



The Academy of Alameda Charter School Board

Board Meeting

Date and Time

Wednesday October 23, 2024 at 6:30 PM PDT

Location

Room TBD

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
A. Call the Meeting to Order	Discuss	William Schaff	1 m
B. Record Attendance		Damaris Espinosa	2 m
II. Open Session			6:33 PM
A. Public Comment	FYI	William Schaff	5 m
Public comment on any item not listed on the agenda. Allotted time for comments is two (2) minutes per speaker.			
III. Closed Session			6:38 PM
A. Review Executive Director's Goals	Discuss	Christine Chilcott	20 m
A review of the Executive Director's goals for the 24-25 school year.			

	Purpose	Presenter	Time
IV. Open Session			6:58 PM
A. Report Out Any Actions Taken In Closed Session	FYI	William Schaff	5 m
V. Consent Agenda			7:03 PM
A. Approve Draft Meeting Minutes	Approve Minutes	William Schaff	2 m
Approve minutes for Board Meeting on August 29, 2024			
B. Approve Special Board Meeting Minutes	Approve Minutes	William Schaff	1 m
Approve minutes for Special Board Meeting on September 9, 2024			
C. Check Registers	FYI	William Schaff	1 m
D. Credit Card Statements	FYI	William Schaff	1 m
E. Vote on Consent Agenda	Vote	William Schaff	1 m
VI. Board Communication			7:09 PM
A. Financial Presentation	Discuss	William Schaff	15 m
Naomi Stewart and Jean Yang will present:			
<ul style="list-style-type: none"> • Financial Presentation: FY 25 August Forecast 			
B. Academic Presentation	Discuss	Christine Chilcott	30 m
TK-8 Principal, Amy McGeorge, will give an academic presentation on the Elementary and Middle School's academic progress with the 23-24 school year data and discuss 24-25 school year plans.			
C. Enrollment Update	Discuss	Christine Chilcott	20 m
ED Chilcott will give the board an update on the 24-25 enrollment numbers and discuss the enrollment plans for the 25-26 SY.			
D. Vote on Independent Study Policy	Vote	William Schaff	3 m
The Independent Study Policy has been updated with minor changes.			

	Purpose	Presenter	Time	
Draft Motion: The Academy of Alameda Board of Directors votes to approve the revised Independent Study Policy as presented.				
E.	Vote on the Education for Homeless Children and Youth Policy	Vote	William Schaff	3 m
The Homeless Children and Youth Policy has been updated with minor changes.				
Draft Motion: The Academy of Alameda Board of Directors votes to approve the revised Homeless Children and Youth Policy as presented.				
F.	Vote on the Immunization Policy	Vote	William Schaff	3 m
The Immunization Policy has been updated with minor changes.				
Draft Motion: The Academy of Alameda Board of Directors votes to approve the revised Immunization Policy as presented.				
G.	Vote on the Nondiscrimination Statement	Vote	William Schaff	3 m
The Nondiscrimination Statement has been updated with minor changes.				
Draft Motion: The Academy of Alameda Board of Directors votes to approve the revised Nondiscrimination Statement as presented.				
H.	Vote on the Uniform Complaint Policy and Procedures	Vote	William Schaff	3 m
The Uniform Complaint Policy and Procedures has been updated with minor changes.				
Draft Motion: The Academy of Alameda Board of Directors votes to approve the revised Uniform Complaint Policy and Procedures as presented.				
I.	Vote on the AoA Bylaws	Vote	William Schaff	3 m
The AoA Bylaws have been updated with minor changes.				
Draft Motion: The Academy of Alameda Board of Directors votes to approve the revised AoA Bylaws as presented.				
J.	Board Committee Reports	Discuss	William Schaff	15 m
Reports from the following committees:				

- Finance Committee

- | | Purpose | Presenter | Time |
|-----------------------------|---------|-----------|------|
| • Student Success Committee | | | |
| • Governance Committee | | | |

VII. Closing Items 8:47 PM

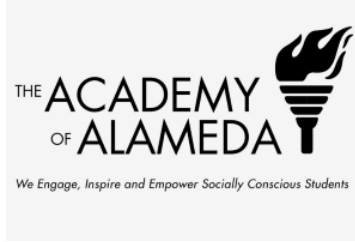
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|---|---------|--------------------|-----|
| A. Individual Board Member Reports | Discuss | William Schaff | 5 m |
| B. Executive Director Report | FYI | Christine Chilcott | 5 m |
| C. Upcoming Board Meetings | Discuss | William Schaff | 2 m |
| November 21: | | | |
| Special Education Presentation | | | |
| D. Adjourn Meeting | | William Schaff | |

Coversheet

Approve Draft Meeting Minutes

Section: V. Consent Agenda
Item: A. Approve Draft Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on August 29, 2024

APPROVED



The Academy of Alameda Charter School Board

Minutes

Board Meeting

Date and Time

Thursday August 29, 2024 at 6:30 PM

Location

The Academy of Alameda
401 Pacific Ave
Alameda, CA 94501
Room 203

Directors Present

A. Price, C. Robie, D. Forbes, J. Laird, J. Laird, K. McCoy, M. Payne, R. Rentschler, W. Schaff

Directors Absent

None

Guests Present

C. Chilcott, D. Espinosa, Jenniferalaird@yahoo.com, macheop@gmail.com

I. Opening Items

A. Call the Meeting to Order

W. Schaff called a meeting of the board of directors of The Academy of Alameda Charter School Board to order on Thursday Aug 29, 2024 at 6:31 PM.

B. Record Attendance

II. Consent Agenda

A. Approve Draft Meeting Minutes

A. Price made a motion to approve the minutes from Board Meeting on 06-13-24.

K. McCoy seconded the motion.

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

Roll Call

K. McCoy	Aye
A. Price	Aye
M. Payne	Aye
J. Laird	Aye
W. Schaff	Aye
D. Forbes	Aye
C. Robie	Aye
R. Rentschler	Aye
J. Laird	Aye

B. Approve Board Retreat Meeting Minutes

A. Price made a motion to approve the minutes from AoA Board Retreat on 08-04-24.

K. McCoy seconded the motion.

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

Roll Call

K. McCoy	Aye
J. Laird	Aye
R. Rentschler	Aye
C. Robie	Aye
A. Price	Aye
M. Payne	Aye
D. Forbes	Aye
J. Laird	Aye
W. Schaff	Aye

C. Check Registers

D. Credit Card Statements

E. Vote on Consent Agenda

A. Price made a motion to approve the consent agenda.

K. McCoy seconded the motion.

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

Roll Call

A. Price	Aye
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Roll Call

C. Robie Aye
J. Laird Aye
K. McCoy Aye
M. Payne Aye
W. Schaff Aye
J. Laird Aye
R. Rentschler Aye
D. Forbes Aye

III. Board Communication

A. Accelerated Math Program Presentation

J. Whatley communicated how she got into the accelerated math program. Post covid all math classes were heterogeneous for 6-8 and algebra was the only advanced class. Zearn allowed seamless grade level acceleration. In order to enroll in the AMP program they have to turn in all of their assignments and maintain a 2.8 or higher in math. She also showed how statistically the students come from all walks of life, all ethnicities, all genders and are progressing well according to the data. A. Price commended J. Whatley's efforts. J. Laird appreciated the race distribution but wondered about the gender distribution. C. Robie appreciated J. Whatley's humility in presenting. R. Rentschler asked if the agency AMP produces the results directly, J. Whatley expressed that AMP has helped students grades so she does see the benefits of it. C. Chilcott expressed her 2 daughters experiences in J. Whatley's AMP program and two different point of views in it and how they both benefitted from it. D. Forbes echoed the thanks and hopes the program expands.

B. Board Local Authorization Credentials: Resolution #829241

K. McCoy made a motion to approve resolution #829241 which approves the teachers listed in the resolution to hold their current assignments.

C. Robie seconded the motion.

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

Roll Call

R. Rentschler Aye
J. Laird Aye
W. Schaff Aye
M. Payne Aye
A. Price Aye
C. Robie Aye
K. McCoy Aye
D. Forbes Aye
J. Laird Aye

C.

Vote on the General Complaint Policy

C. Robie made a motion to approve the revised General Complaint Policy as presented.

K. McCoy seconded the motion.

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

Roll Call

C. Robie Aye
K. McCoy Aye
D. Forbes Aye
A. Price Aye
J. Laird Aye
M. Payne Aye
J. Laird Aye
R. Rentschler Aye
W. Schaff Aye

D. Vote on the Suspension and Expulsion Policy

C. Robie made a motion to approve the revised Suspension and Expulsion Policy as presented.

D. Forbes seconded the motion.

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

Roll Call

M. Payne Aye
C. Robie Aye
J. Laird Aye
D. Forbes Aye
J. Laird Aye
A. Price Aye
K. McCoy Aye
W. Schaff Aye
R. Rentschler Aye

E. Vote on the Suicide Prevention Policy

M. Payne made a motion to approve the revised Suicide Prevention Policy as presented.

C. Robie seconded the motion.

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

Roll Call

M. Payne Aye
K. McCoy Aye
J. Laird Aye
W. Schaff Aye
C. Robie Aye
D. Forbes Aye
A. Price Aye

Roll Call

J. Laird Aye
R. Rentschler Aye

F. Vote on the Administration of Medication

K. McCoy made a motion to approve the revised Administration of Medication Policy as presented.

J. Laird seconded the motion.

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

Roll Call

D. Forbes Aye
J. Laird Aye
K. McCoy Aye
M. Payne Aye
R. Rentschler Aye
W. Schaff Aye
A. Price Aye
J. Laird Aye
C. Robie Aye

G. Board Committee Reports

Finance committee has not officially met but will be meeting on the 9th and will be looking at the financial from last year and will be discussing how to get the budget under control.

Student success committee met today and looked at the descriptors from the retreat and talked about what a successful student is at AoA so as to communicate it to the team. D. Forbes and K. McCoy advised they did not agree with the word positive part of the community and preferred positive contributor to the school community.

Governance committee advised they went over the bylaws extensively and will go over 6 extensively in October and the other 6 in November so as to have them completed and presented to the board in December. D. Forbes asked if the new board members are being trained. C. Chilcott advised that she is following up with them regarding finance training and brown act training.

IV. Closing Items

A. Individual Board Member Reports

B. Executive Director Report

C. Upcoming Board Meetings

D.

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:48 PM.

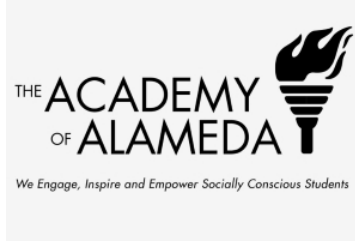
Respectfully Submitted,
W. Schaff

Coversheet

Approve Special Board Meeting Minutes

Section: V. Consent Agenda
Item: B. Approve Special Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Special Board Meeting on September 9, 2024

APPROVED



The Academy of Alameda Charter School Board

Minutes

Special Board Meeting

Date and Time

Monday September 9, 2024 at 5:00 PM

Location

The Academy of Alameda
401 Pacific Ave
Alameda, CA 94501
Room 203

Special Meeting: Vote on Unaudited Actuals

Directors Present

D. Forbes, J. Laird, J. Laird, K. McCoy, R. Rentschler, W. Schaff

Directors Absent

A. Price, C. Robie, M. Payne

Guests Present

C. Chilcott, D. Espinosa, J. Yang, N. Stewart, william.schaff@gmail.com

I. Opening Items

A. Call the Meeting to Order

W. Schaff called a meeting to order on Monday Sep 9, 2024 at 5:03 PM.

B.

Record Attendance

C. Public Comment on Non-Agenda Item

II. Voting Item

A. FY 24 Unaudited Actuals

N. Stewart presented the unaudited actuals for the 23-24 school year. There was some discussion around the fact that the deficit was \$118K more than the previous forecast in May. The various reasons for this change were discussed. EdTec will be encouraging us as an organization to be more conservative as we budget into the future. EdTec also presented a Financial Update incorporating the revised numbers. Part of this update included a cash projection showing that we will probably need to transfer money out of our LAIF account in February and May.

D. Forbes moved to accept the Unaudited Actuals for 23-24. K. McCoy seconded the motion. The motion passed unanimously.

III. 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 5:52 PM.

Respectfully Submitted,
W. Schaff

Coversheet

Check Registers

Section: V. Consent Agenda
Item: C. Check Registers
Purpose: FYI
Submitted by:
Related Material: AoA September 2024 Combined Board Check Register.pdf
AoA August 2024 Combined Board Check Register.pdf



Combined Board Check Register						
School:	AoA					
Month:	September 2024					
					Total Paid By Check:	\$ 305,835.40
					Total Paid By Credit Card:	\$ 4,225.36
Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	14194	MRC Smart Technology Solutions	9/6/2024	Bill #IN4331167--Contract overage charge: 07/15 - 08/14/24		\$ 0.38
Check	14195	Brady Industries	9/6/2024	Bill #9166370--Janitorial Supplies Bill #9157455--Janitorial Supplies Bill #9166369--Janitorial Supplies Bill #9166372--Janitorial Supplies		\$ 1,226.48
Check	14196	Amazon Capital Services	9/6/2024	Bill #1CRM-3HH9-4VCM--Supplies Bill #1QC1-TVHJ-RMPL--Supplies Bill #1J4K-7TTW-73G6--Supplies Bill #13HN-JGDX-Y1LN--Supplies Bill #1X13-1L34-RR13--Supplies Bill #14PN-KVLY-4K46--Supplies Bill #1QXV-CGNT-WLPX--Supplies Bill #1RCX-RHF6-RCCT--Supplies Bill #1C7R-J6X6-RX6X--Supplies Bill #161Y-77QD-CX61--Supplies Bill #1CJ3-3MX3-C3LL--Supplies Bill #1M7W-9476-47V9--Supplies Bill #1C3R-WX1J-4GQR--Supplies Bill #1RJC-HGM9-7XDN--Supplies Bill #1YJR-4JV4-HWCR--Supplies Bill #1XYJ-9XDV-4V1X--Supplies		\$ 8,836.03

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	14196	Amazon Capital Services	9/6/2024	Bill #1YJX-FKK6-WTDQ--Supplies Bill #1KCR-7LNV-377P--Supplies Bill #1DD6-MX1V-LQNX--Supplies Bill #16CN-PCY7-43LP--Supplies Bill #1MK1-N1GP-YL9R--Supplies Bill #1JV7-JVQK-7NW9--Supplies Bill #1F37-KWR1-7KNV--Supplies Bill #1C7R-J6X6-HYPJ--Supplies Bill #1VWY-X7GW-3GL7--Supplies Bill #1PWL-7T4W-LJJF--Supplies Bill #1RJC-HGM9-QTFL--Supplies Bill #19QF-71QN-6734--Supplies Bill #1H1R-FD9N-FVQW--Supplies Bill #1JWH-9TWF-CXC4--Supplies Bill #1CC9-RR3M-YT64--Supplies		Cont'd
Check	14196	Amazon Capital Services	9/6/2024	Bill #1LKN-NVQV-99D7--Supplies Bill #1Y77-1RK7-X4XR--Supplies Bill #1RMN-XP1L-CCQ6--Supplies Bill #1K1M-YNXC-4MCY--Supplies Bill #1YL3-6YGX-FDVF--Supplies Bill #13HN-JGDX-761C--Supplies Bill #11YC-7XNW-TX6M--Supplies Bill #1QJL-MF4H-YHQW--Supplies Bill #19MH-HFJR-6GQC--Supplies Bill #1R99-MJWX-KTQY--Supplies Bill #1J36-6TYD-93GV--Supplies Bill #1CC9-RR3M-GP7F--Supplies Bill #1K1M-YNXC-463V--Supplies Bill #13HT-V1JC-74K1--Supplies Bill #13XX-K97M-9G9T--Supplies		Cont'd
Check	14197	Department of Justice	9/6/2024	Bill #754826--Finger Print Apps & FBI: July '24		\$ 32.00
Check	14198	Damaris Espinosa	9/6/2024	Bill #082624--Reimb: Mileage		\$ 79.06
Check	14199	Stephanie Shipe	9/6/2024	Bill #081524--Reimb: Curacubby Refund		\$ 152.00
Check	14200	Chabre Learning	9/6/2024	Bill #OC.3--Services: 06/12 - 08/09/24		\$ 1,200.00
Check	14201	RCM Technologies	9/6/2024	Bill #10067--Behavior Tech : 08/11 - 08/17/24		\$ 1,552.50

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Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	14202	Techabee	9/6/2024	Bill #2024-144--Techabee Foundational IT Svcs & Support: October - December 2024		\$ 7,500.00
Check	14203	Renaissance	9/6/2024	Bill #INV5341259--Annual All Product Renaissance Platform Star 360 Subscription & Custom Data Integration		\$ 16,842.90
Check	14204	Amazon Capital Services	9/18/2024	Bill #14ML-1Y7P-41WC--Supplies Bill #11JC-D7K1-1PQX--Supplies Bill #1QTR-DRND-4VW9--Supplies Bill #1PG6-61FR-3DLD--Supplies Bill #1996-9K9C-6FK3--Supplies Bill #14MW-J6J1-3XX1--Supplies Bill #1NRY-NNVV-LWVQ--Supplies Bill #1YHP-KQ93-6TN1--Supplies Bill #1CXY-6XW4-C1CW--Supplies Bill #1T6N-QFJF-61CL--Supplies Bill #1LDY-L96K-4Q7N--Supplies Bill #17QR-YCRH-WDTR--Supplies Bill #1C7X-3Y4M-7MCD--Supplies Bill #1K91-QJTM-44MK--Supplies Bill #1QKH-CQLD-VGFJ--Supplies Bill #14WL-764X-GKLP--Supplies		\$ 5,589.72

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	14204	Amazon Capital Services	9/18/2024	Bill #1QKH-CQLD-YY7Y--Supplies Bill #13T3-RJD6-3HCM--Supplies Bill #11RM-DY31-WDL3--Supplies Bill #1C6V-43LT-D7HY--Supplies Bill #1WXH-1YYG-WGDT--Supplies Bill #11PG-RPYJ-7WJK--Supplies Bill #194M-JWJ3-FKTK--Supplies Bill #1QT4-FJDJ-16M4--Supplies Bill #1XVT-7DTJ-7CCT--Supplies Bill #1163-RMLY-1XXQ --Supplies Bill #1JMK-97R1-6JKY--Supplies Bill #1MDM-YQP3-49LP--Supplies Bill #19LG-WPGR-YDCM--Supplies Bill #1XCY-LMK4-4X3N--Supplies Bill #11M9-G4HD-4JH7--Supplies Bill #19DR-J4M4-9J46--Supplies		Cont'd
Check	14204	Amazon Capital Services	9/18/2024	Bill #1JPJ-MHYH-43N9--Supplies Bill #1C7X-3Y4M-7LYW--Supplies Bill #1R3Y-XXFC-3RGX--Supplies Bill #14C1-1JGP-4TTY--Supplies Bill #111D-6Q91-GHWG--Supplies Bill #1JG3-14L6-1MKT--Supplies Bill #1DYT-NLXH-FN1L--Supplies Bill #1MGY-KVHG-3476--Supplies Bill #1D6P-4LPY-R7NR--Supplies Bill #1X64-RL9W-3Q1M--Supplies Bill #197D-GMFG-7DK6--Supplies Bill #1XNC-QTPF-6CDK--Supplies Bill #1GLQ-YFWF-614Y--Supplies Bill #1YN6-WRP7-3NG4--Supplies Bill #16M6-CQJ9-4LQ3--Supplies Bill #1YJH-HRLQ-3XKC--Supplies Bill #1NXP-6XWJ-KMW1--Supplies		Cont'd

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	14205	Brady Industries	9/18/2024	Bill #9223942--Janitorial Supplies Bill #9204023--Janitorial Supplies Bill #9230534--Janitorial Supplies Bill #9184398--Janitorial Supplies		\$ 725.58
Check	14206	JW Pepper & Son, Inc.	9/18/2024	Bill #366655953--Music Supplies Bill #366651237--Music Supplies Bill #366660303--Music Supplies		\$ 267.99
Check	14207	RCM Technologies	9/18/2024	Bill #6633--Behavior Tech : 07/01/24 Bill #12613--Occupational Therapist : 09/01 - 09/07/24 Bill #12114--Behavior Tech : 08/26 - 08/30/24 Bill #12611--Occupational Therapist : 08/25 - 08/31/24 Bill #11079--Behavior Tech : 08/19 - 08/23/24 Bill #6641--Behavior Tech : 07/08 - 07/12/24 Bill #6625--Behavior Tech : 06/24 - 06/28/24		\$ 11,254.25
Check	14208	Blaisdell's Business Products	9/18/2024	Bill #1907072-0--Office Supplies		\$ 597.92
Check	14209	Gachina Landscape Management	9/18/2024	Bill #E 221607--Maintenance Contract: September 2024		\$ 901.00
Check	14210	The Education Team	9/18/2024	Bill #739008--BA Only: 08/29 - 08/30/24 Bill #737229--BA CBEST: 08/19 - 08/23/24		\$ 2,325.70
Check	14211	Teachers on Reserve	9/18/2024	Bill #97635--Substitute Svc: 08/19 - 08/23/24 Bill #97714--Substitute Svc: 09/02 - 09/06/24 Bill #97670--Substitute Svc: 08/26 - 08/30/24		\$ 8,077.44
Check	14212	Michael's Transportation	9/18/2024	Bill #125394--Transportation Svc: 06/05/25 Bill #125395--Transportation Svc: 06/05/25		\$ 6,162.00
Check	14213	Jim Scheible	9/18/2024	Bill #090324--Renewal Charter Petition Prepared: 09/03/24		\$ 4,812.50
Check	14214	ACI - Alameda	9/18/2024	Bill #0001734233--Garbage Svcs - August 2024		\$ 5,558.91
Check	14215	Larson Communications	9/18/2024	Bill #3457--Public Relations Retainer :September 2024		\$ 6,500.00
Check	14216	Young, Minney & Corr, LLP	9/18/2024	Bill #12274--Legal Svcs' thru : 08/01 - 08/27/24		\$ 9,200.00
Check	14217	Sergio's Janitorial & Yard Services	9/18/2024	Bill #123--Daily Cleaning - August 2024		\$ 11,200.00
Check	14218	Sharp Electronics Corporation DBA Sharp Business Systems	9/18/2024	Bill #9004978607--Billable Copies: 05/23 - 08/23/24		\$ 3.54
Check	14219	Jennifer Martinez	9/18/2024	Bill #091024--Reimb: After School Supplies		\$ 35.83
Check	14220	WEX Health, Inc.	9/18/2024	Bill #0002012110-IN--Commuter & FSA - August 2024		\$ 142.30

