funding Formula Sources								
8011 Local Control Funding Formula	1,798,686	1,601,190	1,696,443	1,776,136	1,858,281	2,004,430	62%	-11%
8012 Education Protection Account	36,228	37,234	39,123	41,013	42,903	44,793	1%	3%
8019 Local Control Funding Formula - Prior Year	(21,555)	-	-	-	-	-	0%	-100%
8096 In Lieu of Property Taxes	460,802	491,601	516,541	541,495	566,448	591,402	19%	7%
8098 In Lieu of Property Taxes, Prior Year	21,555	-	-	-	-	-	0%	-100%
Total 8011-8098 • Local Control Funding Formula Sources	2,295,716	2,130,024	2,252,107	2,358,643	2,467,632	2,640,625	83%	-7%
8100-8299 • Federal Revenue							0%	
8181 Special Education - Federal (IDEA)	37,009	38,036	39,966	41,897	43,828	45,758	1%	3%
8221 Child Nutrition - Federal	70,710	70,641	74,226	77,812	81,398	84,984	3%	0%
8223 CACFP Supper	-	-	-	-	-	-	0%	
8291 Title I	70,254	70,254	70,254	70,254	70,254	70,254	3%	0%
8292 Title II	9,130	9,130	9,130	9,130	9,130	9,130	0%	0%
8294 Title III	3,780	3,894	4,017	4,220	4,424	4,628	0%	3%
8295 Title IV, SSAE	10,000	10,000	10,000	10,000	10,000	10,000	0%	0%
8296 Title IV, PCSGP	-	-	-	-	-	-	0%	
8297 Facilities Incentive Grant	-	-	-	-	-	-	0%	
8299 All Other Federal Revenue	-	57,900	-	-	-	-	2%	
Total 8100-8299 • Other Federal Income	200,882	259,855	207,593	213,313	219,034	224,754	10%	29%
8300-8599 • Other State Revenue								
8520 Child Nutrition - State	6,242	6,249	6,566	6,883	7,200	7,517	0%	0%
8550 Mandate Block Grant	10,449	8,490	8,726	9,168	9,611	10,306	0%	-19%
8561 State Lottery - Non Prop 20	27,852	28,484	29,929	31,375	32,821	34,267	1%	2%
8562 State Lottery - Prop 20	9,830	10,053	10,563	11,074	11,584	12,094	0%	2%
8560 Lottery Revenue	37,682	38,537	40,492	42,448	44,405	46,361	1%	2%
8587 State Grant Pass-Through	-	-	-	-	-	-	0%	
8591 SB740	-	-	-	-	-	-	0%	
8592 State Mental Health	-	-	-	-	-	-	0%	
8593 After School Education & Safety	-	-	-	-	-	-	0%	
8594 Supplemental Categorical Block Grant	-	-	-	-	-	-	0%	
8599 State Revenue - Other	3,161	-	-	-	-	-	0%	-100%

Bert Corona Charter High School

Multi-Year Budget Detail

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	-1	0	1	2	3	4		
	2019-20	2020-21 Trend	2021-22	2022-23	2023-24	2024-25	2020-21 Percent of Budget	Percent Change, 2019-20 to 2020-21
Total 8300-8599 · Other State Income	57,534	53,276	55,784	58,500	61,216	64,184	2%	-7%
8600-8799 · Other Local Revenue								
8631 Sale of Equipment & Supplies	-	-	-	-	-	-	0%	
8634 Food Service Sales	-	-	-	-	-	-	0%	
8650 Leases & Rentals	-	-	-	-	-	-	0%	
8660 Interest & Dividend Income	-	-	-	-	-	-	0%	
8662 Net Increase (Decrease) in Fair Value of Investments	-	-	-	-	-	-	0%	
8681 Intra-Agency Fee Income	-	-	-	-	-	-	0%	
8682 Childcare & Enrichment Program Fees	-	-	-	-	-	-	0%	
8689 All Other Fees & Contracts	-	-	-	-	-	-	0%	
8692 Grants	3,000	3,000	-	-	-	-	0%	0%
8694 In Kind Donations	-	-	-	-	-	-	0%	
8695 Contributions & Events	6,192	5,000	-	-	-	-	0%	-19%
8696 Other Fundraising	4,011	4,000	-	-	-	-	0%	0%
8697 E-Rate	20,000	-	-	-	-	-	0%	-100%
8698 SELPA Grants	16,356	15,000	15,000	15,000	15,000	15,000	1%	-8%
8699 All Other Local Revenue	(2,448)	-	-	-	-	-	0%	-100%
8792 Transfers of Apportionments - Special Education	107,583	110,570	116,180	121,792	127,405	133,017	4%	3%
Total 8600-8799 · Other Income-Local	154,693	137,570	131,180	136,792	142,405	148,017	5%	-11%
Prior Year Adjustments								
8999 Other Prior Year Adjustment	4,660	-	-	-	-	-	0%	-100%
Total Prior Year Adjustments	4,660	-	-	-	-	-	0%	-100%
TOTAL INCOME	2,713,486	2,580,725	2,646,663	2,767,249	2,890,287	3,077,580	100%	-5%
Expense								
1000 · Certificated Salaries								
1110 Teachers' Salaries	693,708	697,063	724,946	753,944	784,102	815,466	27%	0%
1120 Teachers' Hourly	-	-	-	-	-	-	0%	
1170 Teachers' Salaries - Substitute	-	-	-	-	-	-	0%	
1175 Teachers' Salaries - Stipend/Extra Duty	18,721	14,500	15,080	15,683	16,311	16,963	1%	-23%
1211 Certificated Pupil Support - Librarians	-	-	-	-	-	-	0%	
1213 Certificated Pupil Support - Guidance & Counseling	76,608	75,000	78,000	81,120	84,365	87,739	3%	-2%
1215 Certificated Pupil Support - Psychologist	-	-	-	-	-	-	0%	
1299 Certificated Pupil Support - Other	-	-	-	-	-	-	0%	
1300 Certificated Supervisors' & Administrators' Salaries	88,856	95,000	98,800	102,752	106,862	111,137	4%	7%
1900 Other Certificated Salaries	-	-	-	-	-	-	0%	
Total 1000 · Certificated Salaries	877,893	881,563	916,826	953,499	991,639	1,031,304	35%	0%