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	14221	Christine Chilcott	9/18/2024	Bill #091024--Reimb: Board Retreat		\$ 177.38
Check	14222	Alameda Advertising & Recognition, Inc.	9/18/2024	Bill #16953--Specially Built 4-Post Attendance Trophy		\$ 221.50
Check	14223	Teachers on Reserve	9/18/2024	Bill #97746--Substitute Svc: 09/02 - 09/06/24 Bill #97697--Substitute Svc: 08/26 - 08/30/24		\$ 1,521.52
Check	14224	Jennifer Watt	9/18/2024	Bill #019--DIS Services for MaEn & Compensatory Services: 08/12 - 08/29/24		\$ 612.50
Check	14225	Curriculum Associates, LLC	9/18/2024	Bill #90848850--Books & Supplies		\$ 853.44
Check	14226	CharterSafe	9/18/2024	Bill #47075--Workers' Compensation Audit - 23/24		\$ 4,931.25
Check	14227	Alameda Unified School District	9/18/2024	Bill #INV24-00233--AOA Recalutation of Parcel Tax Measures B1 23-24		\$ 20,261.77
Check	14228	WEX Health, Inc.	9/27/2024	Bill #October 2024--Flex Benefits - Aggregate Balance		\$ 1,750.00
Check	14229	Amazon Capital Services	9/27/2024	Bill #16FR-9QKJ-H3X4--Supplies Bill #1CNT-CQM1-4KC4--Supplies Bill #1WRJ-FGND-WGPY--Supplies Bill #1DXK-YMGH-7139--Supplies Bill #1H3Q-C333-MVFH--Supplies Bill #1PPJ-X1QY-4P66--Supplies Bill #1F6D-MFN6-4RVL--Supplies Bill #1Q9G-61DD-NRFP--Supplies Bill #1VW9-RFW9-NJWR--Supplies Bill #1GWC-JD9H-NMZY--Supplies Bill #1LJK-CCGK-QL6T--Supplies Bill #1MGR-94RM-PCPD--Supplies Bill #1VLV-17LM-WKJ6--Supplies Bill #1PX9-76HC-N471--Supplies Bill #1M73-KLT1-1M9V--Supplies Bill #13QQ-17P4-YYTN--Supplies		\$ 1,193.93
Check	14230	Sharon Perkins	9/27/2024	Bill #092024--Reimb: Keys		\$ 43.05
Check	14231	MRC Smart Technology Solutions	9/27/2024	Bill #IN4386352--Contract overage charge: 08/15 - 09/14/24		\$ 51.21
Check	14232	AMS.NET	9/27/2024	Bill #0083241--Verakada Desfire EV3 Encrypted Cards		\$ 654.84
Check	14233	The Education Team	9/27/2024	Bill #740804--30-Day Permit & BA Only: 09/03/24		\$ 820.41
Check	14234	Office Team	9/27/2024	Bill #64090918--Substitute Svc w/e 09/13/24		\$ 969.00
Check	14235	RCM Technologies	9/27/2024	Bill #13257--Behavior Tech & Occupational Therapist : 09/08 - 09/14/24		\$ 3,198.25

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	14236	Aeries Software, Inc.	9/27/2024	Bill #M&S-11016--Aeries Suite & ASP Subscription: 10/01/24 - 09/30/25		\$ 7,832.00
Check	14237	AMS.NET	9/27/2024	Bill #0083115--Verkada Cameras		\$ 8,546.02
Check	ACH5015	EdTec Inc.	9/6/2024	Bill #203469--EdTec Monthly Back Office Service - September 2024 Journal #AOF44319--	Voided	\$ -
Check	ACH5016	EdTec Inc.	9/27/2024	Bill #203469A--EdTec Monthly Back Office Service - September 2024 Bill #205510--UPS Postage Charge		\$ 16,696.18
Check	DB090324	CharterSafe	9/3/2024	DB090324 - CharterSafe		\$ 15,556.00
Check	DB090324-1	Office Max	9/3/2024	DB090324-1 - Office Max		\$ 1,096.18
Check	DB090324-2	Google Ads	9/3/2024	DB090324-2 - Google Ads		\$ 500.00
Check	DB090324-3	IHIRE LLC	9/3/2024	DB090324-3 - IHIRE LLC		\$ 299.00
Check	DB090324-4	BambooHR	9/3/2024	DB090324-4 - BambooHR		\$ 253.50
Check	DB090324-5	Spanish for Students	9/3/2024	DB090324-5 - Spanish for Students		\$ 150.00
Check	DB090324-6	Square, Inc.	9/3/2024	DB090324-6 - Square, Inc.		\$ 35.00
Check	DB090324-7	Teachers Pay Teachers	9/3/2024	DB090324-7 - Teachers Pay Teachers		\$ 25.00
Check	DB090524	Google Ads	9/5/2024	DB090524 - Google Ads		\$ 76.64
Check	DB090624	Oh Shirt Yeah	9/6/2024	DB090624 - Oh Shirt Yeah		\$ 535.22
Check	DB090924	Pearson Education	9/9/2024	DB090924 - Pearson Education		\$ 4,894.92
Check	DB090924-1	Adobe Inc.	9/9/2024	DB090924-1 - Adobe Inc.		\$ 19.99
Check	DB091024	Reputation Simple	9/10/2024	DB091024 - Reputation Simple		\$ 1,663.20
Check	DB091124	Equitable Financial Life Insurance Company of America	9/11/2024	DB091124 - Equitable Financial Life Insurance Company of America		\$ 8,177.21
Check	DB091224	Xerox Financial Services	9/12/2024	DB091224 - Xerox Financial Services (Contract #010-0082705-003)		\$ 708.34
Check	DB091224-1	U.S. Bank Equipment Finance	9/12/2024	DB091224-1 - U.S. Bank Equipment Finance (Acct #1375852)		\$ 367.34
Check	DB091224-2	Xerox Financial Services	9/12/2024	DB091224-2 - Xerox Financial Services (Contract #010-0082705-001)		\$ 349.11
Check	DB091224-3	Xerox Financial Services	9/12/2024	DB091224-3 - Xerox Financial Services (Contract #010-0082705-002)		\$ 190.37
Check	DB091324	Fedex	9/13/2024	DB091324 - Fedex		\$ 55.36
Check	DB091624	Zoom	9/16/2024	DB091624 - Zoom		\$ 6,643.50
Check	DB091824	CharterSafe	9/18/2024	DB091824 - CharterSafe		\$ 4,931.25
Check	DB091824-1	Teachers Pay Teachers	9/18/2024	DB091824-1 - Teachers Pay Teachers		\$ 9.50

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	DB091924	Equitable Financial Life Insurance Company of America	9/19/2024	DB091924 - Equitable Financial Life Insurance Company of America		\$ 8,884.89
Check	DB092024-1	Levy Bagel & Co (DB)	9/20/2024	DB092024-1 - Levy Bagel & Co (DB)		\$ 99.00
Check	DB092024-2	Instacart	9/20/2024	DB092024-2 - Instacart		\$ 64.22
Check	DB092324	California Choice	9/23/2024	DB092324 - California Choice		\$ 63,205.76
Check	DB092324-1	Bank of Marin Visa Card	9/23/2024	DB092324-1 - Bank of Marin Visa Card 5830		\$ 4,225.36
Check	DB092424	Google Ads	9/24/2024	DB092424 - Google Ads		\$ 500.00
Check	DB092524	Safeway	9/25/2024	DB092524 - Safeway		\$ 82.51
Check	DB092624	Mountain Mike's Pizza	9/26/2024	DB092624 - Mountain Mike's Pizza		\$ 213.18
Check	DB092724	Target	9/27/2024	DB092724 - Target		\$ 66.65
Check	DB092724-1	Teachers Pay Teachers	9/27/2024	DB092724-1 - Teachers Pay Teachers		\$ 1.50
Check	DB093024	Voyager Sopris Learning	9/30/2024	DB093024 - Voyager Sopris Learning		\$ 45.42
Check	M1028	Garrett Richardson	9/19/2024	M1028 - DJ Services for 10/11, 1/21/25, 5/29, 2/30		\$ 800.00
Credit Card	9515-5830	Curacubby, Inc	9/3/2024	08/09 - Curacubby, Inc		\$ 667.98
Credit Card	9515-5830	Google SVCS AOA Schools	9/3/2024	09/03 - Google *SVCS AOA Schools		\$ 42.29
Credit Card	9515-5830	Rockalingua	9/3/2024	08/09 - Rockalingua		\$ 299.00
Credit Card	9515-5830	CALICOSPANISH.COM	9/3/2024	08/12 - CALICOSPANISH.COM		\$ 329.00
Credit Card	9515-5830	Kindle Svcs	9/3/2024	08/13 - Kindle Svcs		\$ 10.99
Credit Card	9515-5830	Doordash Dashpass	9/3/2024	08/16 - Doordash Dashpass		\$ 9.99
Credit Card	9515-5830	Office Max	9/3/2024	08/16 - Office Max		\$ 185.97
Credit Card	9515-5830	Center for the Collabo	9/3/2024	08/27 - Center for the Collabo		\$ 51.30
Credit Card	9515-5830	Target	9/3/2024	08/30 - Target		\$ 7.74
Credit Card	9515-5830	Google SVCS AOA Schools	9/3/2024	08/02 - Google *SVCS AOA Schools		\$ 42.29
Credit Card	9515-5830	School Labels	9/3/2024	08/05 - School Labels		\$ 419.00
Credit Card	9515-5830	Home Depot	9/3/2024	08/05 - Home Depot		\$ 259.07
Credit Card	9515-5830	Facebook	9/3/2024	08/05 - Facebook		\$ 500.00
Credit Card	9515-5830	Facebook	9/3/2024	08/19 - Facebook		\$ 11.62
Credit Card	9515-5830	Facebook	9/3/2024	08/19 - Facebook		\$ 386.61
Credit Card	9515-5830	Amazon Mktp US	9/3/2024	08/20 - Amazon Mktp US		\$ 15.63
Credit Card	9515-5830	Amazon Marketplace	9/3/2024	08/20 - Amazon Marketplace		\$ 36.51
Credit Card	9515-5830	Ascend Smarter Intervention	9/3/2024	08/20 - Ascend Smarter Intervention		\$ 24.00
Credit Card	9515-5830	Family Laundry	9/3/2024	08/20 - Family Laundry		\$ 124.95
Credit Card	9515-5830	Amazon Marketplace	9/3/2024	08/21 - Amazon Marketplace		\$ 13.28
Credit Card	9515-5830	Amazon Mktp US	9/3/2024	08/21 - Amazon Mktp US		\$ 31.26
Credit Card	9515-5830	Amazon.com	9/3/2024	08/22 - Amazon.com		\$ 28.77
Credit Card	9515-5830	Fast Imaging Center	9/3/2024	08/23 - Fast Imaging Center		\$ 300.03
Credit Card	9515-5830	Amazon Marketplace	9/3/2024	08/23 - Amazon Marketplace		\$ 36.54

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Credit Card	9515-5830	Sq* Levys Bagels	9/3/2024	08/23 - Sq* Levys Bagels		\$ 123.75
Credit Card	9515-5830	Canva	9/3/2024	09/03 - Canva		\$ 120.00
Credit Card	9515-5830	Canva	9/3/2024	09/03 - Canva		\$ 25.00
Credit Card	9515-5830	Safeway	9/3/2024	09/03 - Safeway		\$ 45.35
Credit Card	9515-5830	Ikea	9/3/2024	08/09 - Ikea		\$ 77.44

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check. Page 11

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

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Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount

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Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.



Combined Board Check Register						
School:	AoA					
Month:	August 2024					
					Total Paid By Check:	\$ 274,166.88
					Total Paid By Credit Card:	\$ 6,048.42
Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	14162	MRC Smart Technology Solutions	8/12/2024	Bill #IN4273323--Contract overage charge: 06/15 - 07/14/24		\$ 1.89
Check	14163	Heidy Chales	8/12/2024	Bill #073124--Reimb: Student Supplies		\$ 115.06
Check	14164	MRC Smart Technology Solutions	8/12/2024	Bill #IN4263000--Contract Overage Charge: 04/15 - 07/14/24 & Freight Charge 360 App Fee		\$ 376.30
Check	14165	J.R. Transport	8/12/2024	Bill #4393--Drop Trailer in Alameda and Truck & Trailer for 4th of July Parade		\$ 700.00
Check	14166	Jennifer Watt	8/12/2024	Bill #018--DIS Services for MaEn & Compensatory Services: 05/01 - 06/06/24		\$ 918.75
Check	14167	Amazon Capital Services	8/12/2024	Bill #1F7V-CYT9-P74K--Supplies Bill #1JXL-3H11-HQTJ--Supplies		\$ 3,358.39
Check	14168	Brady Industries	8/12/2024	Bill #9056774--Janitorial Supplies Bill #9045423--Janitorial Supplies		\$ 2,007.24
Check	14169	Facility Solutions Group, Inc	8/12/2024	Bill #5462657-00--Services		\$ 1,030.59
Check	14170	RCM Technologies	8/12/2024	Bill #6372--Behavior Tech : 06/09 - 06/15/24 Bill #6370--Behavior Tech & Occupational Therapist : 05/26 - 06/01/24 Bill #6371--Behavior Tech & Occupational Therapist : 06/02 - 06/08/24 Bill #5868--Behavior Tech & Occupational Therapist : 05/19 - 05/25/24 Bill #6766--Behavior Tech : 07/14 - 07/20/24		\$ 12,220.50
Check	14171	Christy White, Inc	8/12/2024	Bill #21526--2023-24 Charter School Audit; 1st Progress Invoice 50% of Contract		\$ 7,731.00
Check	14172	Great Minds PBC	8/12/2024	Bill #INV182822--Materials & Supplies		\$ 23,329.98

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	14173	Amazon Capital Services	8/23/2024	Bill #16XN-NRVR-PTQC--Supplies Bill #1KKJ-PCPM-Q1MR--Supplies Bill #13KM-PPWV-PHPK--Supplies Bill #19W4-YXHR-PQ3D--Supplies Bill #174K-GC6G-CDJV--Supplies Bill #13DT-J1PJ-PNF7--Supplies Bill #1TC1-DRFH-1GMQ--Supplies Bill #17L3-TNNN-NXCT--Supplies Bill #14V3-T464-6XCJ--Supplies Bill #1PCL-31DF-37WC--Supplies Bill #1QY3-P6VV-79JT--Supplies Bill #1GMP-66XV-3KX9--Supplies Bill #19FV-D4C7-7XR7--Supplies Bill #1N4C-LMQN-7M61--Supplies Bill #1QW9-GJD7-1JX1--Supplies Bill #13Y7-L743-46X7--Supplies		\$ 9,579.55
Check	14173	Amazon Capital Services	8/23/2024	Bill #1KKJ-PCPM-4TRX--Supplies Bill #1JHN-Q6PK-FX6T--Supplies Bill #13KM-PPWV-JXJX--Supplies Bill #1PCL-31DF-6PWW--Supplies Bill #1T9V-RKTV-7JF1--Supplies Bill #1T1K-6HGF-TJYX--Supplies Bill #16PY-DWLV-6QRN--Supplies Bill #1L7J-CGTC-7GYC--Supplies Bill #13QJ-1P43-7HYJ--Supplies Bill #1FN7-D3FC-LK13--Supplies Bill #19PK-1TKN-3736--Supplies Bill #1P4N-3JGR-7CRG--Supplies Bill #1FN7-D3FC-9L1Q--Supplies Bill #1CQW-FYGL-67GF--Supplies Bill #1XTW-1YLY-7H1T--Supplies Bill #1YPX-XCXW-49MD--Supplies Bill #1CVL-971W-1DV3--Supplies		Cont'd

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	14173	Amazon Capital Services	8/23/2024	Bill #1G9G-3NYC-C7RQ--Supplies Bill #1NTF-P1TG-MLKC--Supplies Bill #1G64-M9PP-79CT--Supplies Bill #1Q9D-JPDM-7KDH--Supplies Bill #1R6Q-D676-4GLJ--Supplies Bill #1FN7-D3FC-N3WL--Supplies Bill #1N3D-M9P7-N7YN--Supplies Bill #1J3W-KQ3M-G7PW--Supplies Bill #144H-9TXJ-73DV--Supplies Bill #1CJ3-3MX3-17FG--Supplies Bill #1GDN-P3J7-3PDM--Supplies Bill #1K76-J9L9-4JKX--Supplies Bill #1JHN-Q6PK-7QGV--Supplies		Cont'd
Check	14173	Amazon Capital Services	8/23/2024	Bill #1333-JCMM-4NWD--Supplies Bill #1D3N-CW7R-7KGY--Supplies Bill #1CQR-NCLH-QT36--Supplies Bill #1M1Q-7CJK-NWLH--Supplies Bill #14VJ-3RV7-3C4L--Supplies Bill #1CHW-KGKR-99CQ--Supplies Bill #1GYD-3HTD-NRYE--Supplies Bill #1CVL-971W-NHKD--Supplies Bill #1JDP-CN61-73WR--Supplies Bill #1LCM-DYDY-PPXG--Supplies Bill #1M1Q-7CJK-4WWW--Supplies Bill #1WN7-77NF-767R--Supplies		Cont'd
Check	14174	Blaisdell's Business Products	8/23/2024	Bill #1900913-0--Office Supplies		\$ 597.92
Check	14175	Gachina Landscape Management	8/23/2024	Bill #E 220685--Maintenance Contract: August 2024		\$ 901.00
Check	14176	Aidan Gavet	8/23/2024	Bill #02480--Facilitator for Professional Development on August 5th 2024		\$ 1,000.00
Check	14177	ACI - Alameda	8/23/2024	Bill #0001723038--Garbage Svcs - July 2024		\$ 4,159.23
Check	14178	JW Pepper & Son, Inc.	8/23/2024	Bill #366595597--Music Supplies Bill #366593635--Music Supplies		\$ 275.75
Check	14179	WEX Health, Inc.	8/23/2024	Bill #0001994838-IN--Commuter & FSA - July 2024		\$ 142.30
Check	14180	PlanbookEdu LLC	8/23/2024	Bill #2024-15999--Premium Subscription		\$ 220.00
Check	14181	Violette Pulley	8/23/2024	Bill #081424--Reimb: Summer supplies		\$ 268.61

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Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	14182	Heather Carlson	8/23/2024	Bill #081424--Reimb: Health Office Supplies		\$ 275.83
Check	14183	RCM Technologies	8/23/2024	Bill #9321--Behavior Tech : 08/04 - 08/10/24 Bill #7704--Behavior Tech : 07/21 - 07/27/24		\$ 3,082.50
Check	14184	SchoolMint	8/23/2024	Bill #INV-13619--SM Registration: 05/30/24 - 09/27/25		\$ 1,861.23
Check	14185	OnScene Technologies, Inc.	8/23/2024	Bill #2759--K-12 Education & Electronic and Voice 911 Notification		\$ 2,610.00
Check	14186	ParentSquare Inc.	8/23/2024	Bill #2024-14294--Engage Premium		\$ 3,465.79
Check	14187	Larson Communications	8/23/2024	Bill #3420--Public Relations Retainer : August 2024		\$ 6,500.00
Check	14188	Young, Minney & Corr, LLP	8/23/2024	Bill #11791--Legal Svcs' thru : 07/03 - 07/30/24		\$ 10,018.50
Check	14189	Niche.com, Inc.	8/23/2024	Bill #INV17852--K-12 Compete Package: 08/1524 - 08/14/25		\$ 10,990.00
Check	14190	Phoenix Reseller Group	8/23/2024	Bill #Inv080524AOA-60CBS--B Grade Refurb Dell 3100 CHROMEBOOK CELERON N4020 & Google Chrome Mgt Lic EDU		\$ 13,340.11
Check	14191	Sergio's Janitorial & Yard Services	8/23/2024	Bill #121--Daily Cleaning - July2024 Bill #122--Daily Cleaning		\$ 35,100.00
Check	14192	WEX Health, Inc.	8/23/2024	Bill #September 2024--Flex Benefits - Aggregate Balance		\$ 1,750.00
Check	14193	ClassTracker LLC	8/28/2024	Bill #2024-154BAL--2024-25 Academy of Alameda Custom Planner		\$ 2,890.31
Check	ACH5013	EdTec Inc.	8/12/2024	Bill #205207--UPS Postage Charge Bill #203468--EdTec Monthly Back Office Service - August 2024		\$ 16,695.99
Check	ACH5014	EdTec Inc.	8/23/2024	Bill #205339--LCAP Svcs: July 2024 & UPS Postage Charge		\$ 389.70
Check	DB080224	IHIRE LLC	8/2/2024	DB080224 - IHIRE LLC		\$ 299.00
Check	DB080224-1	Noah's Bagels	8/2/2024	DB080224-1 - Noah's Bagels		\$ 154.51
Check	DB080524	Tahina	8/5/2024	DB080524 - Tahina		\$ 656.83
Check	DB080524-1	Google Ads	8/5/2024	DB080524-1 - Google Ads		\$ 420.92
Check	DB080524-2	Noah's Bagels	8/5/2024	DB080524-2 - Noah's Bagels		\$ 86.14
Check	DB080524-3	Square, Inc.	8/5/2024	DB080524-3 - Square, Inc.		\$ 35.00
Check	DB080624	El Caballo Wraps	8/6/2024	DB080624 - El Caballo Wraps		\$ 857.78
Check	DB080624-1	Tomatina	8/6/2024	DB080624-1 - Tomatina		\$ 831.47
Check	DB080624-2	Noah's Bagels	8/6/2024	DB080624-2 - Noah's Bagels		\$ 500.58
Check	DB080724	Office Max	8/7/2024	DB080724 - Office Max		\$ 1,295.49
Check	DB080724-1	Safeway	8/7/2024	DB080724-1 - Safeway		\$ 285.08
Check	DB080824	Oh Shirt Yeah	8/8/2024	DB080824 - Oh Shirt Yeah		\$ 1,337.17

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Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	DB080824-1	Cinnabon	8/8/2024	DB080824-1 - Cinnabon		\$ 658.27
Check	DB080824-2	Office Max	8/8/2024	DB080824-2 - Office Max		\$ 57.58
Check	DB080824-3	Adobe Inc.	8/8/2024	DB080824-3 - Adobe Inc.		\$ 19.99
Check	DB080924	Center for the Collaborative Classroom	8/9/2024	DB080924 - Center for the Collaborative Classroom		\$ 62.38
Check	DB081224	Spanish for Students	8/12/2024	DB081224 - Spanish for Students		\$ 960.75
Check	DB081224-1	Office Max	8/12/2024	DB081224-1 - Office Max		\$ 100.77
Check	DB081324	Equitable Financial Life Insurance Company of America	8/13/2024	DB081324 - Equitable Financial Life Insurance Company of America		\$ 6,084.06
Check	DB081424	CharterSafe	8/14/2024	DB081424 - CharterSafe		\$ 15,556.00
Check	DB081424-1	Reputation Simple	8/14/2024	DB081424-1 - Reputation Simple		\$ 1,663.20
Check	DB081424-2	Mountain Mike's Pizza	8/14/2024	DB081424-2 - Mountain Mike's Pizza		\$ 715.80
Check	DB081524	Great Minds PBC	8/15/2024	DB081524 - Great Minds PBC		\$ 362.80
Check	DB081524-1	Xerox Financial Services	8/15/2024	DB081524-1 - Xerox Financial Services (Contract #010-0082705-001)		\$ 349.11
Check	DB081524-2	Zoom	8/15/2024	DB081524-2 - Zoom		\$ 258.00
Check	DB081524-3	Xerox Financial Services	8/15/2024	DB081524-3 - Xerox Financial Services (Contract #010-0082705-002)		\$ 190.37
Check	DB081624	Google Ads	8/16/2024	DB081624 - Google Ads		\$ 500.00
Check	DB081624-1	Office Max	8/16/2024	DB081624-1 - Office Max		\$ 57.58
Check	DB082024	Multi-Health Systems, Inc.	8/20/2024	DB082024 - Multi-Health Systems, Inc.		\$ 400.46
Check	DB082124	California Choice	8/21/2024	DB082124 - California Choice		\$ 43,101.89
Check	DB082124-1	Western Psychological Services (DB)	8/21/2024	DB082124-1 - Western Psychological Services (DB)		\$ 2,711.37
Check	DB082124-2	Teachers Pay Teachers	8/21/2024	DB082124-2 - Teachers Pay Teachers		\$ 5.00
Check	DB082224	Riverside Insights	8/22/2024	DB082224 - Riverside Insights		\$ 2,115.57
Check	DB082224-1	Xerox Financial Services	8/22/2024	DB082224-1 - Xerox Financial Services (Contract #010-0082705-003)		\$ 708.34
Check	DB082224-2	Pearson Education	8/22/2024	DB082224-2 - Pearson Education		\$ 271.40
Check	DB082324	Bank of Marin Visa Card	8/23/2024	DB082324 - Bank of Marin Visa Card 5830		\$ 6,048.42
Check	DB082624	Google Ads	8/26/2024	DB082624 - Google Ads		\$ 500.00
Check	DB082924	U.S. Bank Equipment Finance	8/29/2024	DB082924 - U.S. Bank Equipment Finance (Acct #1375852)		\$ 367.34
Check	DB083024	La Perla Puerto Rican Restaurant	8/30/2024	DB083024 - La Perla Puerto Rican Restaurant		\$ 508.41
Check	DB083024-1	Eduservice	8/30/2024	DB083024-1 - Eduservice		\$ 150.00

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	DB083024-2	EME Enterprise Inc.	8/30/2024	DB083024-2 - EME Enterprise Inc.		\$ 14.49
Check	DB083024-3	Sharp Electronics Corporation DBA Sharp Business Systems	8/30/2024	DB083024-3 - Sharp Electronics Corporation DBA Sharp Business Systems (Acct# 795135)		\$ 3.54
Check	M1025	Samuel Espinosa	8/6/2024	M1025 - Lalis R1 Teal DJ for Food		\$ 1,000.00
Check	M1026	WEX Health, Inc.	8/26/2024	M1026 - Aggregate Balance due for AOA		\$ 4,000.00
Credit Card	9515-5830	Mountain Mike's Pizza	8/1/2024	07/08 - Mountain Mike's Pizza		\$ 136.70
Credit Card	9515-5830	Ascend Smarter Intervention	8/1/2024	07/22 - Ascend Smarter Intervention		\$ 24.00
Credit Card	9515-5830	Michaels	8/1/2024	07/09 - Michaels		\$ 1,364.75
Credit Card	9515-5830	Target	8/1/2024	07/10 - Target		\$ 69.76
Credit Card	9515-5830	Oakland Zoo	8/1/2024	07/10 - Oakland Zoo		\$ 639.00
Credit Card	9515-5830	Safeway	8/1/2024	07/11 - Safeway		\$ 103.43
Credit Card	9515-5830	Mountain Mike's Pizza	8/1/2024	07/15 - Mountain Mike's Pizza		\$ 187.29
Credit Card	9515-5830	Mountain Mike's Pizza	8/1/2024	07/22 - Mountain Mike's Pizza		\$ 161.27
Credit Card	9515-5830	Mountain Mike's Pizza	8/1/2024	07/29 - Mountain Mike's Pizza		\$ 161.27
Credit Card	9515-5830	GrubHub	8/1/2024	07/29 - GrubHub		\$ 178.43
Credit Card	9515-5830	GrubHub	8/1/2024	07/29 - GrubHub		\$ 198.81
Credit Card	9515-5830	Home Depot	8/1/2024	07/03 - Home Depot		\$ 129.53
Credit Card	9515-5830	B2B Prime	8/1/2024	07/05 - B2B Prime		\$ 862.74
Credit Card	9515-5830	DMI* Dell Bus Online	8/1/2024	07/15 - DMI* Dell Bus Online		\$ 507.24
Credit Card	9515-5830	DMI* Dell Bus Online	8/1/2024	07/15 - DMI* Dell Bus Online		\$ 477.33
Credit Card	9515-5830	Facebook	8/1/2024	07/18 - Facebook		\$ 30.03
Credit Card	9515-5830	Facebook	8/1/2024	07/18 - Facebook		\$ 100.86
Credit Card	9515-5830	Diablo Paper Shredding, LLC.	8/1/2024	07/19 - Diablo Paper Shredding, LLC.		\$ 48.00
Credit Card	9515-5830	Curacubby, Inc	8/1/2024	07/09 - Curacubby, Inc		\$ 667.98

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

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Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Coversheet

Credit Card Statements

Section: V. Consent Agenda
Item: D. Credit Card Statements
Purpose: FYI
Submitted by:
Related Material: October 2, 2024 Credit Card Statement.pdf
September 3, 2024 Credit Card Statement.pdf



October 2024 Statement

Open Date: 09/04/2024 Closing Date: 10/02/2024

Account: 4798 5100 5505 5830



Visa® Community Card

Elan Financial Services

1-866-552-8855

BUS 30 ELN

1

ACADEMY OF ALAMEDA (CPN 001559617)

New Balance	\$4,867.63
Minimum Payment Due	\$49.00
Payment Due Date	10/28/2024

Activity Summary		
Previous Balance	+	\$4,225.36
Payments	-	\$4,225.36 ^{CR}
Other Credits	-	\$20.08 ^{CR}
Purchases	+	\$4,887.71
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$4,867.63
Past Due		\$0.00
Minimum Payment Due		\$49.00
Credit Line		\$50,000.00
Available Credit		\$45,132.37
Days in Billing Period		29

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

No payment is required.

CPN 001559617

0047985100550558300000049000004867635



Automatic Payment

24-Hour Elan Financial Services: 1-866-552-8855

- to pay by phone
- to change your address

Account Number:	4798 5100 5505 5830
Your new full balance of \$4,867.63 will be automatically deducted from your account on 10/23/24.	

000015449 01 SP 000638812534447 E

ACADEMY OF ALAMEDA
ACCOUNTS PAYABLE
401 PACIFIC AVE
ALAMEDA CA 94501-1837



What To Do If You Think You Find A Mistake On Your Statement

If you think there is an error on your statement, please call us at the telephone number on the front of this statement, or write to us at: Elan Financial Services, P.O. Box 6335, Fargo, ND 58125-6335.

In your letter or call, give us the following information:

- ▶ Account information: Your name and account number.
 - ▶ Dollar amount: The dollar amount of the suspected error.
 - ▶ Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.
- You must contact us within 60 days after the error appeared on your statement. While we investigate whether or not there has been an error, the following are true:
- ▶ We cannot try to collect the amount in question, or report you as delinquent on that amount.
 - ▶ The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
 - ▶ While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
 - ▶ We can apply any unpaid amount against your credit limit.

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.

To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: Elan Financial Services, P.O. Box 6335, Fargo, ND 58125-6335. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

Important Information Regarding Your Account

1. **INTEREST CHARGE:** Method of Computing Balance Subject to Interest Rate: We calculate the periodic rate or interest portion of the **INTEREST CHARGE** by multiplying the applicable Daily Periodic Rate ("**DPR**") by the Average Daily Balance ("**ADB**") (including new transactions) of the Purchase, Advance and Balance Transfer categories subject to interest, and then adding together the resulting interest from each category. We determine the **ADB** separately for the Purchases, Advances and Balance Transfer categories. To get the **ADB** in each category, we add together the daily balances in those categories for the billing cycle and divide the result by the number of days in the billing cycle. We determine the daily balances each day by taking the beginning balance of those Account categories (including any billed but unpaid interest, fees, credit insurance and other charges), adding any new interest, fees, and charges, and subtracting any payments or credits applied against your Account balances that day. We add a Purchase, Advance or Balance Transfer to the appropriate balances for those categories on the later of the transaction date or the first day of the statement period. Billed but unpaid interest on Purchases, Advances and Balance Transfers is added to the appropriate balances for those categories each month on the statement date. Billed but unpaid Advance Transaction Fees are added to the Advance balance of your Account on the date they are charged to your Account. Any billed but unpaid fees on Purchases, credit insurance charges, and other charges are added to the Purchase balance of the Account on the date they are charged to the Account. Billed but unpaid fees on Balance Transfers are added to the Balance Transfer balance of the Account on the date they are charged to the Account. In other words, billed and unpaid interest, fees, and charges will be included in the **ADB** of your Account that accrues interest and will reduce the amount of credit available to you. To the extent credit insurance charges, overlimit fees, Annual Fees, and/or Travel Membership Fees may be applied to your Account, such charges and/or fees are not included in the **ADB** calculation for Purchases until the first day of the billing cycle following the date the credit insurance charges, overlimit fees, Annual Fees and/or Travel Membership Fees (as applicable) are charged to the Account. Prior statement balances subject to an interest-free period that have been paid on or before the payment due date in the current billing cycle are not included in the **ADB** calculation.
2. **Payment Information:** We will accept payment via check, money order, the internet (including mobile and online) or phone or previously established automatic payment transaction. You must pay us in U.S. Dollars. If you make a payment from a foreign financial institution, you will be charged and agree to pay any collection fees added in connection with that transaction. The date you mail a payment is different than the date we receive the payment. The payment date is the day we receive your check or money order at Elan Financial Services, P.O. Box 790408, St. Louis, MO 63179-0408 or the day we receive your internet or phone payment. All payments by check or money order accompanied by a payment coupon and received at this payment address will be credited to your Account on the day of receipt if received by 5:00 p.m. CT on any banking day. Payments sent without the payment coupon or to an incorrect address will be processed and credited to your Account within 5 banking days of receipt. Payments sent without a payment coupon or to an incorrect address may result in a delayed credit to your Account, additional **INTEREST CHARGES**, fees, and/or Account suspension. The deadline for on-time internet and phone payments varies, but generally must be made before 5:00 p.m. CT to 8 p.m. CT depending on what day and how the payment is made. Please contact Elan Financial Services for internet, phone, and mobile crediting times specific to your Account and your payment option. Banking days are all calendar days except Saturday, Sunday and federal holidays. Payments due on a Saturday, Sunday or federal holiday and received on those days will be credited on the day of receipt. There is no prepayment penalty if you pay your balance at any time prior to your payment due date.
3. **Credit Reporting:** We may report information on your Account to Credit Bureaus. Late payments, missed payments or other defaults on your Account may be reflected in your credit report.



October 2024 Statement 09/04/2024 - 10/02/2024

Page 2 of 3

ACADEMY OF ALAMEDA (CPN 001559617)

Elan Financial Services

1-866-552-8855



Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Your payment of \$4867.63 will be automatically deducted from your bank account on 10/23/2024. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Transactions DEARMEY,LEAH R Credit Limit \$7500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
09/27	09/25	1599	DOORDASH DASHPASS WWW.DOORDASH. CA MERCHANDISE/SERVICE RETURN	\$9.99CR	_____
09/27	09/25	9866	DOORDASH DASHPASS WWW.DOORDASH. CA MERCHANDISE/SERVICE RETURN	\$9.99CR	_____
Purchases and Other Debits					
09/09	09/09	9881	CURACUBBY WWW.CURACUBBY CA	\$667.98	_____
09/16	09/14	2368	DOORDASH DASHPASS WWW.DOORDASH. CA	\$9.99	_____
Total for Account 4798 5100 6725 3647				\$657.99	

Transactions CHILCOTT,CHRISTINE Credit Limit \$50000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
09/23	09/20	2024	TARGET.COM * 800-591-3869 MN MERCHANDISE/SERVICE RETURN	\$0.10CR	_____
Purchases and Other Debits					
09/09	09/07	3065	FACEBK *YUSUBA8GJ2 650-5434800 CA	\$500.00	_____
09/10	09/09	6596	CANVA* I04269-66990269 HTTPSCANVA.CO DE	\$76.50	_____
09/13	09/12	3176	FAMILYLAUNDRY WWW.FAMILYLAU CA	\$83.95	_____
09/16	09/12	5001	MOUNTAIN MIKES PIZZA A ALAMEDA CA	\$787.83	_____
09/18	09/17	3053	FACEBK *MP6SVBLFJ2 305-2154008 CA	\$14.29	_____
09/18	09/17	4039	FACEBK *U9C3ADUFJ2 305-2154008 CA	\$115.24	_____
09/19	09/18	8071	Box, Inc. 877-7294269 CA	\$1,890.00	_____
09/20	09/19	7726	TCI 800-4976138 CA	\$578.00	_____
09/20	09/19	9745	TARGET.COM * 800-591-3869 MN	\$57.52	_____
09/20	09/19	1079	Oh Shirt Yeah Vacaville CA	\$56.32	_____
10/02	10/01	9943	GOOGLE *SVCSaoaschools g.co/HelpPay# CA	\$50.09	_____
Total for Account 4798 5101 5421 5764				\$4,209.64	

Continued on Next Page



October 2024 Statement 09/04/2024 - 10/02/2024
 ACADEMY OF ALAMEDA (CPN 001559617)

Page 3 of 3

Elan Financial Services ☎ 1-866-552-8855

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
09/23	09/23	MTC	PAYMENT THANK YOU	\$4,225.36	CR
Total for Account 4798 5100 5505 5830				\$4,225.36	CR

2024 Totals Year-to-Date	
Total Fees Charged in 2024	\$70.00
Total Interest Charged in 2024	\$0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	18.74%	
**PURCHASES	\$4,867.63	\$0.00	YES	\$0.00	18.74%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	28.74%	

Contact Us



Voice: 1-866-552-8855
 TDD: 1-888-352-6455
 Fax: 1-866-807-9053



Questions
 Elan Financial Services
 P.O. Box 6353
 Fargo, ND 58125-6353



Mail payment coupon with a check
 Elan Financial Services
 P.O. Box 790408
 St. Louis, MO 63179-0408



Online
myaccountaccess.com

End of Statement



September 2024 Statement

Open Date: 08/02/2024 Closing Date: 09/03/2024

Account: 4798 5100 5505 5830



Visa® Community Card

Elan Financial Services

1-866-552-8855

BUS 30 ELN

1

ACADEMY OF ALAMEDA (CPN 001559617)

New Balance	\$4,225.36
Minimum Payment Due	\$43.00
Payment Due Date	09/28/2024

Activity Summary		
Previous Balance	+	\$6,048.42
Payments	-	\$6,048.42 ^{CR}
Other Credits		\$0.00
Purchases	+	\$4,225.36
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$4,225.36
Past Due		\$0.00
Minimum Payment Due		\$43.00
Credit Line		\$50,000.00
Available Credit		\$45,774.64
Days in Billing Period		33

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

No payment is required.

CPN 001559617

0047985100550558300000043000004225368



Automatic Payment

24-Hour Elan Financial Services: 1-866-552-8855

- to pay by phone
- to change your address

Account Number:	4798 5100 5505 5830
Your new full balance of \$4,225.36 will be automatically deducted from your account on 09/23/24.	

000015094 01 SP 000638790555013 E

ACADEMY OF ALAMEDA
ACCOUNTS PAYABLE
401 PACIFIC AVE
ALAMEDA CA 94501-1837



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In your letter or call, give us the following information:

- ▶ Account information: Your name and account number.
 - ▶ Dollar amount: The dollar amount of the suspected error.
 - ▶ Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.
- You must contact us within 60 days after the error appeared on your statement. While we investigate whether or not there has been an error, the following are true:
- ▶ We cannot try to collect the amount in question, or report you as delinquent on that amount.
 - ▶ The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
 - ▶ While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
 - ▶ We can apply any unpaid amount against your credit limit.

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If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.

To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

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2. **Payment Information:** We will accept payment via check, money order, the internet (including mobile and online) or phone or previously established automatic payment transaction. You must pay us in U.S. Dollars. If you make a payment from a foreign financial institution, you will be charged and agree to pay any collection fees added in connection with that transaction. The date you mail a payment is different than the date we receive the payment. The payment date is the day we receive your check or money order at Elan Financial Services, P.O. Box 790408, St. Louis, MO 63179-0408 or the day we receive your internet or phone payment. All payments by check or money order accompanied by a payment coupon and received at this payment address will be credited to your Account on the day of receipt if received by 5:00 p.m. CT on any banking day. Payments sent without the payment coupon or to an incorrect address will be processed and credited to your Account within 5 banking days of receipt. Payments sent without a payment coupon or to an incorrect address may result in a delayed credit to your Account, additional **INTEREST CHARGES**, fees, and/or Account suspension. The deadline for on-time internet and phone payments varies, but generally must be made before 5:00 p.m. CT to 8 p.m. CT depending on what day and how the payment is made. Please contact Elan Financial Services for internet, phone, and mobile crediting times specific to your Account and your payment option. Banking days are all calendar days except Saturday, Sunday and federal holidays. Payments due on a Saturday, Sunday or federal holiday and received on those days will be credited on the day of receipt. There is no prepayment penalty if you pay your balance at any time prior to your payment due date.
3. **Credit Reporting:** We may report information on your Account to Credit Bureaus. Late payments, missed payments or other defaults on your Account may be reflected in your credit report.