Bert Corona Charter High School

Multi-Year Budget Detail

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	-1	0	1	2	3	4		
	2019-20	2020-21 Trend	2021-22	2022-23	2023-24	2024-25	2020-21 Percent of Budget	Percent Change, 2019-20 to 2020-21
2000 • Classified Salaries								
2111 Instructional Aide & Other Salaries	44,849	37,120	56,089	58,332	60,666	63,092	1%	-17%
2121 After School Staff Salaries	-	-	-	-	-	-	0%	
2131 Classified Teacher Salaries	32,031	47,420	49,317	51,290	53,341	55,475	2%	48%
2200 Classified Support Salaries	-	-	-	-	-	-	0%	
2300 Classified Supervisors' & Administrators' Salaries	100,668	92,000	95,680	99,507	103,487	107,627	4%	-9%
2400 Classified Office Staff Salaries	80,035	51,656	53,722	55,871	58,106	60,430	2%	-35%
2900 Other Classified Salaries	41,272	39,552	41,134	42,779	44,491	46,270	2%	-4%
Total 2000 • Classified Salaries	298,856	267,748	295,942	307,780	320,091	332,895	10%	-10%
3000 • Employee Benefits								
3111 STRS - State Teachers Retirement System	150,498	142,372	146,876	172,583	179,487	186,666	6%	-5%
3212 PERS - Public Employee Retirement System	-	-	-	-	-	-	0%	
3213 PARS - Public Agency Retirement System	-	-	-	-	-	-	0%	
3311 OASDI - Social Security	17,510	16,600	18,348	19,082	19,846	20,639	1%	-5%
3331 MED - Medicare	17,134	16,665	17,585	18,289	19,020	19,781	1%	-3%
3401 H&W - Health & Welfare	193,186	197,049	206,902	217,247	228,109	239,515	8%	2%
3501 SUI - State Unemployment Insurance	591	575	606	631	656	682	0%	-3%
3601 Workers' Compensation Insurance	16,932	17,199	18,874	20,414	22,080	23,882	1%	2%
3751 OPEB, Active Employees	-	-	-	-	-	-	0%	
3901 Other Retirement Benefits	4,191	2,677	2,959	3,078	3,201	3,329	0%	-36%
3902 Other Benefits	-	-	-	-	-	-	0%	
Total 3000 • Employee Benefits	400,040	393,138	412,151	451,324	472,399	494,494	15%	-2%
4000 • Supplies								
4111 Core Curricula Materials	6,922	7,029	7,386	7,742	8,099	8,456	0%	2%
4211 Books & Other Reference Materials	1,000	1,015	1,067	1,119	1,170	1,222	0%	2%
4311 Student Materials	33,788	33,788	35,503	37,218	38,933	40,649	1%	0%
4351 Office Supplies	7,415	7,530	7,912	8,294	8,676	9,058	0%	2%
4371 Custodial Supplies	4,049	4,112	4,321	4,529	4,738	4,947	0%	2%
4391 Food (Non Nutrition Program)	-	-	-	-	-	-	0%	
4392 Uniforms	-	10,000	10,508	11,015	11,523	12,030	0%	
4393 PE & Sports Equipment	-	1,000	1,051	1,102	1,152	1,203	0%	
4395 Before & After School Program Supplies	-	-	-	-	-	-	0%	
4399 All Other Supplies	15,000	3,000	3,152	3,305	3,457	3,609	0%	-80%
4390 Other Supplies	15,000	14,000	14,711	15,421	16,132	16,843	1%	-7%
4411 Non Capitalized Equipment	17,576	2,000	2,000	2,000	2,000	2,000	0%	-89%
4711 Nutrition Program Food & Supplies	101,895	80,081	84,567	89,095	93,667	98,282	3%	-21%

Bert Corona Charter High School

Multi-Year Budget Detail

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	-1	0	1	2	3	4		
	2019-20	2020-21 Trend	2021-22	2022-23	2023-24	2024-25	2020-21 Percent of Budget	Percent Change, 2019-20 to 2020-21
4713 CACFP Supper Food & Supplies		-	-	-	-	-	0%	
Total 4000 · Supplies	187,645	149,555	157,466	165,419	173,416	181,457	6%	-20%
5000 · Operating Services								
5211 Travel & Conferences	1,171	1,171	1,171	1,171	1,171	1,171	0%	0%
5311 Dues & Memberships	6,185	6,469	7,001	7,560	8,145	8,759	0%	5%
5451 General Insurance	18,081	18,911	20,467	22,100	23,812	25,607	1%	5%
5511 Utilities	-	-	-	-	-	-	0%	
5521 Security Services	-	-	-	-	-	-	0%	
5531 Housekeeping Services	-	-	-	-	-	-	0%	
5599 Other Facility Operations & Utilities	1,295	1,354	1,466	1,583	1,705	1,834	0%	5%
5611 School Rent - Private Facility	-	-	-	-	-	-	0%	
5613 School Rent - Prop 39	243,375	226,608	245,254	264,815	285,329	306,836	9%	-7%
5619 Other Facility Rentals	-	-	-	-	-	-	0%	
5621 Equipment Lease	17,032	17,815	19,280	20,818	22,431	24,122	1%	5%
5631 Vendor Repairs	-	-	-	-	-	-	0%	
5812 Field Trips & Pupil Transportation	904	946	1,024	1,105	1,191	1,281	0%	5%
5821 Legal	6,213	6,498	7,033	7,594	8,182	8,799	0%	5%
5823 Audit	-	-	-	-	-	-	0%	
5831 Advertisement & Recruitment	4,134	4,258	4,386	4,517	4,653	4,792	0%	3%
5841 Contracted Substitute Teachers	66,147	30,420	31,333	32,273	33,241	34,238	1%	-54%
5842 Special Education Services	120,000	125,511	135,839	146,673	158,035	169,947	5%	5%
5843 Non Public School	-	-	-	-	-	-	0%	
5844 After School Services	-	-	-	-	-	-	0%	
5849 Other Student Instructional Services	2,000	2,092	2,264	2,445	2,634	2,832	0%	5%
5852 Professional Development	9,485	13,324	14,421	15,571	16,777	18,042	1%	40%
5854 Nursing & Medical (Non-IEP)	2,000	2,092	2,264	2,445	2,634	2,832	0%	5%
5859 All Other Consultants & Services	8,963	12,963	14,030	15,149	16,322	17,553	1%	45%
5861 Non Instructional Software	18,867	18,741	20,283	21,900	23,597	25,376	1%	-1%
5865 Fundraising Cost	1,737	1,816	1,966	2,123	2,287	2,460	0%	5%
5871 District Oversight Fees	22,957	21,300	22,521	23,586	24,676	26,406	1%	-7%
5872 Special Education Fees (SELPA)	28,918	29,721	31,229	32,738	34,246	35,755	1%	3%
5881 Intra-Agency Fees	274,667	236,987	244,097	251,420	258,962	266,731	9%	-14%
5895 Bad Debt Expense	-	-	-	-	-	-	0%	
5899 All Other Expenses	560	585	634	684	737	793	0%	5%
5911 Office Phone	1,440	1,483	1,528	1,574	1,621	1,669	0%	3%
5913 Mobile Phone	1,800	1,854	1,910	1,967	2,026	2,087	0%	3%