September 2024 Statement 08/02/2024 - 09/03/2024

Page 2 of 3

ACADEMY OF ALAMEDA (CPN 001559617)

Elan Financial Services 1-866-552-8855



Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Your payment of \$4225.36 will be automatically deducted from your bank account on 09/23/2024. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Transactions DEARMEY, LEAH R Credit Limit \$7500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/09	08/09	3852	CURACUBBY WWW.CURACUBBY CA	\$667.98	_____
08/09	08/08	5191	IKEA 460918824 888-434-4532 MD	\$77.44	_____
08/09	08/08	8619	ROCKALINGUA.COM ROCKALINGUA.C CA	\$299.00	_____
08/12	08/09	4163	CALICOSPANISH.COM HTTPSCALICOSP OR	\$329.00	_____
08/13	08/12	5972	Kindle Svcs*RM7EG1D70 888-802-3080 WA	\$10.99	_____
08/16	08/16	4648	DOORDASH DASHPASS WWW.DOORDASH. CA	\$9.99	_____
08/16	08/14	9364	OFFICEMAX/OFFICEDEPT#2 800-463-3768 WA	\$185.97	_____
08/27	08/26	4095	CENTER FOR THE COLLABO 510-5330213 CA	\$51.30	_____
08/30	08/29	0051	TARGET 00028290 ALAMEDA CA	\$7.74	_____
Total for Account 4798 5100 6725 3647				\$1,639.41	

Transactions CHILCOTT, CHRISTINE Credit Limit \$50000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/02	08/01	7008	GOOGLE *SVCSaoaschools g.co/HelpPay# CA	\$42.29	_____
08/05	08/02	9931	SCHOOLLABELS.COM 7708449078 GA	\$419.00	_____
08/05	08/01	6359	HOMEDEPOT.COM 800-430-3376 GA	\$259.07	_____
08/05	08/03	9052	FACEBK *RQ6RZ8GFJ2 650-5434800 CA	\$500.00	_____
08/19	08/17	1067	FACEBK *DWF42ALFJ2 650-5434800 CA	\$11.62	_____
08/19	08/17	1051	FACEBK *YPHTZ9LFJ2 650-5434800 CA	\$386.61	_____
08/20	08/20	5360	AMZN Mktpl US*RU4KO02X1 Amzn.com/bill WA	\$15.63	_____
08/20	08/20	6465	AMAZON MKTPL*RU4RT4QK0 Amzn.com/bill WA	\$36.51	_____
08/20	08/19	6328	ASCEND SMARTER INT HTTPSWWW.ASCE CO	\$24.00	_____
08/20	08/19	3031	FAMILYLAUNDRY WWW.FAMILYLAU CA	\$124.95	_____
08/21	08/21	0402	AMAZON MKTPL*R42C86P62 Amzn.com/bill WA	\$13.28	_____
08/21	08/20	6376	AMZN Mktpl US*R43XY5A32 Amzn.com/bill WA	\$31.26	_____
08/22	08/22	8961	Amazon.com*R44SO54B1 Amzn.com/bill WA	\$28.77	_____
08/23	08/22	6750	FAST IMAGING CENTER ALAMEDA CA	\$300.03	_____

Continued on Next Page



September 2024 Statement 08/02/2024 - 09/03/2024
 ACADEMY OF ALAMEDA (CPN 001559617)

Page 3 of 3

Elan Financial Services ☎ 1-866-552-8855

Transactions		CHILCOTT,CHRISTINE		Credit Limit	\$50000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
08/23	08/22	8595	AMAZON MKTPL*R45EP7LN0 Amzn.com/bill WA	\$36.54	_____
08/23	08/22	5073	SQ *LEVYS BAGELS CO SAN FRANCISCO CA	\$123.75	_____
09/03	08/30	9723	CANVA* I04259-76255662 HTTPSCANVA.CO DE	\$120.00	_____
09/03	08/30	6100	CANVA* I04259-67506140 HTTPSCANVA.CO DE	\$25.00	_____
09/03	08/29	3149	SAFEWAY #3281 ALAMEDA CA	\$45.35	_____
09/03	09/01	6638	GOOGLE *SVCsaoaschools g.co/HelpPay# CA	\$42.29	_____
Total for Account 4798 5101 5421 5764				\$2,585.95	

Transactions		BILLING ACCOUNT ACTIVITY		Amount	Notation
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
08/23	08/23	MTC	PAYMENT THANK YOU	\$6,048.42CR	_____
Total for Account 4798 5100 5505 5830				\$6,048.42CR	

2024 Totals Year-to-Date	
Total Fees Charged in 2024	\$70.00
Total Interest Charged in 2024	\$0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	19.24%	
**PURCHASES	\$4,225.36	\$0.00	YES	\$0.00	19.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	29.24%	

Contact Us

Phone Voice: 1-866-552-8855 TDD: 1-888-352-6455 Fax: 1-866-807-9053	Questions Elan Financial Services P.O. Box 6353 Fargo, ND 58125-6353	Mail payment coupon with a check Elan Financial Services P.O. Box 790408 St. Louis, MO 63179-0408	Online myaccountaccess.com
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End of Statement

Coversheet

Financial Presentation

Section: VI. Board Communication
Item: A. Financial Presentation
Purpose: Discuss
Submitted by:
Related Material: AOA August Financial Update (10.23 BM).pdf

Academy of Alameda Financial Update

NAOMI STEWART AND JEAN YANG

BOARD MEETING

10/23/24





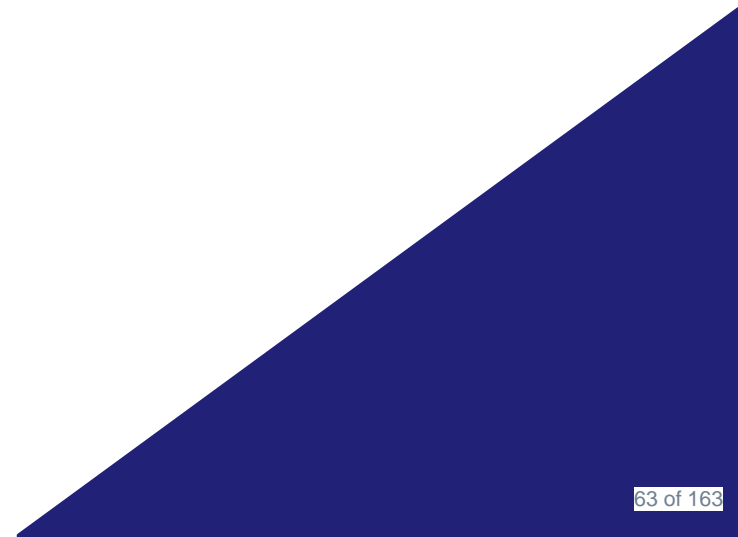
Contents

- **Original Budget v August Forecast**
 - Forecast Summary
 - Waterfall
 - Cash Forecast
 - Parcel Tax Assumptions
 - Enrollment + Payroll Assumptions

- **State Updates**

- **Monthly Financials Summary**

- **Exhibits**
 - YTD Financials + Cash Flow



Original Budget v August Forecast





Original Budget v August Forecast

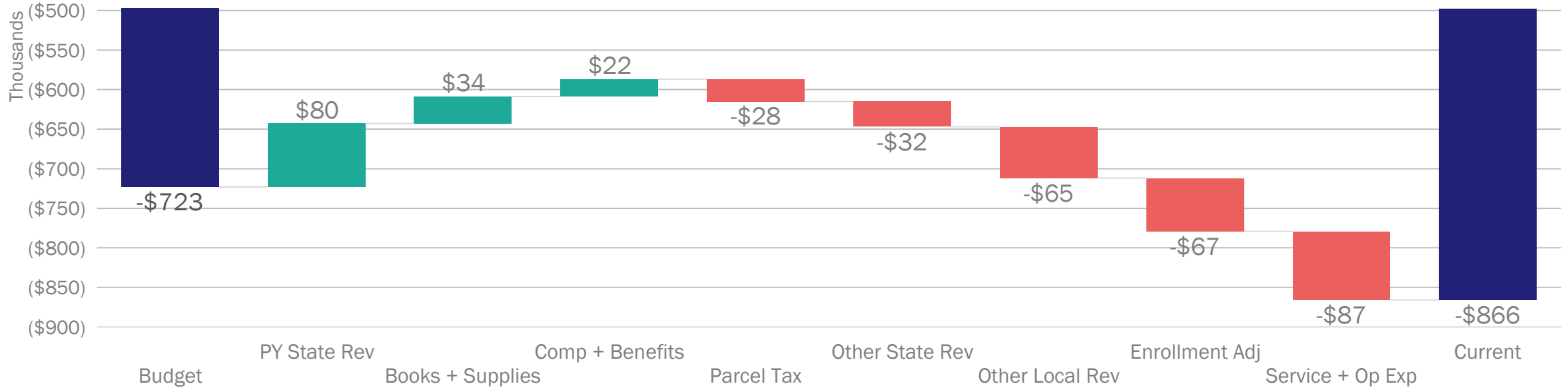
Net income **-\$865k**, **24.2%** fund balance, net change **-\$142k**

		2024-25	2024-25	Variance
		Previous Forecast	Current Forecast	
Revenue	LCFF Entitlement	7,249,707	7,195,125	(54,583)
	Federal Revenue	265,100	251,387	(13,713)
	Other State Revenues	1,675,746	1,725,269	49,523
	Local Revenues	964,226	872,298	(91,928)
	Fundraising and Grants	6,126	4,849	(1,277)
	Total Revenue	10,160,906	10,048,927	(111,978)
Expenses	Compensation and Benefits	8,610,747	8,482,967	127,781
	Books and Supplies	382,340	348,060	34,280
	Services and Other Operating	1,880,852	2,072,255	(191,403)
	Depreciation	10,258	11,534	(1,276)
	Other Outflows	-	-	-
	Total Expenses	10,884,197	10,914,816	(30,619)
	Operating Income	(723,291)	(865,889)	(142,598)
	Beginning Balance (Audited)	3,600,333	3,507,402	(92,932)
	Operating Income	(723,291)	(865,889)	(142,598)
Ending Fund Balance (incl. Depreciation)		2,877,042	2,641,513	(235,529)
Ending Fund Balance as % of Expenses		26.43%	24.20%	-2.23%



August 2024 Forecast Update

Decrease by \$142k since original budget

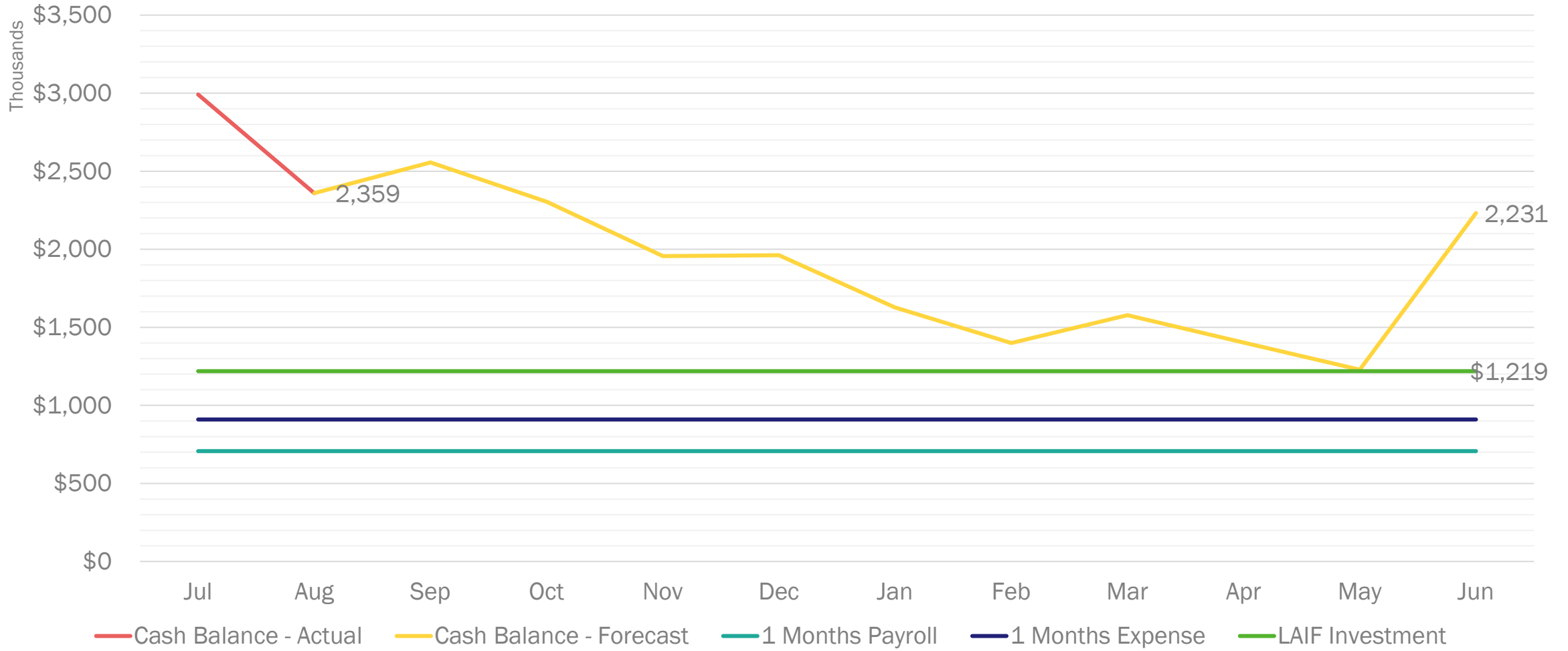


CATEGORY	BOTTOM LINE IMPACT	NOTES
Previous Forecast	(723,291)	
PY State Rev	80,315	FY22 State Aid Elementary + FY24 Sped Low Incidence
Books + Supplies	34,280	Savings in computers and supplies
Comp + Benefits	21,863	Savings in teachers, substitutes, IAs and increased unemployment
Parcel Tax	(28,208)	Decreased assumptions based on PY revenue collections
Other State Rev	(31,918)	Decrease in Prop 28 + ELOP due to rate changes; increased mandated cost reimbursements, State Lottery, ASES
Other Local Rev	(64,997)	Decrease assumptions for afterschool program rev, net decrease FVI, Arts+Music donations
Enrollment Adj	(67,169)	Decrease 5 enrollment/4.65 ADA decrease in LCFF + Sped Fed/State
Service + Op Exp	(86,763)	Increase in janitorial, utilities, building maintenance, insurance, coaching assumptions
Current	(865,889)	



August 2024 Cash Balance

August ending cash was 2.3mil; LAIF* investment at 1.2mil



***LAIF (Local Agency Investment Fund):** AOA's fair value investment portfolio



Parcel Tax Assumptions

Parcel tax* calculated based on three rates

Parcel Tax Factor	In Our Control?	Current Forecast Assumptions	Notes
Overall Collection in the County	No	Measure B1 - \$444/In-District ADA Measure A - \$1,134/In-District ADA	Updated by district at year-end
In-District ADA*	Yes	377.29 In-District ADA	For FY25, assumes 62.8% of students are in-district.
AOA share of Charter ADA in AUSD	Indirectly	44%	380.59/864.63

***Parcel Tax:** The parcel tax is a form of real estate tax. Unlike most real estate taxes or a land value tax, it is not directly based on property value. It funds K–12 public education and community facility districts

***ADA (Average Daily Attendance):** A state funding metric that measures the average number of students present in a school on a given day during the school year. It is calculated by dividing the total number of days students attended by the total number of instructional days. For example, a student who attends every day would count as one ADA.



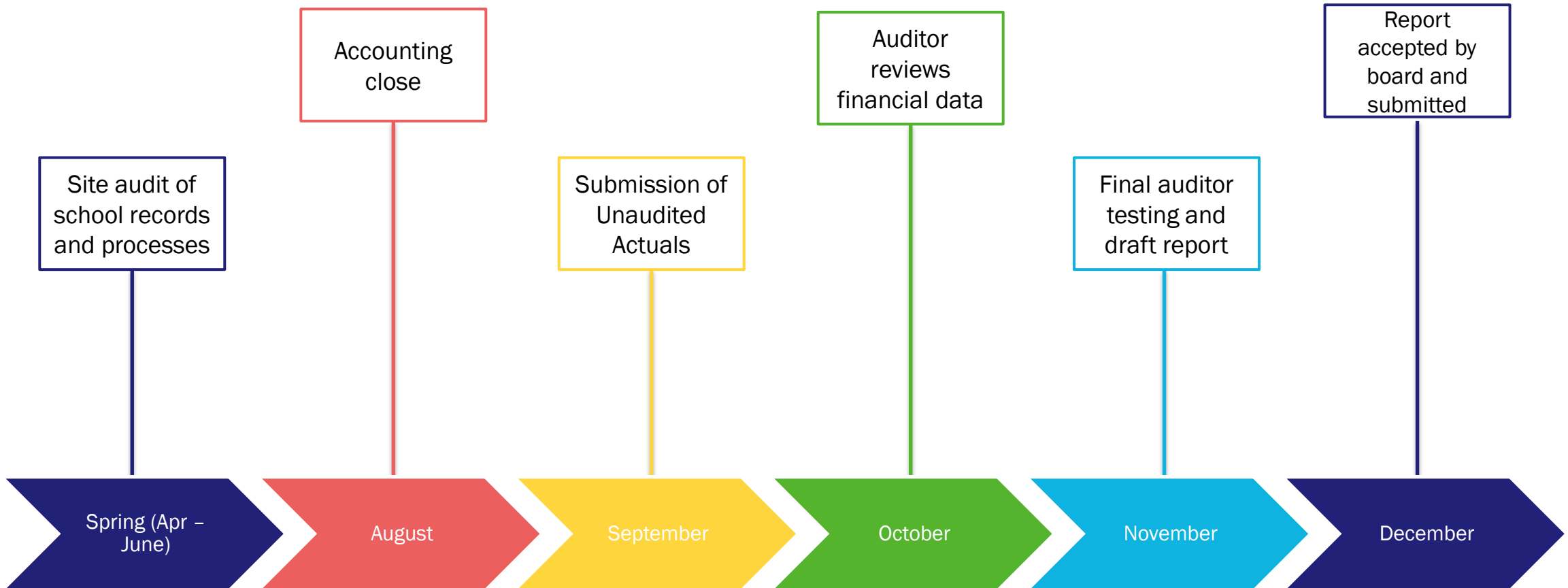
Forecast Assumptions (Enrollment and Payroll)

	Original Budget	Current Forecast	Impact	Notes
Enrollment/ADA	651/605.43	646/600.78	\$ (67,169)	8th grade enrollment capped at 85 (prev. 90)
Payroll Assumptions				
	Staff Headcounts			
Teachers	34	30	\$ 196,420	Remove vacancies for 2 subs + 2 teachers
Instructional Aides	17	18	\$ 44,983	Additional aid, but savings due to salary recon
Admin, Afterschool, Classified Support	29	29	\$ (14,341)	MS principal transition, shifting 2 afterschool vacancies to p/t. Restorative Justice Coordinator salary adj.
Instructional Coaches	12	14	\$ (68,826)	Dean of Academics position filled, salary adj.
Total Headcount	92	91	\$ 158,236	Total Savings
	Increases			
Benefits	\$ 2,116,612	\$ 2,147,067	\$ (30,455)	Unemployment rate
Substitute Expenses	\$ 80,000	\$ 185,916	\$ (105,916)	Increased expense to offset removal of F/T sub vacancies
			\$ (136,371)	Total Increases
			\$ 21,865	Net Impact



Audit process over next four months

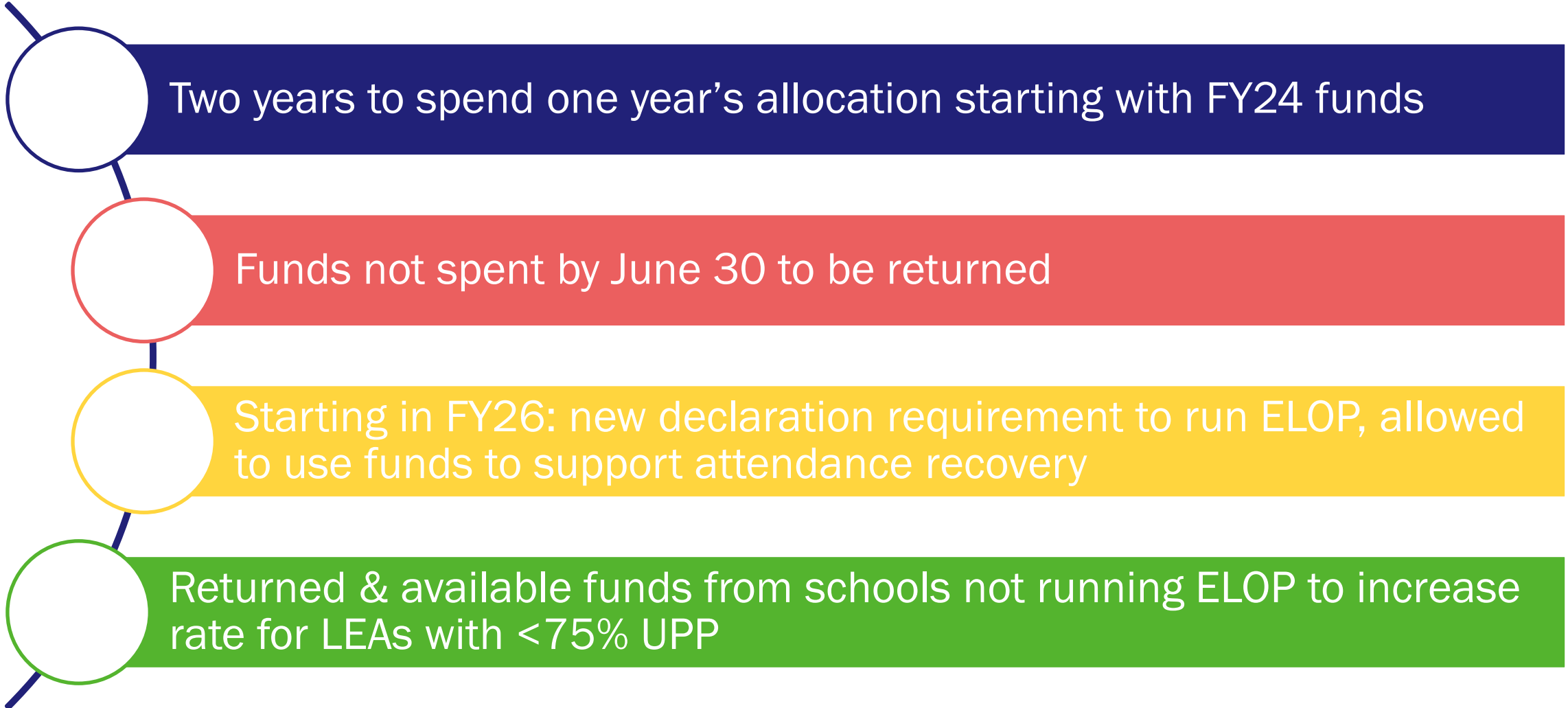
Audit is result of EdTec accounting close and auditor review and testing



State Updates



Expanded Learning Opportunities Program (ELOP)*



***ELOP (Expanded Learning Opportunities Program):** A California program that funds enrichment programs for students in grades TK–6 during after school and summer school.

Attendance Recovery Program Starts July 1, 2025

What

- Collect ADA, address lost instructional time & absenteeism
- CDE to share guidance by June 30, 2025

Who

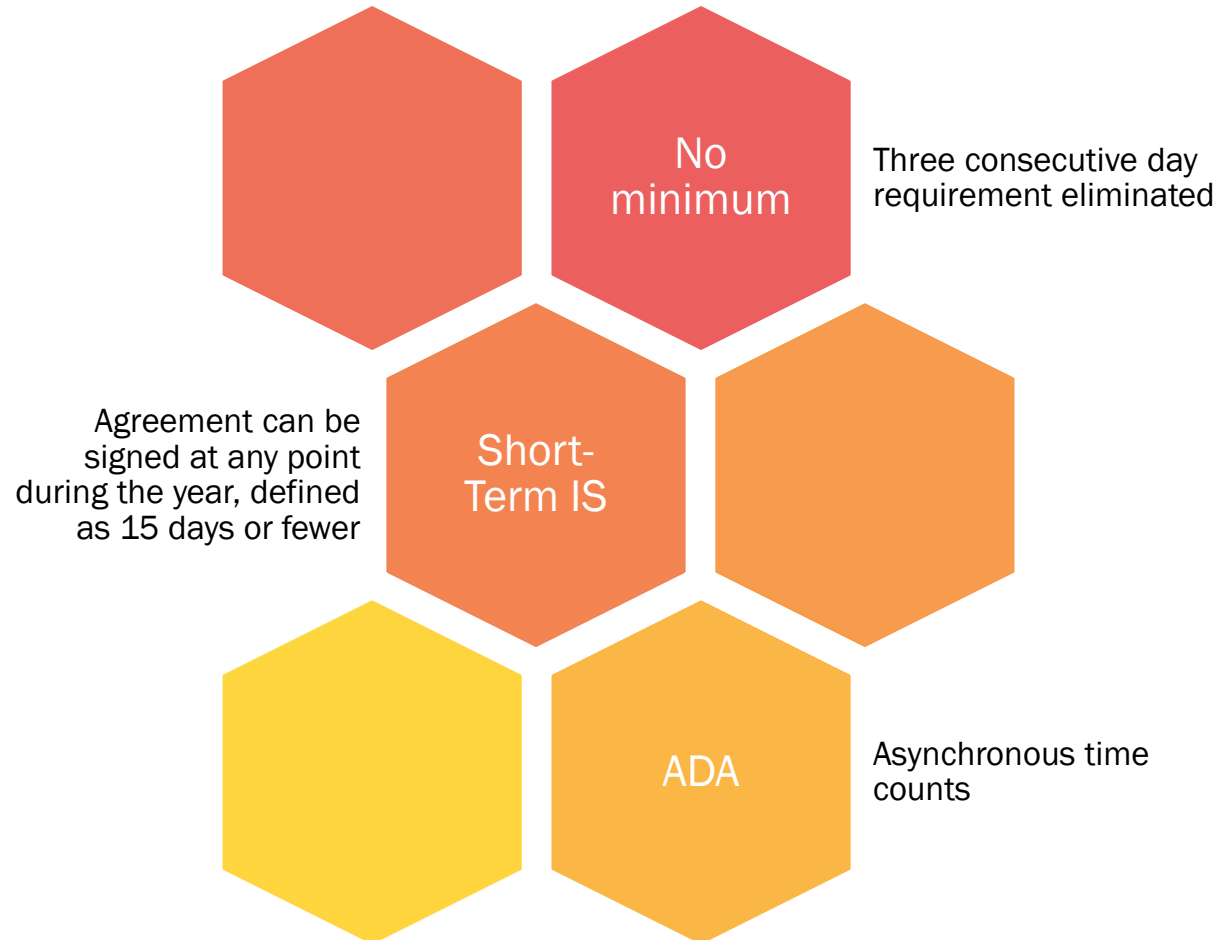
- In-person under certificated teacher supervision
- Classroom based charters
- Voluntary participation

When

- Before & after school, intersession, weekends
- At least once during each term
- Not included in annual calendar or instructional minute requirements

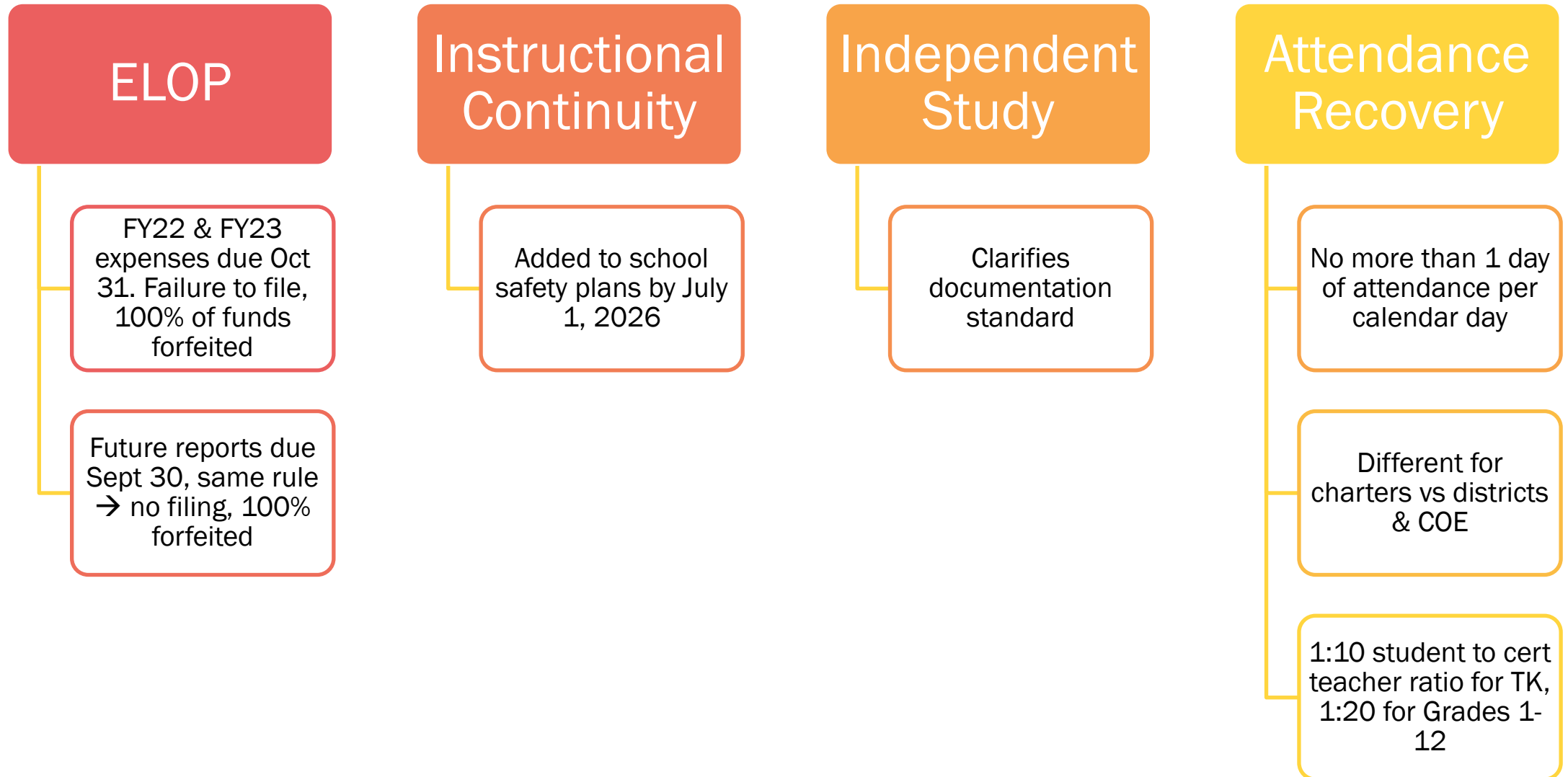
Independent Study*

New board policy required



*Independent Study Law Changes: <https://ymclegal.com/sb-153-independent-study-law-changes-for-2024-25/>

Budget Clean Up Legislation: SB 176



Monthly Financial Summary

Next Steps

- FY24 Audit
- Review 24-25 deficit for potential opportunities for improvement

Goals & Horizon Issues

- Achieve 25% fund balance
- Develop Attendance Recovery plan

Exhibits



Academy of Alameda Middle
Income Statement
As of Aug FY2025

	Actual		YTD		Budget & Forecast			
	Jul	Aug	Actual YTD	Approved Budget v1	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	
SUMMARY								
Revenue								
LCFF Entitlement	-	152,714	152,714	7,249,707	7,195,125	(54,583)	7,042,411	2%
Federal Revenue	-	-	-	265,100	251,387	(13,713)	251,387	0%
Other State Revenues	61,912	24,925	86,837	1,675,746	1,725,269	49,523	1,638,432	5%
Local Revenues	10,193	28,720	38,913	964,226	872,298	(91,928)	833,385	4%
Fundraising and Grants	230	159	389	6,126	4,849	(1,277)	4,460	8%
Total Revenue	72,335	206,518	278,853	10,160,906	10,048,927	(111,978)	9,770,074	3%
Expenses								
Compensation and Benefits	293,071	737,388	1,030,459	8,610,747	8,482,967	127,781	7,452,508	12%
Books and Supplies	56,851	49,839	106,690	382,340	348,060	34,280	241,370	31%
Services and Other Operating Expenditures	89,151	138,386	227,538	1,880,852	2,072,255	(191,403)	1,844,717	11%
Depreciation	-	-	-	10,258	11,534	(1,276)	11,534	0%
Other Outflows & Amortization	-	6,770	6,770	-	-	-	(6,770)	
Total Expenses	439,073	932,383	1,371,456	10,884,197	10,914,816	(30,619)	9,543,360	13%
Operating Income	(366,738)	(725,865)	(1,092,603)	(723,291)	(865,889)	(142,598)	226,715	
Fund Balance								
Beginning Balance (Audited)				3,600,333	3,507,402			
Operating Income				(723,291)	(865,889)			
Ending Fund Balance				2,877,042	2,641,513			
Fund Balance as a % of Expenses				26%	24%			
KEY ASSUMPTIONS								
Enrollment Summary								
K-3				232	232	-		
4-6				219	219	-		
7-8				200	195	(5)		
Total Enrolled				651	646	(5)		
ADA %								
K-3				93.0%	93.0%	0.0%		
4-6				93.0%	93.0%	0.0%		
7-8				93.0%	93.0%	0.0%		
Average ADA %				93.0%	93.0%	0.0%		
ADA								
K-3				215.76	215.76	-		

Academy of Alameda Middle
Income Statement
As of Aug FY2025

		Actual		YTD		Budget & Forecast			
		Jul	Aug	Actual YTD	Approved Budget v1	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
4-6					203.67	203.67	-		
7-8					186.00	181.35	(4.65)		
Total ADA					605.43	600.78	(4.65)		
REVENUE									
LCFF Entitlement									
8011	Charter Schools General Purpose Entitlement - State Aid	-	152,714	152,714	2,920,586	3,261,095	340,508	3,108,381	5%
8012	Education Protection Account Entitlement	-	-	-	1,530,618	1,147,018	(383,600)	1,147,018	0%
8096	Charter Schools in Lieu of Property Taxes	-	-	-	2,798,503	2,787,012	(11,491)	2,787,012	0%
SUBTOTAL - LCFF Entitlement		-	152,714	152,714	7,249,707	7,195,125	(54,583)	7,042,411	2%
Federal Revenue									
8181	Special Education - Entitlement	-	-	-	96,918	83,287	(13,631)	83,287	0%
8291	Title I	-	-	-	130,112	130,112	-	130,112	0%
8292	Title II	-	-	-	16,580	16,580	-	16,580	0%
8293	Title III	-	-	-	10,899	10,817	(82)	10,817	0%
8294	Title IV	-	-	-	10,591	10,591	-	10,591	0%
SUBTOTAL - Federal Revenue		-	-	-	265,100	251,387	(13,713)	251,387	0%
Other State Revenue									
8319	Other State Apportionments - Prior Years	61,912	-	61,912	-	61,912	61,912	-	100%
8381	Special Education - Entitlement (State)	-	-	-	494,335	495,832	1,497	495,832	0%
8382	Special Education Reimbursement (State)	-	2,401	2,401	48,259	47,888	(371)	45,487	5%
8550	Mandated Cost Reimbursements	-	-	-	11,515	11,602	87	11,602	0%
8560	State Lottery Revenue	-	-	-	157,455	171,305	13,850	171,305	0%
8590	All Other State Revenue	-	-	-	339,310	357,713	18,403	357,713	0%
8591	Prop 28 Arts & Music in Schools	-	4,630	4,630	101,652	92,597	(9,055)	87,967	5%
8593	ELO-Program (2600)	-	17,894	17,894	408,806	358,210	(50,596)	340,316	5%
8595	Afterschool (ASES)	-	-	-	114,414	128,210	13,796	128,210	0%
SUBTOTAL - Other State Revenue		61,912	24,925	86,837	1,675,746	1,725,269	49,523	1,638,432	5%
Local Revenue									
8639	All Other Sales	-	-	-	1,284	1,284	-	1,284	0%
8660	Interest	-	-	-	71	71	-	71	0%
8662	Net Increase (Decrease	-	-	-	56,100	38,764	(17,336)	38,764	0%
8676	After School Program Revenue	10,193	25,745	35,938	227,850	173,354	(54,496)	137,416	21%
8690	Other Local Revenue	-	1,159	1,159	20,000	20,000	-	18,841	6%
8693	Field Trips	-	1,066	1,066	21,319	13,556	(7,763)	12,490	8%
8699	All Other Local Revenue	-	-	-	-	27,901	27,901	27,901	0%
8701	Art and Music Fundraising	-	750	750	14,050	2,025	(12,025)	1,275	37%
8702	Measure B1 Parcel Tax	-	-	-	185,483	167,549	(17,935)	167,549	0%

Academy of Alameda Middle
Income Statement
As of Aug FY2025

		Actual		YTD		Budget & Forecast			
		Jul	Aug	Actual YTD	Approved Budget v1	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
8703	Measure A (2020) Parcel Tax	-	-	-	438,068	427,794	(10,274)	427,794	0%
SUBTOTAL - Local Revenue		10,193	28,720	38,913	964,226	872,298	(91,928)	833,385	4%
Fundraising and Grants									
8802	Donations - Private	230	159	389	4,194	3,626	(568)	3,237	11%
8804	School Culture Fundraising	-	-	-	1,932	1,223	(709)	1,223	0%
SUBTOTAL - Fundraising and Grants		230	159	389	6,126	4,849	(1,277)	4,460	8%
TOTAL REVENUE		72,335	206,518	278,853	10,160,906	10,048,927	(111,978)	9,770,074	3%
EXPENSES									
Compensation & Benefits									
Certificated Salaries									
1100	Teachers Salaries	4,315	225,358	229,672	2,472,640	2,378,511	94,129	2,148,838	10%
1101	Teacher - Stipends	4,060	4,361	8,421	47,000	47,000	-	38,579	18%
1103	Teacher - Substitute Pay	972	50	1,022	102,290	-	102,290	(1,022)	
1148	Teacher - Special Ed	-	7,102	7,102	77,598	77,598	-	70,496	9%
1200	Certificated Pupil Support Salaries	-	4,013	4,013	44,838	44,838	-	40,825	9%
1201	Certificated Pupil Support - School Psychologist	-	9,015	9,015	201,422	201,422	-	192,407	4%
1202	Certificated Pupil Support - Counselor	-	14,951	14,951	164,457	164,457	-	149,506	9%
1203	Certificated Pupil Support Salaries - Custom 3	55	9,954	10,009	139,293	127,531	11,762	117,522	8%
1300	Certificated Supervisor & Administrator Salaries	44,614	45,387	90,001	739,503	749,979	(10,476)	659,978	12%
1950	Other Cert - Instructional Coaches	-	69,499	69,499	432,207	512,794	(80,587)	443,296	14%
1980	Other Cert - Custom 5	5,721	9,296	15,017	-	-	-	(15,017)	
SUBTOTAL - Certificated Salaries		59,737	398,986	458,722	4,421,249	4,304,131	117,119	3,845,409	11%
Classified Salaries									
2100	Classified Instructional Aide Salaries	33,015	63,039	96,054	793,971	748,989	44,983	652,934	13%
2201	Classified Support - Restorative Justice coordinator	-	7,590	7,590	112,979	120,358	(7,378)	112,767	6%
2202	Classified Support - School Culture Coordinator	-	15,706	15,706	183,762	183,762	-	168,057	9%
2300	Classified Supervisor & Administrator Salaries	18,489	18,489	36,979	221,872	221,872	-	184,893	17%
2400	Classified Clerical & Office Salaries	17,796	22,219	40,015	253,086	254,343	(1,257)	214,328	16%
2905	Other Classified - After School	40,999	37,219	78,218	507,217	502,447	4,770	424,229	16%
SUBTOTAL - Classified Salaries		110,299	164,263	274,562	2,072,887	2,031,770	41,117	1,757,208	14%
Employee Benefits									
3100	STRS	7,523	71,055	78,578	805,486	792,247	13,239	713,669	10%
3300	OASDI-Medicare-Alternative	10,294	19,356	29,650	232,861	225,054	7,808	195,403	13%
3400	Health & Welfare Benefits	78,969	52,746	131,716	821,425	821,425	-	689,709	16%
3500	Unemployment Insurance	5,880	19,442	25,323	126,546	176,449	(49,903)	151,126	14%