Bert Corona Charter High School

Multi-Year Budget Detail

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	-1	0	1	2	3	4		
	2019-20	2020-21 Trend	2021-22	2022-23	2023-24	2024-25	2020-21 Percent of Budget	Percent Change, 2019-20 to 2020-21
5921 Internet	24,000	24,720	25,462	26,225	27,012	27,823	1%	3%
5923 Website Hosting	-	-	-	-	-	-	0%	
5931 Postage & Shipping	2,500	2,575	2,652	2,732	2,814	2,898	0%	3%
5999 Other Communications	1,500	1,545	1,591	1,639	1,688	1,739	0%	3%
Total 5000 · Operating Services	885,931	811,761	861,104	912,406	965,930	1,022,381	32%	-8%
6000 · Capital Outlay								
6901 Depreciation Expense	62,611	49,384	41,422	39,800	35,113	561	2%	-21%
6903 Amortization Expense	-	-	-	-	-	-	0%	
6999 Capital Outlay	-	-	-	-	-	-	0%	
Total 6000 · Capital Outlay	62,611	49,384	41,422	39,800	35,113	561	2%	-21%
7000 · Other Outgo								
7438 Interest Expense	100	-	-	-	-	-	0%	-100%
Total 7000 · Other Outgo	100	-	-	-	-	-	0%	-100%
TOTAL EXPENSE	2,713,077	2,553,149	2,684,911	2,830,228	2,958,588	3,063,092	100%	-6%
NET INCOME	409	27,576	(38,248)	(62,979)	(68,301)	14,489		
Beginning Cash Balance	201,429	179,578	134,020	141,998	142,373	143,978		
Cash Flow from Operating Activities								
Net Income	409	27,576	(38,248)	(62,979)	(68,301)	14,489		
Change in Accounts Receivable								
Prior Year Accounts Receivable	430,541	219,546	456,550	473,493	492,782	510,925		
Current Year Accounts Receivable	(219,546)	(456,550)	(473,493)	(492,782)	(510,925)	(546,270)		
Change in Due from	(33)	-	-	-	-	-		
Change in Accounts Payable	48,981	(4,135)	(3,928)	(3,732)	(3,545)	(3,368)		
Change in Due to	(281,439)	155,152	60,000	49,926	60,000	-		
Change in Accrued Vacation	-	-	-	-	-	-		
Change in Payroll Liabilities	(1,394)	-	-	-	-	-		
Change in Prepaid Expenditures	(8,070)	(16,744)	(34,325)	(3,351)	(3,518)	(3,694)		
Change in Deposits	-	-	-	-	-	-		
Change in Deferred Revenue	-	-	-	-	-	-		
Depreciation Expense	62,611	49,384	41,422	39,800	35,113	561		
Cash Flow from Investing Activities								
Capital Expenditures	(3,905)	-	-	-	-	-		
Cash Flow from Financing Activities								
Source - Sale of Receivables	-	-	-	-	-	-		
Use - Sale of Receivables	-	-	-	-	-	-		

Bert Corona Charter High School
Multi-Year Budget Detail
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	-1	0	1	2	3	4		
	2019-20	2020-21 Trend	2021-22	2022-23	2023-24	2024-25	2020-21 Percent of Budget	Percent Change, 2019-20 to 2020-21
Source - Loans	-	-	-	-	-	-		
Use - Loans	(50,008)	-	-	-	-	-		
Ending Cash Balance	179,578	153,808	141,998	142,373	143,978	116,621		
Month with Lowest Ending Cash Balance	Jul: \$	Dec: \$13,640	Jul: \$23,918	May: \$63,205	Jul: \$102,881	Jul: \$107,489		
5% Reserve Goal	135,654	127,657	134,246	141,511	147,929	153,155		
Operating Income	63,020	76,960	3,174	(23,179)	(33,188)	15,050		
EBITDA	63,120	76,960	3,174	(23,179)	(33,188)	15,050		
Net Income as a Percent of Expenses	0.0%	1.1%	-1.4%	-2.2%	-2.3%	0.5%		
Ending Cash as a Percent of Expenses	6.6%	6.0%	5.3%	5.0%	4.9%	3.8%		

Coversheet

FY20-21 YPICS EPA Spending Plan

Section: V. Items Scheduled For Action
Item: B. FY20-21 YPICS EPA Spending Plan
Purpose: Vote
Submitted by:
Related Material: YPI Charter Schools EPA Spending Plan.pdf



YPI Charter Schools, Inc

FY 2020-21 Education Protection Account Spending Plan

California created the Education Protection Account (EPA) in November 2012 after the passage of Proposition 30, *The Schools and Local Public Safety Protection Act of 2012*. Proposition 30 temporarily increased the personal income tax rates for upper-income taxpayers and the sales tax rate for all taxpayers. The .25 sales tax increase expired in 2016. The income tax increase was set to expire in 2018, but was extended by voters through 2030 via Proposition 55 in November 2016.

Revenue generated from the increased taxes are deposited into the EPA and distributed to districts and charter schools on a quarterly basis.

While funds from the EPA are part of a district's or charter school's general purpose funding, Proposition 30 specifies that EPA funds may not be used for administrative salaries or benefits or any other administrative costs. **Governing boards must determine the use of EPA funds at an open public meeting annually.**

Proposition 30 also requires all districts, counties and charter schools to report on their websites an accounting of how much money was received from the EPA and how that money was spent.

For schools open prior to FY13/14, EPA funds are estimated to be roughly equal to 25% of a school's FY12/13 funding rate multiplied by the current year Average Daily Attendance.

For Bert Corona Charter, this equates to \$574,956.

Funds will be used to support teacher salaries and benefits.



YPI Charter Schools, Inc

FY 2020-21 Education Protection Account Spending Plan

California created the Education Protection Account (EPA) in November 2012 after the passage of Proposition 30, *The Schools and Local Public Safety Protection Act of 2012*. Proposition 30 temporarily increased the personal income tax rates for upper-income taxpayers and the sales tax rate for all taxpayers. The .25 sales tax increase expired in 2016. The income tax increase was set to expire in 2018, but was extended by voters through 2030 via Proposition 55 in November 2016.

Revenue generated from the increased taxes are deposited into the EPA and distributed to districts and charter schools on a quarterly basis.

While funds from the EPA are part of a district's or charter school's general purpose funding, Proposition 30 specifies that EPA funds may not be used for administrative salaries or benefits or any other administrative costs. **Governing boards must determine the use of EPA funds at an open public meeting annually.**

Proposition 30 also requires all districts, counties and charter schools to report on their websites an accounting of how much money was received from the EPA and how that money was spent.

For schools open prior to FY13/14, EPA funds are estimated to be roughly equal to 25% of a school's FY12/13 funding rate multiplied by the current year Average Daily Attendance.

For Monsenor Oscar Romero Charter, this equates to \$545,883.

Funds will be used to support teacher salaries and benefits.



YPI Charter Schools, Inc

FY 2020-21 Education Protection Account Spending Plan

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Proposition 30 also requires all districts, counties and charter schools to report on their websites an accounting of how much money was received from the EPA and how that money was spent.

For schools that opened in FY13/14 or later, EPA is apportioned at \$200/ADA.

For Bert Corona Charter High, this equates to \$37,234.

Funds will be used to support teacher salaries and benefits.

Coversheet

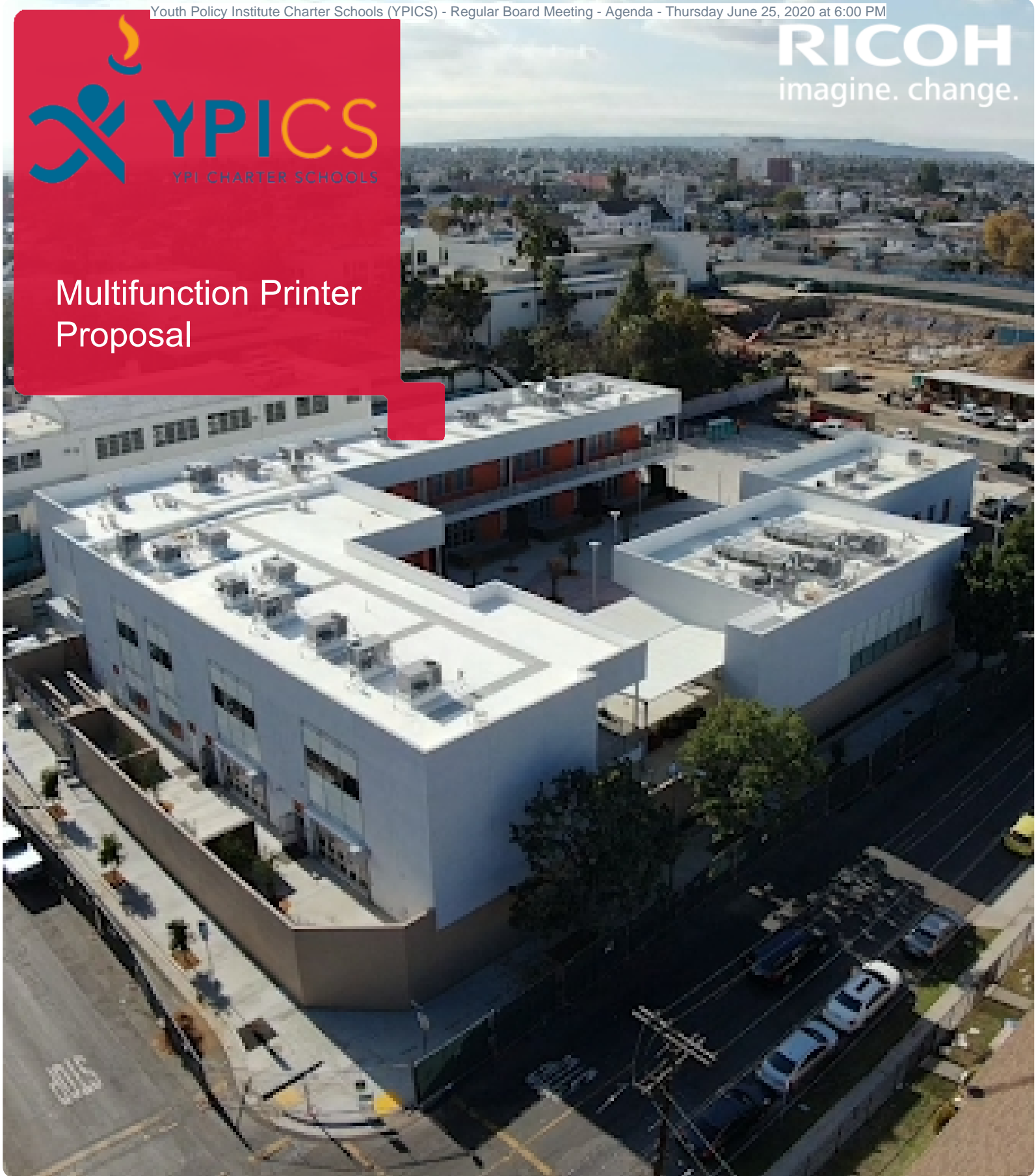
Move from Xerox to Ricoh

Section: V. Items Scheduled For Action
Item: D. Move from Xerox to Ricoh
Purpose: Vote
Submitted by:
Related Material: YPICS Proposal 06.15.2020.pptx



RICOH
imagine. change.

Multifunction Printer Proposal



PREPARED BY:

Joseph Chuan
Branch Manager, Greater Los Angeles
805-200-6865
joseph.chuan@ricoh-usa.com

June 17, 2020

Cover Letter

Dear Yvette,

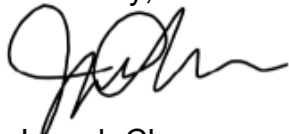
On behalf of your Ricoh team, thank you for meeting with us to discuss your organization's challenges and how we can deliver the solutions that will help propel your Charter School forward and position you for success. Based on our conversations, I have prepared a proposal that will assist you in achieving your goals.

Ricoh has transformed the way people live and work with breakthrough technologies and services. Our solutions help you to remove obstacles to sustained growth by optimizing the flow of information and automating antiquated processes to increase productivity.

In addition, our extensive experience in a wide range of industries gives us in-depth knowledge of your unique challenges — and how our services can help overcome them.

We appreciate your time and look forward to helping your organization work smarter.

Sincerely,



Joseph Chuan
Branch Manager, Greater Los Angeles
805-200-6865
joseph.chuan@ricoh-usa.com



About Ricoh

For over 80 years, Ricoh has transformed the way people work with breakthrough technologies that help businesses innovate and grow. Our focus has always been to envision what the future will look like so that we can help prepare you for success.

Today, that means improving workplaces using innovative technologies & services enabling individuals to work smarter.

Learn more:
ricoh-usa.com/about-us



Video: Ricoh is empowering digital workplaces

“Ricoh’s team is always there when we need them. And they understand and respect what we do, so they work diligently to resolve issues quickly.”

**Oregon based
Non-profit Organization**

Executive Summary

Current State

Ricoh’s analysis of your current situation revealed:

- Current contract does not have consolidated billing and does not take advantage of economies of scale
- No means to track or measure printing/copying
- Budget shortfall requires a combination of short-term and long-term reductions in fixed and variable costs to retain staff and faculty

Goals

- Reduce fixed and variable costs
- Solution to track, measure and manage print easily
- Improve service with guarantees for uptime and productivity
- Utilize a State approved contract vehicle that provides flexibility in case situations arise like non-appropriations

Proposed Solution

- Our proposed solution will address the current challenges by bringing together our K/12 Charter School expertise to offer–
 - A competitive, cost effective solution
 - Tools designed to reduce print volumes allowing for tracking, measuring and managing print across the Charter.

Proposal for YPICS



Work smarter with digital workplace solutions

The digital shift is transforming the way people work, and businesses need to move fast to stay ahead of the competition and keep customers happy. Ricoh provides digital workplace solutions to more than 1.29 million companies worldwide by helping them improve workplaces with innovative technologies and services that enable people to work smarter. The key to helping you succeed is our evolving services and solutions portfolio. Here are some benefits you can expect from our hardware and services proposal.

- Reduce fixed costs
- Provide faculty and staff with new technology while containing costs with rich reporting and print controls
- Budget and funding allocation made easy by assigning costs for printing, paper and lease
- Bridge budget gap to ensure retention of faculty and staff

“The integrated solution that Ricoh put together has helped reduce off-site storage and save even more in filing space. It has saved countless hours of clerical effort and contributed to an improved work environment with more productivity and less stress.”