Academy of Alameda Middle
Income Statement
As of Aug FY2025

		Actual		YTD		Budget & Forecast			
		Jul	Aug	Actual YTD	Approved Budget v1	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
3600	Workers Comp Insurance	16,636	5,544	22,180	64,941	66,540	(1,598)	44,360	33%
3900	Other Employee Benefits	3,733	5,996	9,729	65,352	65,352	-	55,623	15%
SUBTOTAL - Employee Benefits		123,036	174,139	297,175	2,116,612	2,147,067	(30,455)	1,849,891	14%
Books & Supplies									
4200	Books & Other Reference Materials	5,140	853	5,993	52,270	51,974	296	45,981	12%
4315	Custodial Supplies	-	-	-	8,160	-	8,160	-	-
4320	Educational Software	13,825	12,209	26,033	67,322	67,322	-	41,289	39%
4325	Instructional Materials & Supplies	10,245	8,119	18,364	30,202	30,202	-	11,838	61%
4326	Art & Music Supplies	-	2,291	2,291	12,485	12,485	-	10,194	18%
4330	Office Supplies	625	1,423	2,048	15,300	15,300	-	13,252	13%
4335	PE Supplies	254	-	254	12,485	8,148	4,337	7,894	3%
4340	Professional Development Supplies	-	658	658	5,100	2,337	2,763	1,679	28%
4345	Non Instructional Student Materials & Supplies	-	914	914	13,260	9,477	3,783	8,563	10%
4350	Uniforms	-	-	-	106	106	-	106	0%
4351	Yearbook	8,671	(2,890)	5,781	8,323	11,253	(2,929)	5,472	51%
4352	Afterschool Supplies	194	1,515	1,708	20,808	20,808	-	19,100	8%
4353	Summerschool Supplies	2,748	269	3,016	10,200	10,200	-	7,184	30%
4354	Middle school Athletics	-	-	-	4,162	3,810	352	3,810	0%
4355	Org Culture supplies	5,720	5,188	10,908	9,180	9,180	-	(1,728)	119%
4360	Books and Supplies - Sped	-	140	140	2,550	20,953	(18,403)	20,813	1%
4410	Classroom Furniture, Equipment & Supplies	9,363	502	9,864	11,444	11,444	-	1,580	86%
4420	Computers: individual items less than \$5k	-	16,452	16,452	56,510	19,000	37,510	2,548	87%
4423	Additional Technology	-	99	99	9,364	9,364	-	9,265	1%
4430	Non Classroom Related Furniture, Equipment & Supplies	-	880	880	8,323	6,168	2,155	5,288	14%
4700	Food	22	998	1,020	15,606	19,350	(3,744)	18,331	5%
4720	Other Food	46	220	266	9,180	9,180	-	8,914	3%
SUBTOTAL - Books and Supplies		56,851	49,839	106,690	382,340	348,060	34,280	241,370	31%
Services & Other Operating Expenses									
5210	Conference Fees	-	150	150	16,584	16,020	564	15,870	1%
5220	Travel and Lodging	-	-	-	10,710	10,710	-	10,710	0%
5305	Dues & Membership - Professional	-	-	-	17,831	17,831	-	17,831	0%
5310	Subscriptions	11,662	23,332	34,994	67,647	71,212	(3,565)	36,218	49%
5400	Insurance	30,033	10,011	40,044	105,624	120,132	(14,508)	80,088	33%
5510	Utilities - Gas and Electric	-	-	-	1,040	1,040	-	1,040	0%
5515	Janitorial, Gardening Services & Supplies	901	37,316	38,217	169,947	199,300	(29,353)	161,083	19%
5525	Utilities - Waste	-	4,207	4,207	42,004	54,238	(12,234)	50,031	8%
5605	Equipment Leases	2,218	716	2,934	23,256	23,256	-	20,322	13%
5611	Prop 39 Related Costs	-	2,740	2,740	202,706	202,706	-	199,967	1%
5615	Repairs and Maintenance - Building	5,600	-	5,600	12,240	32,040	(19,800)	26,440	17%
5617	Repairs and Maintenance - Other Equipment	-	1,030	1,030	2,081	2,081	-	1,051	50%

**Academy of Alameda Middle
Income Statement
As of Aug FY2025**

	Actual		YTD Budget & Forecast					
	Jul	Aug	Actual YTD	Approved Budget v1	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
5619 Non-Cash Lease Adjustment	-	-	-	-	7,704	(7,704)	7,704	0%
5803 Accounting Fees	-	-	-	1,890	1,966	(76)	1,966	0%
5804 Internal Audit & Accounting support	-	-	-	19,335	16,481	2,854	16,481	0%
5805 Administrative Fees	-	-	-	4,257	4,257	-	4,257	0%
5809 Banking Fees	-	-	-	1,734	1,734	-	1,734	0%
5812 Business Services	16,667	16,667	33,333	200,000	200,000	-	166,667	17%
5815 Consultants - Instructional	-	-	-	9,040	9,040	-	9,040	0%
5818 Coaching	-	-	-	15,000	27,000	(12,000)	27,000	0%
5819 School Culture Initiatives	-	1,201	1,201	19,484	19,484	-	18,284	6%
5820 Consultants - Non Instructional - Custom 1	868	360	1,228	11,712	11,712	-	10,485	10%
5824 District Oversight Fees	-	-	-	234,692	238,757	(4,065)	238,757	0%
5828 Translators	42	-	42	5,202	1,690	3,512	1,648	2%
5830 Field Trips Expenses	-	2,004	2,004	50,490	43,022	7,468	41,018	5%
5833 Fines and Penalties	-	-	-	208	208	-	208	0%
5834 Afterschool & Summer Services	2,250	820	3,070	12,460	12,460	-	9,390	25%
5836 Fingerprinting	-	32	32	8,160	8,160	-	8,128	0%
5839 Fundraising Expenses	-	-	-	3,582	3,582	-	3,582	0%
5845 Legal Fees	-	10,019	10,019	61,200	61,200	-	51,182	16%
5846 Loan and Financing Fees	-	-	-	260	260	-	260	0%
5848 Licenses and Other Fees	-	-	-	1,342	1,342	-	1,342	0%
5851 Marketing and Student Recruiting	9,078	8,794	17,872	193,881	190,462	3,419	172,590	9%
5857 Payroll Fees	866	930	1,795	(11,872)	(11,872)	-	(13,667)	-15%
5860 Printing and Reproduction	662	1,648	2,310	7,283	7,283	-	4,973	32%
5861 Prior Yr Exp (not accrued)	-	75	75	10,000	10,000	-	9,925	1%
5863 Professional Development	-	1,000	1,000	55,695	55,695	-	54,695	2%
5869 Special Education Contract Instructors	-	5,760	5,760	120,360	120,360	-	114,600	5%
5875 Staff Recruiting	806	720	1,526	17,836	17,836	-	16,310	9%
5880 Student Health Services	-	1,326	1,326	10,200	10,200	-	8,874	13%
5881 Student Information System	-	-	-	7,572	7,572	-	7,572	0%
5884 Substitutes	-	-	-	80,000	185,916	(105,916)	185,916	0%
5887 Technology Services	7,500	7,500	15,000	55,202	55,202	-	40,202	27%
5898 Bad Debt Expense	-	-	-	312	312	-	312	0%
5899 Miscellaneous Operating Expenses	-	-	-	2,040	2,040	-	2,040	0%
5915 Postage and Delivery	-	30	30	520	520	-	491	6%
5920 Communications - Telephone & Fax	-	-	-	104	104	-	104	0%
SUBTOTAL - Services & Other Operating Exp.	89,151	138,386	227,538	1,880,852	2,072,255	(191,403)	1,844,717	11%
Capital Outlay & Depreciation								
6900 Depreciation	-	-	-	10,258	11,534	(1,276)	11,534	0%
SUBTOTAL - Capital Outlay & Depreciation	-	-	-	10,258	11,534	(1,276)	11,534	0%
Other Outflows & Amortization								

Academy of Alameda Middle
Income Statement
As of Aug FY2025

Actual		YTD		Budget & Forecast			
Jul	Aug	Actual YTD	Approved Budget v1	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
7999	Uncategorized Expense	-	6,770	6,770	-	-	(6,770)
	SUBTOTAL - Other Outflows & Amortization	-	6,770	6,770	-	-	(6,770)
TOTAL EXPENSES		439,073	932,383	1,371,456	10,884,197	10,914,816	(30,619) 9,543,360 13%

Academy of Alameda Middle
Monthly Cash Forecast
As of Aug FY2025

	2024-25												Forecast	Remaining Balance
	Actuals & Forecast													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	Actuals	Actuals	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast		
Beginning Cash	2,982,563	2,991,330	2,359,290	2,556,270	2,304,958	1,956,444	1,961,449	1,627,841	1,399,470	1,577,223	1,402,826	1,228,627		
REVENUE														
LCFF Entitlement	-	152,714	911,734	489,532	489,532	765,595	489,532	489,532	1,034,658	521,385	521,385	808,139	7,195,125	521,385
Federal Revenue	-	-	-	-	42,025	-	-	42,025	-	-	42,025	83,287	251,387	42,025
Other State Revenue	61,912	24,925	28,122	115,610	44,565	204,398	85,428	148,640	106,975	193,202	515,078	254,041	1,725,269	(57,626)
Other Local Revenue	10,193	28,720	25,592	16,935	16,935	26,626	16,597	16,597	26,288	16,597	16,597	621,631	872,298	32,991
Fundraising & Grants	230	159	216	302	302	302	506	506	506	506	506	506	4,849	302
TOTAL REVENUE	72,335	206,518	965,663	622,379	593,359	996,921	592,063	697,300	1,168,427	731,690	1,095,591	1,767,603	10,048,927	539,077
EXPENSES														
Certificated Salaries	59,737	398,986	390,338	380,524	380,524	427,524	377,750	377,750	377,750	377,750	377,750	377,750	4,304,131	-
Classified Salaries	110,299	164,263	167,878	173,776	178,531	184,531	174,814	174,814	174,814	174,814	174,814	174,814	2,031,770	3,609
Employee Benefits	123,036	174,139	79,959	194,036	194,584	204,539	193,609	193,609	193,609	193,609	193,609	193,609	2,147,067	15,120
Books & Supplies	56,702	47,657	42,678	29,816	29,816	29,816	18,596	18,596	18,596	18,596	18,596	18,596	348,060	-
Services & Other Operating Expenses	89,109	134,519	232,846	160,904	178,034	211,580	160,904	160,904	225,906	141,319	141,319	191,996	2,072,255	42,914
Capital Outlay & Depreciation	-	-	2,884	961	961	961	961	961	961	961	961	961	11,534	-
Other Outflows	191	12,818	(13,009)	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES	439,073	932,383	903,574	940,017	962,450	1,058,952	926,633	926,633	991,635	907,049	907,049	957,725	10,914,816	61,643
Operating Cash Inflow (Outflow)	(366,738)	(725,865)	62,090	(317,638)	(369,091)	(62,031)	(334,569)	(229,333)	176,792	(175,358)	188,542	809,878	(865,889)	477,434
Accounts Receivable	855,155	91,078	154,846	65,365	19,616	66,076	-	-	-	-	-	191,926		
Other Current Assets	44,594	-	7,931	-	-	-	-	-	-	-	-	-		
Fixed Assets	-	-	2,884	961	961	961	961	961	961	961	961	961		
Accounts Payable	(174,398)	(13,698)	(7,284)	-	-	-	-	-	-	-	-	-		
Other Current Liabilities	(168,141)	2,501	(23,486)	-	-	-	-	-	-	-	-	-		
Summer Holdback	(181,705)	13,944	-	-	-	-	-	-	-	-	-	-		
Deferred Revenue	-	-	-	-	-	-	-	-	-	-	(363,703)	-		
Ending Cash	2,991,330	2,359,290	2,556,270	2,304,958	1,956,444	1,961,449	1,627,841	1,399,470	1,577,223	1,402,826	1,228,627	2,231,392		

Coversheet

Academic Presentation

Section: VI. Board Communication
Item: B. Academic Presentation
Purpose: Discuss
Submitted by:
Related Material: 10.23.24 - The Academy of Alameda Board Presentation.pdf

The Academy of Alameda TK - 8 *Fall 2024*

October 23, 2024 Board Meeting

Beginning of the Year Highlights!

- Bringing together our AoA Staff
- More combined Staff PD and Staff Events
- Opening of our TK
- The Support of Interim Elementary Principal, Cammie Harris
- The 2nd Annual Fall Festival
- Charter Renewal

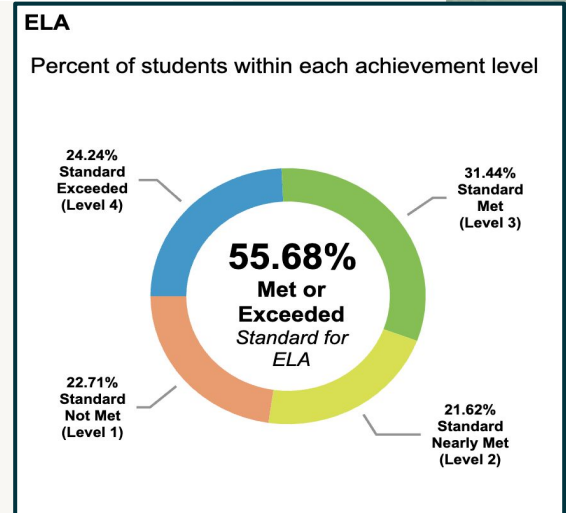


Data Review



ELA CAASPP DATA

Reporting Categories	The Academy of Alameda	State of California
Mean Scale Score	N/A	N/A
■ Standard Exceeded (Level 4) ⁱ Percentage of students by grade for level	24.24 %	21.02 %
■ Standard Met (Level 3) ⁱ Percentage of students by grade for level	31.44 %	26.02 %
■ Standard Nearly Met (Level 2) ⁱ Percentage of students by grade for level	21.62 %	21.80 %
■ Standard Not Met (Level 1) ⁱ Percentage of students by grade for level	22.71 %	31.15 %

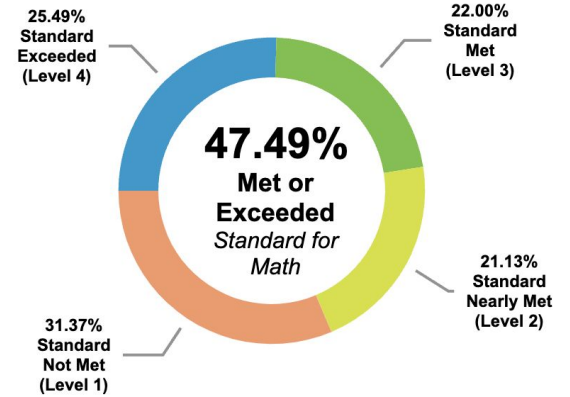


Math CAASPP DATA

Reporting Categories	The Academy of Alameda	State of California
Mean Scale Score	N/A	N/A
■ Standard Exceeded (Level 4) ⁱ Percentage of students by grade for level	25.49 %	17.89 %
■ Standard Met (Level 3) ⁱ Percentage of students by grade for level	22.00 %	17.65 %
■ Standard Nearly Met (Level 2) ⁱ Percentage of students by grade for level	21.13 %	23.91 %
■ Standard Not Met (Level 1) ⁱ Percentage of students by grade for level	31.37 %	40.55 %

Mathematics

Percent of students within each achievement level



ELA CAASPP DATA by Subgroup

ELA CAASPP	1	2	3	4	Met or Exceeded
ELA	22.71%	21.62%	31.44%	24.24%	55.68%
SWD	56.14%	28.07%	14.04%	1.75%	15.79%
SED	28.77%	23.51%	31.23%	16.49%	47.72%
EL	64%	26%	10%	0%	10.00%
Asian	11.76%	20%	35.29%	32.94%	68.23%
Black or African American	41.57%	28.09%	23.60%	6.74%	30.34%
Filipino	9.68%	16.13%	35.48%	38.71%	74.19%
Hispanic or Latino	38.64%	12.50%	27.27%	21.59%	48.86%
White	7.06%	25.88%	32.94%	34.12%	67.06%
Two or more races	17.33%	24%	37.33%	21.33%	58.66%

Math CAASPP DATA by Subgroup

MATH CAASPP	1	2	3	4	Met or Exceeded
Math	31.37%	21.13%	22%	25.49%	47%
SWD	64.91%	15.79%	10.53%	8.77%	19.30%
SED	37.41%	22.03%	22.38%	18.18%	40.56%
EL	63.46%	23.08%	11.54%	1.92%	13.46%
Asian	15.29%	12.94%	28.24%	43.53%	71.77%
Black or African American	56.18%	30.34%	8.99%	4.49%	13.48%
Filipino	16.13%	19.35%	32.26%	32.26%	64.52%
Hispanic or Latino	42.22%	17.78%	23.33%	16.67%	40.00%
White	17.86%	23.81%	23.81%	34.52%	58.33%
Two or more races	28%	22.67%	20%	29.33%	49.33%

CAASPP DATA

We continue to outperform the state on CAASPP in both ELA and Math.

We know that that we need to continue to push for **growth.**



CAASPP DATA by Subgroup

We see a need to look more closely at the following subgroups:

- Students who have an IEP
- Students who are English Language Learners
 - Specifically Newcomer Students
- Students who identify as Black or African American

Knowing that these are the subgroups who are not meeting proficiency on CAASPP, we are looking at ways to expand or go more deeply with interventions.



ES Current Intervention Data & Supports

In SIPPS/Sounds Partners tier 2 groups for 3rd - 5th we know that..

- 50% of students have an IEP or are being assessed.
- 48% are new to AoA since August 2023
- 37% are designated EL
- Many of these students fall into more than one of these categories
- Percentages in these three categories go up as you go through the grade levels (there are more gen ed 3rd graders in groups than 5th graders).

We know that Reading Interventions are effective, but for students with an IEP or who are English Language Learners, it takes more time to accelerate growth and they may need additional supports. We are also no longer able to provide ELL small group supports.

MS Current Intervention Data & Supports

In MS, this year we do not have a Reading Class.

Students can get support during tutorial, but it is not direct reading support.

For Math, students are also able to get additional support in tutorial with small groups and Peer Teach.

Students are also able to accelerate in Math through our AMP program.

Anecdotally, we know that students who did not come to AoA in Elementary are entering Middle without the benefit of intervention groups in ES.

Next Steps & Needs





Intervention Needs

- **Continue small group** interventions in ES with additions to curriculum
- **Mirror small group reading/math support** in MS (charter renewal recommendation)
- **Provide ELL students** with access to language acquisition supports
- **Build support for newcomer students**
- **Create a more robust onboarding** for students who come to AoA from other schools in ES or MS
- Look more deeply at **student engagement**



Ways to Address Intervention Needs

- **Add curriculum in ES small groups** to focus on skill needs for **ELL** students or students with IEPs
- **Implement small reading groups** in MS within tutorial that utilize online reading curriculum/skill building
- **Provide MS students** with online language acquisition programming (Summit K-12)
- **Build out Peer Teach** to provide more tutoring support in MS tutorial (Long term goal of working with ES students)
- **Continue to build out SEL programming** using Ruler and MS Advisory

Special Education

- **Providing Staff PD** focusing on academic access through accommodation and more planning time for collaboration with Special Education and General Education Staff
- **Added the Program Specialist Role** to offer more real time support for case managers, staff, and manage the growing needs of our special education program.
- **CPI training** - Train the Trainer make sure case managers and IAs have proper crisis intervention training for high needs
- **Provide more training** around behavior needs for IA and Case Managers

Emerging Bilingual Needs

- Build a more robust ELAC (***First ELAC Meeting - Tuesday, October 22***)
- With the loss of the Emerging Bilingual Coordinator, developing a strategic plan for ELPAC (***Supported by Academic Deans and IAs***)
- Professional Development opportunities for staff (***Part of Communities of Practice***)

We have what AUSD Wants...

Strong RTI Intervention Teams in ES & MS.

Strong Tier 2 Intervention system that addresses the needs for 3rd - 5th grader who are unable grade level content.

75% of students who get Tier 2 intervention make more than a year of growth during one academic year and are not referred to SPED.

Students who make less than a year of growth are referred to the intervention team, almost always qualify for an IEP and get 2:1 or 1:1 instruction with our new tier 3 reading intervention, Sound Partners.



Celebrations!



MS Student Led Conferences


- Build student/family engagement
- Provide a way for students to share their areas of strength and areas of growth
- Share portfolio of work
- Students/Parents/Teachers discuss ways to build support



1

Name: _____ Advisor: _____

6th Grade
Fall 2024 Student Led Conferences Prep



Prework: Complete the sentences below with notes from the [slides](#).

What is an SLC?
SLC stands for _____.
In my SLC I will _____.
Why are SLCs important?

Let's Celebrate!

- Jr. SCLT is back in action!
- Shared events in ES/MS !
 - Upcoming Events - Spirit Week
 - Mascot Creation/Selection (TK - 8 Student Driven)
 - Joint PD - SPED and Communities of Practice
- Huge interest in AMP
- The start of the PTA!
- New tier 3 Reading Intervention in elementary



Coversheet

Enrollment Update

Section: VI. Board Communication
Item: C. Enrollment Update
Purpose: Discuss
Submitted by:
Related Material: EnrollmentPresentationforBoard_Oct2024.pdf

The Academy of Alameda

24-25 Enrollment Update & 25-26 Enrollment and Marketing Plans

October 23, 2024 Board Meeting

Current Enrollment

Grade	Total Enrollment	Budgeted	Space Available	Offers	Waitlist
TK	23	24	1	closed	55
K	46	52	6	closed	1
1	52	52	0	n/a	8
2	50	52	2	2	20
3	52	52	0	n/a	20
4	52	52	0	n/a	30
5	52	52	0	n/a	25
6	122	115	-7	0	0
7	105	110	5	0	0
8	85	90	5	closed	0
Total	639	651		2	159

- Latest new student started Monday in 7th grade.
- Will be offering two 2nd grade spots
- May have a 5th grader with attendance issues move to homeschool. Will offer waitlist a place if one opens.