Real Estate Investor in Massachusetts

[Click here](#) to learn about all of our Services & Solutions

Proposal for YPICS



Leveraging 80+ years of innovation in office technology

Ricoh's industry leading product line is designed to meet the demands of any of our customer's environments. We offer both workgroup multifunctional printers and printers that work seamlessly with our digital workplace solutions and software to allow our clients to create, share and manage their critical business information and documents. **[Customer Name]** can look forward to these benefits:

- Ability to connect to cloud applications
- Lower Total Cost of Ownership (TCO)
- Improved print & scan quality
- Increased document security options
- Reduction in hardware malfunctions, resulting in improved uptime

“ Ricoh...wants to be our partner and solve our problems. Ricoh is a straight shooter that has vastly improved our organization's information management. ”

**Logistics & Transportation Service Provider
in Pennsylvania**

[Click here](#) to learn more about Ricoh's innovative office technology

Financial Summary

	Model / Product	Monthly Payment	Meter	Includes:	Avg Monthly Volume	Overage Copies	Cost Per Print	Meter Charges	Avg Monthly Cost
Current Equipment	1 Xerox XC702 MORCS	\$887.84	B&W Color	20,000 Copies/Month 4,000 Copies/Month [Labor, Parts, Supplies]	9,248 13,825	-10,752 9,825	\$0.007310 \$0.075260	\$0.00 \$739.43	\$1,627.27
	2 Xerox WC 7845PT MORCS	\$348.30	B&W Color	4,000 Copies/Month 1,000 Copies/Month [Labor, Parts, Supplies]	8,442 6,779	4,442 5,779	\$0.010810 \$0.102680	\$48.02 \$593.39	\$989.71
	3 Xerox XC702 YPI PCHS	\$640.21	B&W Color	10,000 Copies/Month 1,000 Copies/Month [Labor, Parts, Supplies]	12,920 8,639	2,920 7,639	\$0.0000 \$0.0000 No DATA	\$693.72	\$1,333.93
	4 Xerox WC 7845PT BCMS	\$1,654.51	B&W Color	35,200 Copies/Month 6,250 Copies/Month [Labor, Parts, Supplies]	1,922 5,031	-12,809 18,344	\$0.0000 \$0.08746	\$1,604.37	\$3,258.88
	5 Xerox XC702 BCMS	Included w/ #4	B&W Color	Incl. Copies/Month with #4 Copies/Month [Labor, Parts, Supplies]	17,769 19,563	Incl. #4			Incl. with #4
	6 Xerox WC 7845PT HQ (no replacement)	\$292.29	B&W Color	4,000 Copies/Month 500 Copies/Month [Labor, Parts, Supplies]	871 3,754	-3,189 3,254	\$0.010810 \$0.102680	\$0.00 \$334.12	\$626.41
Total		\$3,823.15						\$4,013.05	\$7,836.20

	Model / Product	Monthly Payment	Meter	Includes:	Avg Monthly Volume	Overage Copies	Cost Per Print	Meter Charges	Avg Monthly Cost
Proposed Equipment	1 Ricoh MP C8003 MORCS	\$588.76	B&W Color	0 Copies/Month 0 Copies/Month [Labor, Parts, Supplies]	9,248 13,825	9,248 13,825	\$0.0055 \$0.0407	\$50.86 \$562.68	\$1,202.30
	2 Ricoh IMC4500 MORCS	\$324.06	B&W Color	0 Copies/Month 0 Copies/Month [Labor, Parts, Supplies]	8,442 6,779	8,442 6,779	\$0.0055 \$0.0407	\$46.43 \$275.91	\$646.40
	3 Ricoh MP C8003 YPI PCHS	\$583.94	B&W Color	0 Copies/Month 0 Copies/Month [Labor, Parts, Supplies]	12,920 8,639	12,920 8,639	\$0.0055 \$0.0407	\$71.06 \$351.61	\$1,006.61
	4 Ricoh IM C4500 BCMS	\$324.06	B&W Color	0 Copies/Month 0 Copies/Month [Labor, Parts, Supplies]	1,922 5,031	1,922 5,031	\$0.0055 \$0.0407	\$10.57 \$204.76	\$539.39
	5 Ricoh MP C8003	\$553.01	B&W Color	0 Copies/Month 0 Copies/Month [Labor, Parts, Supplies]	17,769 19,563	17,769 19,563	\$0.0055 \$0.0407	\$97.73 \$796.21	\$1,446.95
Total		\$2,373.83						\$2,467.82	\$4,841.65

Reservation of Rights—This quote is based upon the information provided by you, and the assumptions made by us in preparing the information contained herein. While care has been taken to ensure the accuracy of this quote, we make no representations or warranties about the accuracy, completeness or adequacy of the information contained herein, and shall not be liable for any errors or omissions. We recognize your right to negotiate and approve the terms of any resulting contract and we reserve the same right. We also acknowledge that all contract terms and conditions must be mutually agreed upon by both of us. This quote is subject to credit approval and valid for a period of 30 days from the date stated on the cover page. THIS QUOTE IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY AND IS NOT, NOR SHOULD IT BE CONSTRUED AS, AN OFFER TO SELL/LEASE THE GOODS OR SERVICES LISTED HEREIN.

Investment Scenario

Monthly Cost Comparison		
	Current	Proposed
Lease	\$3,823.15	\$2,373.83
Maintenance & Supplies	\$4,013.05	\$2,467.82
Total	\$7,836.20	\$4,841.65
Savings of \$2,994.55 per month / \$179,673.00 over contract term!		

Included in Monthly Fee	
New Ricoh MFPs 60-month FMV US Communities Contract	<ul style="list-style-type: none"> 5 MFPs: (3) MP C8003 & (2) IM C4500 Delivery, setup, installation & Training General maintenance agreement: <ul style="list-style-type: none"> One click-rate for entire fleet – pay-as-you go with zero committed volume. Print zero-Pay zero Parts, labor, toner and staples included 1-hour call-back on 4-hours onsite US Communities SLAs with guaranteed uptime Stream of Payments: check to YPICS in the amount of \$22,411.26 Check* to YPICS in the amount of \$1,790.00 to cover storage and return of Xerox equipment expiring after 8/2020: <ul style="list-style-type: none"> Contract 010-0042733-001 (2 devices) – Return to vendor 8/2020 Contract 010-0058450-001 (1 device) – Store & return to vendor 9/2021 Contract 010-0058450-002 (1 device) – Store & return to vendor 9/2021 Contract 010-0042736-001 (1 device) – Return to vendor 9/2020 Contract 010-0058450-003 (1 device) – Store & return to vendor 12/2021 5-months deferred lease payment - 2-months of existing lease and 3-months of new Ricoh lease – an immediate upfront savings of \$13,687.79. <p style="font-size: small; margin-top: 10px;">*Check to be provide 30-days after delivery and acceptance of new Ricoh equipment.</p>
PaperCut	<ul style="list-style-type: none"> PaperCut migration <ul style="list-style-type: none"> 5-years, licensing, maintenance & support Remote install, admin and end-user training Card authentication at the device for secure print release and tracking Rules and cost based rules – quota setting if desired Rich reporting for billback and budget allocation

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US Communities

U.S. Communities is a “National Local Government Purchasing Group” that is a nonprofit instrumentality of government formed under the U.S. Code, Title 26, Internal Revenue Code, Section 115. This Master Agreement in conjunction with Public Agency’s governing purchasing laws and ordinances, and can be utilized by all public agencies, except Federal, that have authority to purchase from another public agency’s competitively solicited contract. Eligible participants include: Counties, Cities, Special Districts, Schools, Colleges and Universities and Nonprofits. Nonprofits include, but are not limited to private K-12 and Higher Education, healthcare and legal and financial, such as credit unions.

Our current U.S. Communities contract was bid by the County of Fairfax, VA. It represented over 2,100 devices, services and solutions that were solicited for. The selection committee included the City and County of Denver, City of Kansas City, MO and Fresno Unified School District. Ricoh sold an estimated 100,000+ units and over \$2.3 Billion through our relationship as a U.S. Communities supplier.

Details, including all contract documentation can be found here:

<https://public.omniapartners.com/suppliers/ricoh/overview>

Some advantages of utilizing US Communities contract include, but are not limited to:

- Guaranteed Service Level agreements
- No contract escalations
- No charge for delivery, installation and return at end of term.
- No charge moves inside of same site
- Non-appropriations language
- Competitively bid and State approved contract vehicle
- Access to vendors that are part of the GPO, like Amazon Business, Home Depot, Cintas, etc.

Hardware Highlights

All Ricoh hardware feature:

- Simplified graphical user interface (GUI)
 - All Ricoh GUI are the same regardless of speed or class of device – learn to use one Ricoh device, learn to use all Ricoh devices
- Capable scanning
 - High-speed single-pass duplex scanning of up to 220 images per minute
 - Scan to email, folder, FTP
- Sharp print resulting from 1200 x 1200 dpi output
- Passive and active environmental sustainability
 - Energy Star compliant
 - EPEAT Gold certification
 - Advanced biometric sensor for fast recovery from sleep mode
 - Gamification to encourage sustainability practices



IM C4500
Configuration



MP C8003
Configuration



PaperCut Brief

Multifunction (Scanner, Printer, Copier, Fax)



Products included in proposal may differ from product pictured.

Ease into long-lasting productivity

With RICOH Always Current Technology, the capabilities of your device can grow with your business. This platform allows you to install the latest features and interface enhancements as they become available to meet your workplace needs

Troubleshoot with intelligence

Simplify maintenance with a host of RICOH Intelligent Support capabilities. Our service specialists can remotely access your Ricoh printer to fix issues and minimize downtime. You can also give in-house IT managers the ability to resolve issues over the company network.

Reduce costs and cut energy usage

Our equipment features energy-saving options like Sleep Mode and Quick Start-Up, and resource-saving options like automatic duplex printing — all while maintaining your productivity.

IM C4500 Highlights

Upgrade your workflows with speed and new technologies

- Prints up to 45 ppm, copy, scan, optional fax
- 1200 x 1200 dpi max print resolution
- Paper capacity of up to 4,700 pages
- Expand high-speed capabilities with responsive control and convenient apps

“*The process of working with Ricoh was seamless. Installation and configuration was quick and thorough, and the Ricoh team was very professional.*”

Retail Store in Greater Los Angeles

[Click here for more information](#)

Multifunction (Scanner, Printer, Copier, Fax)



Products included in proposal may differ from product pictured.

Flick, pinch, and swipe touchscreen*

Our large, intuitive 10.1" Smart Operation Panel puts advanced capabilities at your fingertips. Run single-function apps that streamline your workflows and help guide users through common jobs such as ID Card Scan & Copy and more.

Device monitoring available

Avoid the hassle of calling in service requests and meter reads, printing usage reports and checking toner levels with the optional RICOH @Remote device monitoring and management system. When equipped, you can expect shortened downtime and improved service.

Reduce costs and cut energy usage

Our equipment features energy-saving options like Sleep Mode and Quick Start-Up, and resource-saving options like automatic duplex printing — all while maintaining your productivity.

MP C8003 Highlights

Make high-volume color highly productive

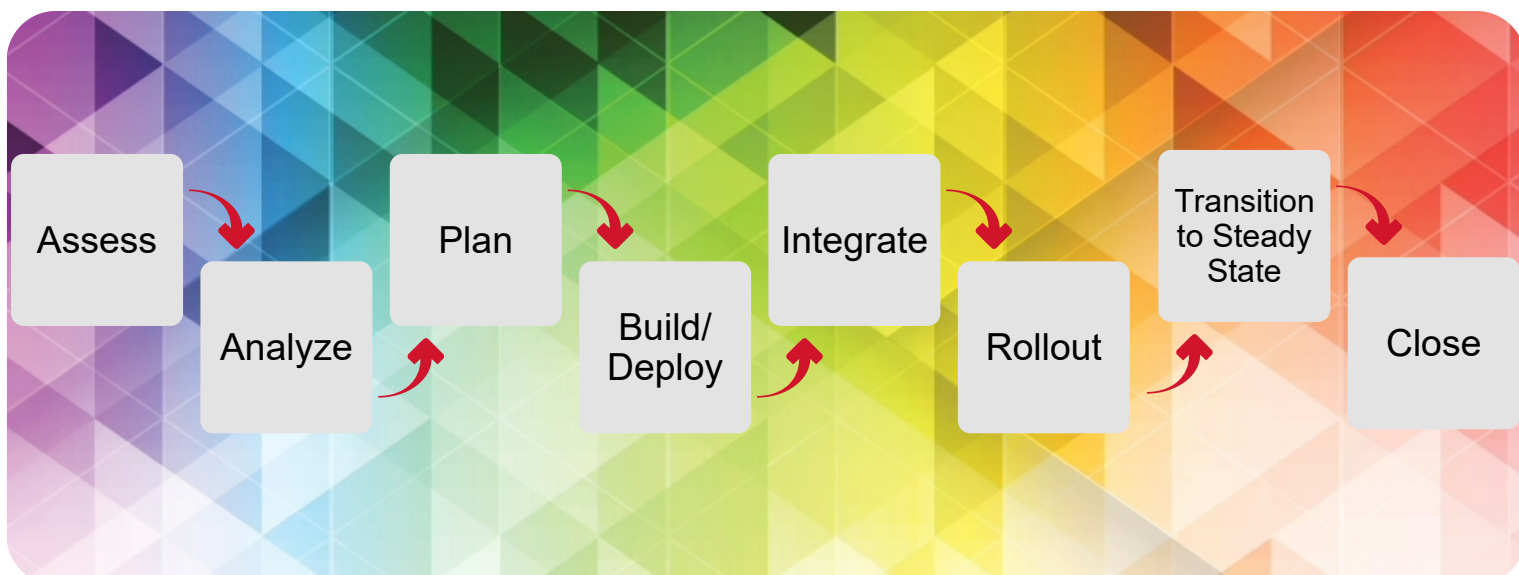
- Prints up to 80 ppm, copy, scan, fax
- 1200x4800 dpi max print resolution
- Paper capacity up to 8,100 pages
- Full-color 10.1" Smart Operation Panel

“*The process of working with Ricoh was seamless. Installation and configuration was quick and thorough, and the Ricoh team was very professional.*”

Retail Store in Greater Los Angeles

[Click here for more information](#)

Implementation Plan



Next Steps

Step	Timeframe
Letter of Intent	Letter of intent for leases expiring August and September 2020 must be sent the week of 6/22 in order to avoid roll-over 90-day term being added to your lease.
Decision	In order to take advantage of funds that provide the 5-month deferral, new Ricoh contract must be executed by 6/25 to process for end-of-month.
Implementation & Training	Implementation of hardware and software solutions week of August 24 th for September 1 contract start date. Hardware and Software training week of September 7 th (after Labor Day holiday)