In-District Enrollment

24-25	# In District	% In District	# Out of District	% Out of District	Total
TK	13	56.52%	10	43.48%	23
K	31	67.39%	15	32.61%	46
1	33	63.46%	19	36.54%	52
2	35	70%	15	30%	50
3	36	69.23%	16	30.77%	52
4	35	67.31%	17	32.69%	52
5	35	67.31%	17	32.69%	52
6	65	53.28%	57	46.72%	122
7	70	66.67%	35	33.33%	105
8	53	62.35%	32	37.65%	85
Total	406	63.54%	233	36.46%	639

- TK and 6th lowest in-district %
- Look into sibling and in-district lottery preferences, reviewed in later slides

Retention

Grade	EOY Enrollment (Gr - 1)	Returning	Retention %	Last Years Retention Rate	Withdrew	In-District Withdrew
TK	n/a	n/a	n/a	n/a	n/a	n/a
K	n/a	n/a	n/a	n/a	n/a	n/a
1	47	42	89%	93%	5	2
2	49	44	90%	89%	5	3
3	50	44	88%	93%	6	5
4	50	45	90%	92%	5	3
5	51	47	92%	87%	4	2
6	51	38	75%	90%	13	11
7	104	89	86%	89%	15	9
8	87	80	92%	95%	7	5
Total	489	429	88%	92%	60	40

Withdraw Details

Withdraw Reason	% of Students
Moved	32%
School Culture	7%
Unknown	40%
Distance	17%
Military	5%

- School culture and behavior related

Next School City	% of Students
Alameda	40%
Oakland	15%
Out of State	13%
Other City	32%

25-26 Enrollment

- Applications opened October 1 and closes January 31
- Tours and information sessions calendared and sign us are open online
- Current lottery preferences favor out of district siblings

Grade	Total Applications	In District	Sibling In District	Sibling Out of District	No Priority
TK	8	2	2	2	2
K	13	5	1	3	4
1	2	0	1	0	1
2	1	1	0	0	0
3	1	1	0	0	0
4	5	1	2	2	0
5	2	1	0	1	0
6	9	3	0	3	3
7	0	0	0	0	0
8	1	0	0	1	0
Total	42	14	6	12	10



Enrollment 2025-26

- **In 2025-26, TK class size will drop from 24 to 20 per the state**
- **We will add one additional TK class and have two of each elementary grades**
- **With one TK class matriculating up, we will need to bring in less Kindergartners from outside, so we should have two full Kindergarten classes**
- **In 2025-26 our small bubble class (85 students), now in 8th grade, will graduate. All MS grades should be above 100 students**



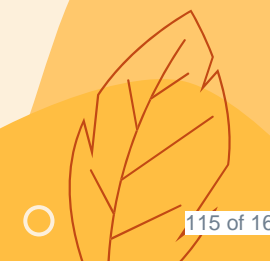
Projected Enrollment

Grade	Year 1 2025-26	Year 2 2026-27	Year 3 2027-28	Year 4 2028-29	Year 5 2029-30	Year 6 2030-31	Year 7 2031-32
TK	40	40	40	40	40	40	40
K	52	52	52	52	52	52	52
1	52	52	52	52	52	52	52
2	52	52	52	52	52	52	52
3	52	52	52	52	52	52	52
4	52	52	52	52	52	52	52
5	52	52	52	52	52	52	52
6	115	125	120	120	120	120	120
7	113	115	120	120	120	120	120
8	105	113	113	113	113	113	113
Total	685	705	705	705	705	705	705

Marketing 2025-26



- **Looking to manage the budget and use marketing funds differently**
- **Still with Larson Consulting who manages our Google/Facebook ads where we currently get the majority of our non-word of mouth advertising enrollees**
- **One postcards instead of two, sent in January (avoid political mailings and January is more peak time for enrollment).**
- **Signed up for Niche.com, a TK-12 school rankings website**
- **Will work with specific parents on online reviews**



Thank you and Questions

Coversheet

Vote on Independent Study Policy

Section: VI. Board Communication
Item: D. Vote on Independent Study Policy
Purpose: Vote
Submitted by:
Related Material: Independent Study Board Policy.pdf

Adopted/Ratified: August 16, 2021
Revision Date: [INSERT]



INDEPENDENT STUDY POLICY

The Academy of Alameda (“AoA” or “Charter School”) may offer independent study to meet the short or long-term educational needs of pupils enrolled in the Charter School as follows: to accommodate quarantine, extended illness, essential travel plans, or other extenuating circumstances that prohibit the student from accessing on-campus instruction. Independent study is an optional educational alternative in which no pupil may be required to participate and is designed to teach the knowledge and skills of the core curriculum. The Charter School shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully. The following written policies have been adopted by The Academy of Alameda Board of Directors for implementation at Charter School:

1. For pupils in all grade levels and programs offered by the Charter School, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be **fourteen (14)** school days.
2. The Executive Director or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:
 - a. When any pupil fails to complete **fifty percent (50%)** of the assignments during any period of **seven (7)** school days.
 - b. In the event a student’s educational progress falls below satisfactory levels as determined by ALL of the following indicators:
 - i. The pupil’s achievement and engagement in the independent study program, as indicated by the pupil’s performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
 - ii. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
 - iii. Learning required concepts, as determined by the supervising teacher.

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- iv. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school.

3. The Charter School shall provide content aligned to grade level standards that is substantially equivalent to in-person instruction.
4. The Charter School has adopted tiered reengagement strategies* for the following pupils:
 - a. All pupils who are not generating attendance for more than 10 percent of required minimum instructional time over four continuous weeks of the Charter School's approved instructional calendar;
 - b. Pupils found not participatory in synchronous instructional offerings pursuant to Education Code Section 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span; or
 - c. Pupils who are in violation of the written agreement pursuant to Education Code Section 51747(g).

These procedures shall include local programs intended to address chronic absenteeism, as applicable, with at least all of the following:

- a. Verification of current contact information for each enrolled pupil.
 - b. Notification to parents or guardians of lack of participation within one (1) school day of the recording of a nonattendance day or lack of participation.
 - c. A plan for outreach from the school to determine pupil needs, including connection with health and social services as necessary.
 - d. A clear standard for requiring a pupil-parent-educator conference to review a pupil's written agreement, and reconsider the independent study program's impact on the pupil's achievement and well-being, consistent with the policies adopted pursuant to paragraph (4) of subdivision (g) of Education Code Section 51747.
5. The following plan shall be in place in accordance with Education Code Section 51747(e) for synchronous instruction and live interaction*:
 - a. For pupils in transitional kindergarten through grade 3, inclusive, the Charter School shall provide opportunities for daily synchronous instruction for all pupils throughout the school year by each pupil's teacher or teachers of record.
 - b. For pupils in grades 4-8, inclusive, the Charter School shall provide opportunities for daily live interaction between the pupil and a certificated or non-certificated employee of the Charter School and at least weekly synchronous instruction for all pupils throughout the school year by each pupil's teacher or teachers of record.

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- c. For pupils in grades 9-12, inclusive, the Charter School shall provide opportunities for at least weekly synchronous instruction for all pupils throughout the school year by each pupil's teacher or teachers of record.
6. The Charter School shall transition pupils whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five instructional days.*

* The tiered re engagement strategies, plan for synchronous instruction and live interaction, and plan to transition pupils whose families wish to return to in-person instruction (paragraphs 4, 5, and 6 above) shall not apply to:

- a. pupils who participate in an independent study program for fewer than 16 schooldays in a school year;
- b. pupils enrolled in a comprehensive school for classroom-based instruction who, under the care of appropriately licensed professionals, participate in independent study due to necessary medical treatments or inpatient treatment for mental health care or substance abuse. Local educational agencies shall obtain evidence from appropriately licensed professionals of the need for pupils to participate in independent study pursuant to this subdivision; or
- c. independent study offered due to school closure or material decrease in attendance for 15 school days or less for affected pupils under one or more of the circumstances described in Education Code Sections 41422 and/or 46392, and 46393 for which the Charter School files an affidavit seeking an allowance of attendance due to emergency conditions.

7. A current written agreement shall be maintained on file for each independent study pupil, including but not limited to, all of the following:
 - a. The manner, time, frequency, and place for submitting a pupil's assignments, for reporting the pupil's academic progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress.
 - b. The objectives and methods of study for the pupil's work, and the methods used to evaluate that work.
 - c. The specific resources, including materials and personnel, that will be made available to the pupil. These resources shall include confirming or providing access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.
 - d. A statement of the policies adopted pursuant to subdivisions (a) and (b) of Education Code Section 51747 regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether or not the pupil should be allowed to continue in independent study.
 - e. The duration of the independent study agreement, including the beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.

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- f. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
- g. A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the pupil's individualized education program or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.
- h. The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class, or program pursuant to Section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.
- i. For a pupil participating in an independent study program that is scheduled for more than 15 school days, each written agreement shall be signed, before the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. For a pupil participating in an independent study program that is scheduled for 15 school days or fewer, each written agreement shall be signed, during the school year in which the independent study program takes place, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. The written agreement may be signed at any time during the school year, but it is the intent of the Legislature that parents or guardians of pupils be provided the agreement at or before the beginning of the school year. For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of Division 11 of the Family Code.
 - Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education, that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government

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Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.

8. The Charter School shall comply with the Education Code sections 51745 through 51749.3 and the provisions of the Charter Schools Act of 1992 and the State Board of Education regulations adopted there under.
9. The Executive Director may establish regulations to implement these policies in accordance with the law.

Coversheet

Vote on the Education for Homeless Children and Youth Policy

Section: VI. Board Communication
Item: E. Vote on the Education for Homeless Children and Youth Policy
Purpose: Vote
Submitted by:
Related Material:
23-08-13 Updated - Education for Homeless Children and Youth Policy.pdf

Adopted/Ratified: June 21, 2016
Revision Date: August 13, 2023



EDUCATION FOR HOMELESS CHILDREN AND YOUTH POLICY

The Academy of Alameda (“AoA” or the “Charter School”) Governing Board desires to ensure that homeless children and youth are provided with equitable access to its educational program, have an opportunity to meet the same challenging State academic standards, are provided a free and appropriate public education, are not stigmatized or segregated on the basis of their status as homeless, and establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

Definition of Homeless Children and Youth

The term “*homeless children and youth*” means individuals who lack a fixed, regular and adequate nighttime residence and includes children and youth who (42 U.S.C. § 11434a):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and/or
4. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of “homeless.”

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the Charter School Liaison.

Charter School Liaison

The Executive Director designates the following staff person as the Charter School Liaison for homeless students (42 U.S.C. § 11432(g)(1)(J)(ii)):

Adopted/Ratified: June 21, 2016
Revision Date: August 13, 2023

TTK-8 Family Liaison and Attendance Coordinator
401 Pacific Ave, Alameda CA 94501
510-748-4017

The Charter School Liaison shall ensure that the following requirements are fulfilled by the Charter School (42 U.S.C. § 11432(g)(6)):

1. Homeless students are identified by Charter School personnel, through outreach and coordination activities with other entities and agencies, and through the annual housing questionnaire administered by the Charter School.
2. Homeless students enroll in and have a full and equitable opportunity to succeed at AoA.
3. Homeless students and families receive educational services for which they are eligible, including, but not limited to referrals to health care services, dental services, mental health services, substance abuse services, housing services, and other appropriate services.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places frequented by parents or guardians of such youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.
6. Enrollment/admissions disputes are mediated in accordance with law, AoA charter, and Board policy.
7. Parents/guardians and any unaccompanied youth are fully informed of available transportation services, as needed.
8. Charter School personnel providing services receive professional development and other support.
9. The Charter School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.
10. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent students and their ability to obtain assistance from the Charter School Liaison to receive verification of such status.

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The California Department of Education (“CDE”) publishes a list of the contact information for the Homeless Education Liaisons in the state, which is available at: <https://www.cde.ca.gov/sp/hs/>

Enrollment

AoA shall immediately admit/enroll the student for which the Charter School is a School of Origin. “School of Origin” means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

AoA shall also immediately enroll a homeless youth who seeks to enroll in the Charter School, if the youth would otherwise be eligible to attend and subject to the Charter School’s capacity and pursuant to the procedures stated in the AoA charter and Board policy. A homeless youth who is enrolled will have the right to attend classes and participate fully in school activities, including extracurricular activities.

The youth shall be immediately enrolled even if the student lacks records normally required for enrollment (such as previous academic records, records of immunizations, other required health records, proof of residency) or has missed application or enrollment deadlines during any period of homelessness. Records will immediately be requested from the previous school. (42 U.S.C. § 11432(g)(3)(C); Education Code Section 48850(a)(3)(A).)

If the student needs to obtain immunizations or does not possess immunization or other medical records, the Executive Director or designee shall refer the parent/guardian to the Charter School Liaison. The Charter School Liaison shall assist the parent/guardian in obtaining the necessary immunizations or records for the student. (42 U.S.C. § 11432(g)(3)(C).)

A homeless youth may remain in the student’s school of origin for the entire period for which the youth is homeless. If a youth obtains permanent housing during an academic year, the youth will be permitted to remain in the school of origin through the end of the academic year.

Enrollment Disputes

If a dispute arises over admissions/enrollment, the student shall be immediately admitted (subject to Charter School’s capacity and pursuant to the procedures stated in the Charter School charter and Board policy), pending final resolution of the dispute, including all available appeals. The parent/guardian shall be provided with a written explanation of the admission/enrollment decision, including an explanation of the parent/guardian’s right to appeal the decision. The parent/guardian shall also be referred to the Charter School Liaison. The Charter School Liaison shall carry out the Board-adopted dispute resolution and complaint process as expeditiously as possible after receiving notice of the dispute. (42 U.S.C. § 11432(g)(3)(E).)

Housing Questionnaire

AoA shall administer a housing questionnaire for purposes of identifying homeless children and youth. AoA shall ensure that the housing questionnaire is based on the best practices developed by the CDE. AoA shall annually provide the housing questionnaire to all parents/guardians of students

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and to all unaccompanied youths at AoA. The housing questionnaire shall include an explanation of the rights and protections a student has as a homeless child or youth or as an unaccompanied youth. The housing questionnaire shall be available in paper form. The housing questionnaire shall be available in the primary language other than English spoken by fifteen (15) percent or more of the students enrolled at AoA and shall be translated into other languages upon request of a student's parent/guardian or an unaccompanied youth. AoA shall collect the completed housing questionnaires and annually report to the CDE the number of homeless children and youths and unaccompanied youths enrolled. (Education Code Section 48851.)

Comparable Services

Each homeless child or youth shall promptly be provided services comparable to services offered to other students in AoA such as (but not limited to) (42 U.S.C. § 11432(g)(4)):

- Educational services for which the child or youth meets eligibility criteria, such as educational programs for students with disabilities and educational programs for students with limited English proficiency
- Programs for gifted and talented students
- Nutrition and meal programs

Transportation

AoA shall ensure that transportation is provided for homeless students to and from AoA, at the request of the parent or guardian (or Charter School Liaison), if AoA is the student's school of origin. (42 U.S.C. § 11432(g)(1)(J).) Transportation provided by AoA will be adequate and appropriate for the student's situation, but AoA does not commit to any one method of transportation for all youth.

Eligibility for Extracurricular Activities

A homeless child or youth shall be immediately deemed to be eligible for participation in interscholastic sports or other extracurricular activities.

Waiver of Fees for Afterschool Programs

The Charter School shall not charge any student who is a homeless youth any family fees associated with an After-School Education and Safety ("ASES") Program operated by the Charter School.

Acceptance of Course Work

The Charter School will accept any coursework satisfactorily completed at any public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency by a homeless student.

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The Charter School will provide homeless students credit for the partial completion of courses taken while attending a public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency. When partial credit is awarded in a particular course, the homeless student shall be enrolled in the same or equivalent course, if applicable, so that the student may continue and complete the entire course.

Notice

For any homeless student who seeks enrollment at the Charter School, written notice will be provided via email or hard copy to the parent/guardian at the time of enrollment and at least annually while the student is enrolled at the Charter School.

Annual Policy Review

The Charter School shall review and revise any policies that may act as barriers to the identification of homeless children and youths or the enrollment of homeless children and youths at the Charter School every three years or sooner. In reviewing and revising such policies, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Special attention shall be given to ensuring the identification, enrollment, and attendance of homeless children and youths who are not currently attending school.

School Website Posting

AoA shall ensure that the following information is posted, and updated as necessary, on its website:

- The name and contact information of the Charter School Liaison(s) for homeless children and youths.
- The contact information of any employee or contractor that assists the Charter School Liaison in completing the Liaison's duties.
- Specific information regarding the educational rights and resources available to persons experiencing homelessness.

4813-5564-3627, v. 3

Commented [1]: Per EC 48852.6 (AB 27), the Charter School must post the Charter School Liaison's contact information on the school website (and the contact information of any employees/contractors whose duties include assisting the liaison in completing the liaison's duties under 42 USC 11432(g)(6)).

The school website must also include specific information regarding the educational rights and resources available to persons experiencing homelessness.

Coversheet

Vote on the Immunization Policy

Section: VI. Board Communication
Item: F. Vote on the Immunization Policy
Purpose: Vote
Submitted by:
Related Material: 23-08-13 Updated - Immunization Policy.pdf

Adopted/Ratified: April 19, 2011
 Revision Date: August 13, 2023



IMMUNIZATION POLICY

The Academy of Alameda (“AoA” or the “Charter School”) adheres to all laws related to legally required immunizations for entering students pursuant to Health and Safety Code Sections 120325-120380, and Title 17, California Code of Regulations Sections 6000-6075.

Required Immunizations, Records and Reports

California law requires that an immunization record be presented to AoA staff before a child can be unconditionally enrolled in school. Entering students must provide AoA written verification from a doctor or immunization clinic of the following immunizations:

Child’s Grade	Immunization	Dosage
TK/K-12 ¹	Diphtheria, Pertussis, and Tetanus (DTaP)	Five (5) doses
	Polio	Four (4) doses
	Measles, Mumps, and Rubella (MMR)	Two (2) doses
	Hepatitis B (Hep B)	Three (3) doses
	Varicella (chickenpox)	Two (2) doses
Entering 7 th Grade ²	Tetanus, reduced Diphtheria, and acellular Pertussis (Tdap)	One (1) dose

¹ **NOTE:** Four doses of DTaP are allowed if one was given on or after the fourth birthday. Three doses meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the seventh birthday (also meets the 7th-12th grade Tdap requirement.) One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement. Three doses of Polio are allowed if one was given on or after fourth birthday. MMR doses must be given on or after first birthday. Two doses of measles, two doses of mumps, and one dose of rubella vaccine meet the requirement, separately or combined. Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines.

² **NOTE:** In order to begin seventh grade, students who had a valid personal belief exemption on file with a public or

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	Varicella	Two (2) Doses
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Verification of immunizations will be completed with written medical records from the child’s doctor or immunization clinic. Immunization records shall be part of the mandatory permanent student record and shall be kept in accordance with AoA’s Educational Records and Student Information Policy. AoA will file a written report on the immunization status of all new entrants to AoA with the California Department of Public Health (“CDPH”), on at least an annual basis, as required by law.

Any child leaving the United States for a short vacation to or long stay in any [country](#) considered by the Center of Disease Control and Prevention (“CDC”) to have increased risk of TB exposure MUST contact the County Tuberculosis Clinic for a TB Screening upon return.

AoA shall immediately admit a foster child, as defined in Education Code Section 48853.5(a), and a homeless child, as defined in Section 11434a(2) of Title 42 of the United States Code, even if the foster or homeless child’s immunization records are not available or are missing. However, this does not eliminate AoA’s obligation to obtain immunization records for foster and homeless students or to ensure the full immunization of foster and homeless students as required by law.

If AoA discovers that an admitted student who was previously believed to be in compliance with the immunization requirements is subsequently discovered to not be in compliance with either the unconditional admission requirements or the conditional admission requirements, AoA will notify the student’s parent/guardian of: 1) the time period within which the doses must be received, which may be no more than ten (10) school days after notification; and 2) that the student shall continue in attendance only if the parent/guardian provides documentation that the immunization requirements have been met within the time period designated by AoA. If the student does not provide documentation of having received all required immunizations within the time period designated by AoA, AoA shall exclude this student from attendance. The student shall remain excluded from AoA until the student provides proper documentation of the student’s compliance with the immunization requirements as required by law. The student shall also be reported to the School Registrar.

The Executive Director, or designee, may arrange for a licensed physician or a qualified registered nurse to administer immunizations at Charter School to any student whose parent/guardian has consented in writing.

Conditional Admission

private elementary or secondary school in California before January 1, 2016 must meet all requirements for the TK/K-12 grade levels (i.e., polio, MMR, chickenpox/varicella and primary series for diphtheria, tetanus, and pertussis), **in addition to** the seventh grade requirements for Tdap (at least one dose of pertussis-containing vaccine on or after the seventh birthday) and two (2) doses of Varicella (varicella requirement for seventh grade advancement expires after June 30, 2025).

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Students may be conditionally admitted in accordance with Health and Safety Code Section 120340 and Title 17, California Code of Regulations Section 6035. The Executive Director or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses. The Executive Director or designee shall review the immunization record of each student admitted conditionally at least every thirty (30) days from the date of admission until that student has received all the required immunizations or submitted a valid exemption. If a student conditionally admitted fails to fulfill the conditions of admission, AoA will prohibit the student from further attendance until that student provides proper documentation of the student's compliance with the immunization requirements as required by law. If a conditionally admitted student does not provide proof of required immunization after 60 days, the Executive Director of AoA may involuntarily disenroll the student.

Documentary Proof

The Executive Director or designee shall maintain the student's immunization information in the student's mandatory permanent record and shall file annual immunization status reports as required by the CDPH.

Exemptions from Immunization Requirements

All students must be fully immunized in accordance with the California Health and Safety Code, the California Code of Regulations, and this Policy with the following exceptions:

1. Students who show proof of a medical exemption by a physician licensed to practice medicine in California pursuant to Health and Safety Code Sections 120370-120372.
 - a. Commencing January 1, 2021, the CDPH standardized medical exemption form shall be the only documentation of a medical exemption that AoA shall accept.
 - b. On and after July 1, 2021, AoA shall not unconditionally admit or readmit, or admit or advance any student to 7th grade, unless the student has been fully immunized or files a CDPH standardized medical exemption form as required by law.
 - c. Medical exemptions remain valid until the earliest of: 1) the child's enrollment in the next grade span, as defined below; 2) the expiration date specified in a temporary medical exemption, which shall not exceed one year; or 3) revocation of the exemption pursuant to Health and Safety Code Section 120372.
2. Students who are enrolled in a home-based private school or independent study program and do not receive any classroom-based instruction.
 - a. A student who has not received all of the required immunizations will not be eligible to attend classes at a Charter School resource center unless the student is otherwise exempt under #1 or #3.
3. Students who, prior to January 1, 2016, submitted a letter or affidavit on file at a private or public elementary or secondary school in California stating beliefs opposed to

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immunization, and who provides said letter or affidavit to the AoA, shall be allowed to enroll at the Charter School without being fully immunized until the student enrolls in the next grade span, as defined below, pursuant to Health and Safety Code Section 120335(g).