5. End of Lease Options. If you are not in default and if you provide no greater than 150 days and no less than 60 days prior written notice to XFS, you may, at the end of the Initial Lease Term, either (a) purchase all, but not less than all, of the Equipment "AS IS, WHERE IS" and WITHOUT ANY WARRANTY AS TO CONDITION OR VALUE at the time of purchase by paying its fair market value, as determined by XFS in its sole but reasonable discretion, plus Taxes, (b) enter into a new lease on mutually agreeable terms, or (c) de-install and return the Equipment, at your expense, fully insured, to a continental US location XFS specifies. If you have not elected one of the above options, you shall be deemed to have entered into a new lease with a 3 month term on terms and conditions identical to this Lease, except that either party may terminate the new lease at the end of its 3 month term on 30 days' prior written notice and, when this new lease terminates, shall take one of the actions identified in (a) (b) or (c) in the preceding sentence or be deemed to have entered into another new lease with a 3 month term as provided herein. Any purchase option shall be exercised with

Maximizing Customer Experience with Ricoh

One of the industry's largest services networks of **over 12,000 field based employees**

State-of-the-art automated cloud dispatch program brings together the right technician with the right parts and keeps you apprised of status

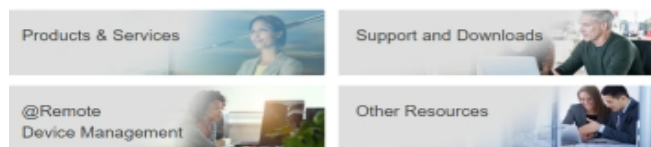
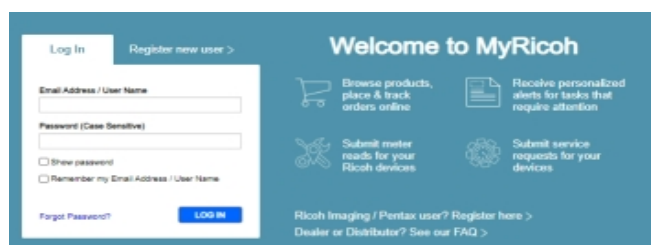
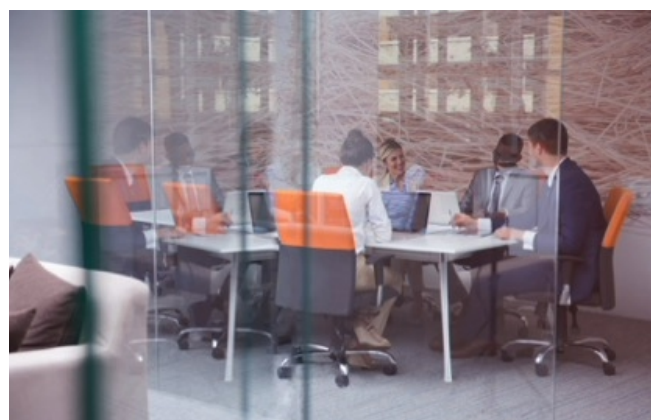
Support personnel who possess the **professional certifications** to work effectively in your environment and resolve issues quickly

Ricoh's Technology Support Services Center provides **24/7 customer support** for hardware devices as well as application software that's part of your solution

- Onsite service
- Self-help global knowledgebase
- Customer help desk
- Dispatch via web

MyRicoh online customer service portal offers a quick and easy way to securely manage your account and do business with us online 24/7, on your schedule, whenever it's most convenient for you

- View invoices, contract details, and update purchase order numbers for your contracts
- Order supplies, submit meter reads, request and manage service
- Schedule equipment relocations
- Live chat with our support team, access FAQs and our Global knowledge base for product questions



Our Technology Services team has received the **NorthFace ScoreBoard Award (SM)** for customer satisfaction. This award recognizes organizations who not only offer exemplary service to their customers, but who also center their existence on a deep commitment to exceeding customer expectations and is solely based on the **Voice Of the Customer** satisfaction ratings for our Technology Services function.

Security is in Ricoh's DNA

Ricoh technologies and solutions are designed, manufactured and implemented with security as a core requirement from the start in everything from product design to sales. And, we don't stop there. Ricoh is addressing our customers' expanding security concerns through Governance, Risk and Compliance (GRC). These services encompass data lifecycle and risk assessment & management, eDiscovery, end-point and server security, identity access, email security and protections against advanced network threats. It's in Ricoh's DNA — informing both our design philosophy and our commitment to work continuously to support our customers with solutions and services as threats evolve.



Device Security

Our device security capabilities can help address potentially compromised firmware, hard disk drive, non-volatile memory, open network ports and system of authentication on our multifunctional devices and laser printers. Ricoh has obtained certification for a wide range of products based on Common Criteria (ISO/IEC 15408).

- Digitally signed firmware updates
- DataOverwriteSecurity System (DOSS) and hard drive overwrite services
- Hard drive encryption
- Fax line security
- IEEE 2600 independent security certification
- Device user authentication
- Hard drive disposal and MFP cleansing services

Data Security

It's easy to accidentally leak information. Ricoh multifunction printers help protect your data whether you're printing, copying, scanning or faxing. Ricoh's data encryption - which uses a RSA BSAFE Crypto encryption module that is FIPS 140-2 validated - helps protect your data both when it is in transit and when it is at rest.

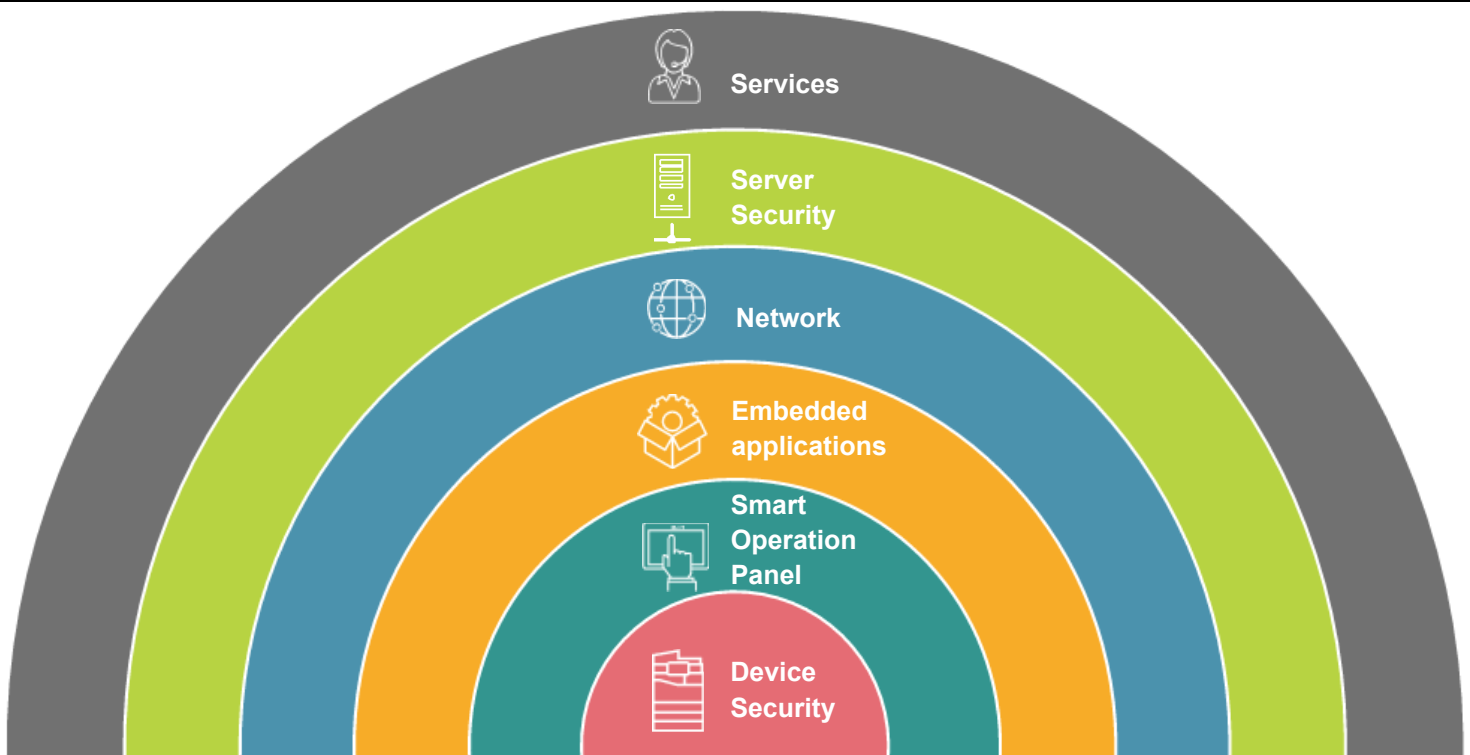
- Secured scanning solutions
- Locked Print
- Copy data security
- Mandatory secured information print
- Cost accounting and recovery