“Grade span” means each of the following:

1. Birth to Preschool.
2. Kindergarten and grades 1 to 6, inclusive, including transitional kindergarten.
3. Grades 7 to 8, inclusive.

If there is good cause to believe that a child has been exposed to a disease listed in Health and Safety Code Section 120335(b) and the child’s documentary proof of immunization status does not show proof of immunization against that disease, that child may be temporarily excluded from AoA until the local health officer is satisfied that the child is no longer at risk of developing or transmitting the disease.

This Policy does not prohibit a student who qualifies for an individualized education program (“IEP”), pursuant to federal law and Education Code Section 56026, from accessing any special education and related services required by the student’s IEP.

4892-3958-4618, v. 2

Coversheet

Vote on the Nondiscrimination Statement

Section: VI. Board Communication
Item: G. Vote on the Nondiscrimination Statement
Purpose: Vote
Submitted by:
Related Material: 23-08-13 Updated - Nondiscrimination Statement.pdf

Adopted/Ratified: April 19, 2011
Revision Date: August 13, 2023



NONDISCRIMINATION STATEMENT

The Academy of Alameda (“AoA” or the “Charter School”) does not discriminate against any person on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, citizenship, immigration status, religion, religious affiliation, sexual orientation, pregnancy status, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

AoA adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (“ADA”), and the Individuals with Disabilities Education Improvement Act of 2004 (“IDEA”).

AoA does not discourage students from enrolling or seeking to enroll in AoA for any reason, including, but not limited to, academic performance, disability, neglect, delinquency, English proficiency, homelessness, being in foster/mobile youth, economic disadvantage, nationality, race, ethnicity, or sexual orientation. AoA shall not encourage a student currently attending AoA to disenroll or transfer to another school based on any of the aforementioned reasons except in cases of expulsion and suspension or involuntary removal in accordance with AoA’s charter and relevant policies.

AoA does not discriminate based on prior student records. AoA does not request nor require student records prior to a student’s enrollment. However, records may be required prior to the student starting school at AoA to ensure placement in the appropriate grade.

AoA is committed to providing an educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination Act of 1975; the IDEA; and Section 504 and Title II of the ADA (mental or physical disability).

AoA also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race or ethnicity, religion, religious affiliation, creed, color, citizenship, immigration status, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation.

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AoA does not tolerate harassment of any type, including but not limited to unlawful discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee; independent contractor or other person with which the Charter School does business, student, volunteer, or community member regardless of position or gender. AoA will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

The lack of English language skills will not be a barrier to admission or participation in AoA's programs or activities.

AoA prohibits retaliation against anyone who files a complaint or who participates or refuses to participate in a complaint investigation.

The Charter School's Nondiscrimination Statement relevant to employees is located within AoA's Employee Handbook and can be located on the AoA website <https://www.aoschools.org/> Board, Board Policies.

4859-8876-2475, v. 1

Coversheet

Vote on the Uniform Complaint Policy and Procedures

Section: VI. Board Communication
Item: H. Vote on the Uniform Complaint Policy and Procedures
Purpose: Vote
Submitted by:
Related Material: 23-08-13 Updated Uniform Complaint Procedures.pdf

Adopted/Ratified: August 26, 2016

Revision Date: August 13, 2023



UNIFORM COMPLAINT POLICY AND PROCEDURES

The Board of Directors of The Academy of Alameda (“AoA” or “Charter School”) complies with applicable federal and state laws and regulations. AoA is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for compliance and/or conducting investigations shall be knowledgeable about the laws and programs, which they are assigned to investigate.

Scope

This complaint procedure is adopted to provide a uniform system of complaint processing (“UCP”) for the following types of complaints:

1. Complaints alleging unlawful discrimination, harassment, intimidation or bullying against any protected group on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, immigration status, citizenship, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, or sexual orientation, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any AoA program or activity.
2. Complaints alleging a violation of state or federal law or regulation governing the following programs:
 - Consolidated Categorical Aid Programs
 - School Safety Plans
 - Education of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a public school, Migratory Children and Children of Military Families
 - LCAP/LCFF
 - Every Student Succeeds Act “ESSA”
 - After School Education and Safety Programs (“ASES”)
 - Migratory Education Programs
 - Reasonable Accommodations for Pregnant, Parenting, or Lactating Students

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3. Complaints alleging that a student enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
 - a. “Educational activity” means an activity offered by the charter school that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
 - b. “Pupil fee” means a fee, deposit or other charge imposed on students, or a student’s parents/guardians, in violation of Education Code section 49011 and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all students without regard to their families’ ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:
 - i. A fee charged to a student as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
 - ii. A security deposit, or other payment, that a student is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
 - iii. A purchase that a student is required to make to obtain materials, supplies, equipment, or uniforms associated with an educational activity.
 - c. A pupil fees complaint and complaints regarding local control and accountability plans (“LCAP”) only, may be filed anonymously (without an identifying signature), if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with Education Code sections 52060 - 52077, including an allegation of a violation of Education Code sections 47606.5 or 47607.3, as referenced in Education Code section 52075, regarding local control and accountability plans.
 - d. If AoA finds merit in a pupil fees complaint, or the California Department of Education (“CDE”) finds merit in an appeal, AoA shall provide a remedy to all affected students, parents/guardians that, where applicable, includes reasonable efforts by AoA to ensure full reimbursement to all affected students and parents/guardians, subject to procedures established through regulations adopted by the state board.
 - e. Nothing in this Policy shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or AoA and other entities from providing student prizes or other recognition for voluntarily participating in fundraising activities.
4. Complaints alleging noncompliance with the requirements governing the Local Control Funding Formula (“LCFF”) or LCAP under Education Code sections 47606.5 and 47607.3, as applicable.

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If AoA adopts a School Plan for Student Achievement in addition to its LCAP, complaints of noncompliance with the requirements of the School Plan for Student Achievement under Education Code sections 64000, 64001, 65000, and 65001 shall also fall under this Policy.

Complaints alleging noncompliance regarding child nutrition programs established pursuant to Education Code sections 49490-49590 no longer fall under the UCP. Instead, they are governed by Title 7, Code of Federal Regulations (“C.F.R.”) sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d) and Title 5, California Code of Regulations (“C.C.R.”) sections 15580 - 15584.

Complaints alleging noncompliance regarding special education programs established pursuant to Education Code sections 56000-56865 and 59000-59300 no longer fall under the UCP. Instead, they are governed by the procedures set forth in 5 C.C.R. sections 3200-3205 and 34 C.F.R. sections 300.151-300.153.

AoA acknowledges and respects every individual’s right to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects (to the greatest extent reasonably possible and as permitted by law) confidentiality of the parties, including but not limited to the identity of the complainant, and maintains the integrity of the process. AoA cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, AoA will attempt to do so as appropriate. AoA may find it necessary to disclose information regarding the complaint/complainant to the extent required by law or necessary to carry out the investigation or proceedings, as determined by the Executive Director or designee on a case-by-case basis. AoA shall ensure that complainants are protected from retaliation.

Compliance Officer

The Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure AoA’s compliance with law:

Christine Chilcott, Executive Director
401 Pacific Ave
Alameda, CA 94501
(510) 748-4017

The Executive Director or designee shall ensure that the compliance officer(s) designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. The compliance officer may have access to legal counsel as determined by the Executive Director or designee.

Should a complaint be filed against the Executive Director, the compliance officer for that case shall be the President of the AoA Board of Directors.

Notifications

The Executive Director or designee shall make available copies of this Policy free of charge. The annual notice of this Policy may be made available on AoA’s website.

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AoA shall annually provide written notification of AoA's UCP to employees, students, parents/guardians, advisory committees, private school officials or representatives, and other interested parties as applicable.

The annual notice shall be in English. When necessary, AoA will provide translation/interpretation services. Under Education Code section 48985, if fifteen (15) percent or more of the students enrolled in AoA speak a single primary language other than English, this annual notice will also be provided to the parent/guardian of any such students in their primary language.

The annual notice shall include the following:

1. A list of the types of complaints that fall under the scope of the UCP and the state and federal provisions that govern complaints regarding child nutrition programs and special education programs.
2. A statement clearly identifying any California State preschool programs that AoA is operating as exempt from licensing pursuant to Health and Safety Code section 1596.792(o) and corresponding Title 5 health and safety regulations, and any California State preschool programs that AoA is operating pursuant to Title 22 licensing requirements.
3. A statement that AoA is primarily responsible for compliance with federal and state laws and regulations.
4. A statement that a student enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
5. A statement identifying the title of the compliance officer, and the identity(ies) of the person(s) currently occupying that position, if known.
6. A statement that if a UCP complaint is filed directly with the CDE and the CDE determines that it merits direct intervention, the CDE shall complete an investigation and provide a written decision to the complainant within sixty (60) calendar days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.
7. A statement that the complainant has a right to appeal AoA's decision to the CDE by filing a written appeal within thirty (30) calendar days of the date of AoA's Decision, except if AoA has used its UCP to address a complaint that is not subject to the UCP requirements.
8. A statement that a complainant who appeals AoA's decision on a UCP complaint to the CDE shall receive a written appeal decision within sixty (60) calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.
9. A statement that if AoA finds merit in a UCP complaint, or the CDE finds merit in an appeal, AoA shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected student and/or parent/guardian as applicable.

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10. A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code section 262.3.
11. A statement that copies of AoA's UCP shall be available free of charge.

Procedures

The following procedures shall be used to address all complaints which allege that AoA has violated federal or state laws or regulations enumerated in the section "Scope," above. The compliance officer shall maintain a record of each complaint and subsequent related actions for at least three (3) calendar years.

All parties named shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

● **Step 1: Filing of Complaint**

Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization may file a written complaint of alleged noncompliance or unlawful discrimination, harassment, intimidation or bullying pursuant to this Policy.

A complaint of unlawful discrimination, harassment, intimidation or bullying may be filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying or by one who believes any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. An investigation of alleged unlawful discrimination, harassment, intimidation or bullying shall be initiated by filing a complaint no later than six (6) months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying unless the time for filing is extended by the Executive Director or designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the Executive Director or designee shall be made in writing. The period for filing may be extended by the Executive Director or designee for good cause for a period not to exceed ninety (90) calendar days following the expiration of the six-month time period. The Executive Director shall respond immediately upon a receipt of a request for extension.

All other complaints under this Policy shall be filed not later than one (1) year from the date the alleged violation occurred. For complaints relating to the LCAP, the date of the alleged violation is the date on which the AoA Board of Directors approved the LCAP or the annual update was adopted by AoA.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

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Complaints filed pursuant to this Policy must be in writing and signed. A signature may be handwritten, typed (including in an email) or electronically generated. Only complaints regarding pupil fees or LCAP compliance may be filed anonymously as set forth in this Policy. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, AoA staff shall assist the complainant in the filing of the complaint.

- **Step 2: Mediation**

Within three (3) business days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the complaint to the satisfaction of the complainant, or if any party does not agree to mediation, the compliance officer shall proceed with the investigation of the complaint. The use of mediation shall not extend AoA's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

- **Step 3: Investigation of Complaint**

The compliance officer is encouraged to hold an investigative meeting within five (5) business days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or the complainant's representative to repeat the complaint orally.

The complainant and/or the complainant's representative shall have an opportunity to present evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the compliance officer with documents or other evidence related to the allegations in the complaint, or a complainant's failure or refusal to cooperate in the investigation or the complainant's engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

AoA's refusal to provide the compliance officer with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

- **Step 4: Final Written Decision**

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AoA shall issue an investigation report (the “Decision”) based on the evidence. AoA’s Decision shall be in writing and sent to the complainant within sixty (60) calendar days of AoA’s receipt of the complaint unless the timeframe is extended with the written agreement of the complainant. AoA’s Decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The Decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion providing a clear determination for each allegation as to whether AoA is in compliance with the relevant law.
3. Corrective actions, if AoA finds merit in the complaint and any are warranted or required by law.
4. Notice of the complainant’s right to appeal AoA’s Decision within thirty (30) calendar days to the CDE, except when AoA has used its UCP to address complaints that are not subject to the UCP requirements.
5. Procedures to be followed for initiating such an appeal.

If an employee is disciplined as a result of the complaint, the Decision shall simply state that effective action was taken and the employee was informed of AoA’s expectations. The Decision shall not give any further information as to the nature of the disciplinary action except as required by applicable law.

Appeals to the CDE

If dissatisfied with the Decision, the complainant may appeal in writing to the CDE within thirty (30) calendar days of receiving the Decision. The appeal shall be accompanied by a copy of the complaint filed with AoA and a copy of the Decision. When appealing to the CDE, the complainant must specify and explain the basis for the appeal, including at least one of the following:

1. AoA failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, AoA’s Decision lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in AoA’s Decision are not supported by substantial evidence.
4. The legal conclusion in AoA’s Decision is inconsistent with the law.
5. In a case in which AoA’s Decision found noncompliance; the corrective actions fail to provide a proper remedy.

Upon notification by the CDE that the complainant has appealed the Decision, the Executive Director or designee shall forward the following documents to the CDE within ten (10) calendar days of the date of notification:

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1. A copy of the original complaint.
2. A copy of the Decision.
3. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties or gathered by the investigator.
4. A report of any action taken to resolve the complaint.
5. A copy of AoA's complaint procedures.
6. Other relevant information requested by the CDE.

If the CDE determines the appeal raises issues not contained in the local complaint, the CDE will refer those new issues back to AoA for resolution as a new complaint. If the CDE notifies AoA that its Decision failed to address an allegation raised by the complaint and subject to the UCP process, AoA will investigate and address such allegation(s) in accordance with the UCP requirements and provide the CDE and the appellant with an amended Decision addressing such allegation(s) within twenty (20) calendar days of the CDE's notification. The amended Decision will inform the appellant of the right to separately appeal the amended Decision with respect to the complaint allegation(s) not addressed in the original Decision.

Within thirty (30) calendar days of the date of the CDE's appeal Decision pursuant to 5 C.C.R. section 4633(f)(2) or (3), either party may request reconsideration by the State Superintendent of Public Instruction ("SSPI") or the SSPI's designee. The request for reconsideration shall specify and explain the reason(s) for contesting the findings of fact, conclusions of law, or corrective actions in the CDE's appeal Decision. The SSPI will not consider any information not previously submitted to the CDE by a party during the appeal unless such information was unknown to the party at the time of the appeal and, with due diligence, could not have become known to the party. Pending the SSPI's response to a request for reconsideration, the CDE appeal Decision remains in effect and enforceable, unless stayed by a court.

The CDE may directly intervene in the complaint without waiting for action by AoA when one of the conditions listed in 5 C.C.R. section 4650 exists, including but not limited to cases in which through no fault of the complainant, AoA has not taken action within sixty (60) calendar days of the date the complaint was filed with AoA.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of AoA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination complaints arising under state law, however, a complainant must wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if AoA has appropriately, and in a timely manner, apprised the complainant of their right to file a complaint.



UNIFORM COMPLAINT PROCEDURE FORM

Last Name: _____ First Name/MI: _____

Student Name (if applicable): _____ Grade: _____ Date of Birth: _____

Street Address/Apt. #: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

School/Office of Alleged Violation: _____

For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:

- Adult Education Programs
- Every Student Succeeds Act
- School Plans for School Achievement
- Career Technical and Technical Education and Training
- Local Control Funding Formula/ Local Control and Accountability Plan
- School Safety Plan
- State Preschool Programs
- Child Care and Development Programs
- Migrant Child Education Programs
- Pupil Fees
- Consolidated Categorical Aid Programs
- Regional Occupational Centers and Programs
- Pregnant, Parenting, or Lactating Students
- Education of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a Public School, Migratory Children and Children of Military Families

For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:

- Age
- Ancestry
- Color
- Disability (Mental or Physical)
- Ethnic Group Identification
- Gender / Gender Expression / Gender Identity
- Genetic Information
- Immigration Status/Citizenship
- Marital Status
- Medical Condition
- Nationality / National Origin
- Race or Ethnicity
- Religion
- Sex (Actual or Perceived)
- Sexual Orientation (Actual or Perceived)
- Based on association with a person or group with one or more of these actual or perceived characteristics

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

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2. Have you discussed your complaint or brought your complaint to any AoA personnel? If you have, to whom did you take the complaint, and what was the result?

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents. Yes No

Signature: _____ Date: _____

Deliver or Mail complaint and any relevant documents to the Compliance Officer:

Christine Chilcott, Executive Director
401 Pacific Ave
Alameda, CA 94501
(510) 748-4017

Coversheet

Vote on the AoA Bylaws

Section: VI. Board Communication
Item: I. Vote on the AoA Bylaws
Purpose: Vote
Submitted by:
Related Material: DRAFT 24-05-23- Board Revised AoA Bylaws BG Rvsd. 8.28.24.pdf

BOARD APPROVED 5/23/2024

**BYLAWS
OF
THE ACADEMY OF ALAMEDA
(A California Nonprofit Public Benefit Corporation)**

**ARTICLE I
NAME**

Section 1. NAME. The name of this Corporation is The Academy of Alameda.

**ARTICLE II
PRINCIPAL OFFICE OF THE CORPORATION**

Section 1. PRINCIPAL OFFICE OF THE CORPORATION. The principal office for the transaction of the activities and affairs of the Corporation is 401 Pacific Avenue, Alameda, State of California, 94501. The Board of Directors may change the location of the principal office. Any such change of location must be noted by the Secretary on these bylaws opposite this Section; alternatively, this Section may be amended to state the new location.

Section 2. OTHER OFFICES OF THE CORPORATION. The Board of Directors may at any time establish branch or subordinate offices at any place or places where the Corporation is qualified to conduct its activities.

**ARTICLE III
GENERAL AND SPECIFIC PURPOSES; LIMITATIONS**

Section 1. GENERAL AND SPECIFIC PURPOSES. The purpose of the Corporation is to manage, operate, guide, direct and promote one or more California public charter schools. Also in the context of these purposes, the Corporation shall not, except to an insubstantial degree, engage in any other activities or exercise of power that do not further the purposes of the Corporation.

The Corporation shall not carry on any other activities not permitted to be carried on by: (a) a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code; or (b) a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code. No substantial part of the activities of the Corporation shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

**ARTICLE IV
CONSTRUCTION AND DEFINITIONS**

Section 1. CONSTRUCTION AND DEFINITIONS. Unless the context indicates otherwise, the general provisions, rules of construction, and definitions in the California Nonprofit Corporation Law shall govern the construction of these Bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the plural, and the plural includes the singular, and the term “person” includes both a legal entity and a natural person.

**ARTICLE V
DEDICATION OF
ASSETS**

Section 1. DEDICATION OF ASSETS. The Corporation’s assets are irrevocably dedicated to public benefit purposes. No part of the net earnings, properties, or assets of the Corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or to any director or officer of the Corporation. On liquidation or dissolution, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the Corporation shall be distributed to a nonprofit fund, foundation, or association that is organized and operated exclusively for educational, public or charitable purposes and that has established its exempt status under Internal Revenue Code section 501(c)(3), or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

**ARTICLE VI
CORPORATIONS WITHOUT MEMBERS**

Section 1. CORPORATIONS WITHOUT MEMBERS. The Corporation shall have no members within the meaning of the Nonprofit Corporation Law.

**ARTICLE VII
BOARD OF DIRECTORS**

Section 1. GENERAL POWERS. Subject to the provisions and limitations of the California Nonprofit Corporation Law and any other applicable laws, and subject to any limitations of the Articles of Incorporation or Bylaws, the Corporation’s activities and affairs shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board of Directors (“Board”).

Section 2. SPECIFIC POWERS. Without prejudice to the general powers set forth in Section 1 of these Bylaws, but subject to the same limitations, the Board of Directors shall have the power to:

- a. Appoint and remove, at the pleasure of the Board of Directors, all corporate officers, agents, and employees; prescribe powers and duties for them as are

consistent with the law, the Articles of Incorporation, and these Bylaws; fix their compensation; and require from them security for faithful service.

- b. Change the principal office or the principal business office in California from one location to another; cause the Corporation to be qualified to conduct its activities in any other state, territory, dependency, or country; conduct its activities in or outside California.
- c. Borrow money and incur indebtedness on the Corporation's behalf and cause to be executed and delivered for the Corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities.
- d. Adopt and use a corporate seal.

Section 3. **DESIGNATED DIRECTORS.** The Board shall consist of not fewer than five nor greater than fifteen directors and shall comprise community members that reflect the diversity of the community served and have diverse expertise in areas that include finance, non-profit governance, fundraising, school leadership, and academic program development. The exact number of seats shall be fixed from time to time by resolution of the Board. All