Network Security

Multifunction printers exchange critical information with computers and servers over networks. Ricoh products and technologies offer features that can help protect against unauthorized access via networks. Employed techniques include encryption of network communications and print streams, network user authentication and a host of administrative countermeasures.

- Network user authentication
- Close unused network ports
- Network encryption
- Print stream encryption
- Device Management
- Remote fleet reporting and firmware updates

Ricoh's layered approach



Security threats are no longer limited to personal computers, servers or networks. Ricoh can help you tackle potential issues caused by vulnerabilities in your devices, the data they process and the networks to which they connect.

Device Security

- ISO 15408 / IEEE 2600 certifications
- Ricoh-only Operating System
- Hard Disk Encryption
- DataOverwriteSecurity System (DOSS)
- Digitally signed firmware updates

Smart Operational Panel (User Interface)

- Ricoh only unique OS
- Unnecessary tools and components, tools with known issues are not installed
- Linux Kernel and Services are customized
- Root access is not available

Embedded Applications

- Providing extended features such as authentication, secured print, scan & capture, encryption and workflow
- Tested, compatibility certified and digitally signed by Ricoh

Network (Transport & Data Layers)

- Leverage & comply with customer's network security policies & measures
- End to end encryption of scan and print files

Server Security

- Leverage & comply with customer's server security policies & measures
- Segregation of administrator and user roles

Services

- Security Optimization Services
- ITIL (Information Technology Infrastructure Library) & ISO certified service processes
- Security Incident & Response Team
- End of Life Disposal Services
- Security beyond the device with Information Governance services

Grow your Business with Ricoh

Uphold your competitive edge by leveraging our industry expertise and intellectual property to help you unravel your business challenges through people, processes and technology. With over 80+ years of innovation, our focus has always been to help prepare you for success. The key to helping you succeed in the midst of this ongoing change is our digital workplace solutions.



Managed Print



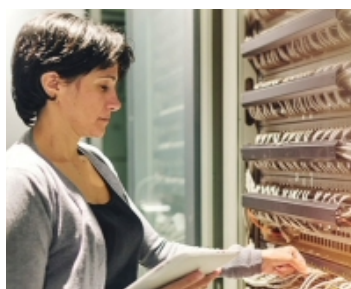
Enterprise Content Management & Workflow



Business Process Outsourcing



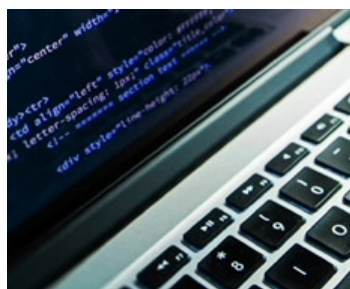
Workplace Productivity



Enterprise Support



Customer Communications Management & Mail









Information Governance & Cyber Security



Cloud & IT

Our recognition that sets us apart

- 
2018 World's 50 Most Innovative Companies from USA Today
- 
Awarded Highest Gold Rating in EcoVadis Global Supplier Survey 4 times in a row
- 
Named a Leader in Gartner Magic Quadrant for Managed Print & Content Services worldwide 6 years in a row.
- 
2020 Energy Star Partner of Year
- 
2019 Global Leader in Print and Document Security from IDC MarketScape
- 
2018 Excellence in Partnership Best Veteran Hiring Award from Coalition for Government Procurement




Work toward a sustainable future

Our commitment to environmental conservation has been woven into the DNA of our manufacturing, logistics, product use and final disposal processes. With our sustainable practices, we can help you advance your green initiatives through eco-responsible procurement, recycling programs, paper reduction and output optimization.

All of our manufacturing facilities worldwide are ISO 14001-certified and support sustainable environmental management. We have been an ENERGY STAR® partner for more than 20 years and were designated ENERGY STAR partner of the year for three years in a row.

Learn more: ricoh-usa.com/environment



 Ricoh's **Digital Workplace Solutions** combine the right services, expertise, and technology to optimize the flow of information, so you can improve employee productivity, better serve your customers, and grow your business.



Ricoh USA, Inc. 300 Eagleview Blvd Ste 200, Exton, PA, 19341 | 1-800-63-RICOH

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Coversheet

Board Resolution to Renew Line of Credit with PWB

Section: V. Items Scheduled For Action
Item: F. Board Resolution to Renew Line of Credit with PWB
Purpose: Vote
Submitted by:
Related Material: Board_Resolution_2020-7 Renewal of PWB Line of Credit copy.pdf



Resolution Number: 2020-7

RESOLUTION
OF THE
BOARD OF DIRECTORS OF
YPI CHARTER SCHOOLS, INC.
A California Nonprofit Public Benefit Corporation

Annual Renewal of Line of Credit with Pacific Western Bank and Removal & Replacement of Board Treasurer

We, the Board of Directors of YPI Charter Schools, Inc., a California nonprofit public benefit corporation, hereby consent to and adopt the following Resolution:

WHEREAS, YPI Charter Schools, Inc., operates the Bert Corona High School, Monseñor Oscar Romero Charter School, and Bert Corona Charter High School); and

WHEREAS, the YPI Charter Schools line of Credit is up for the annual renewal; and

WHEREAS, Joe Lucente, Board Treasurer, has stepped down from the board; and

WHEREAS, Michael Green, Board Treasurer, replaced Mr. Lucente’s role on the board;

BE IT FURTHER RESOLVED, that the YPI Charter Schools, Inc., Board of Directors approves the \$500,000 line of Credit to be renewed with Pacific Western Bank, and removes Joe Lucente as Board Treasurer. Additionally, Micheal Green has been appointed to replace Joe Lucente as Board Treasurer.

I, Sandra Mendoza, certify that the Board of Directors of YPI Charter Schools, Inc. on June 25, 2020, adopted the foregoing resolution, at Los Angeles, California.

By: _____

Sandra Mendoza, Board Secretary

Date: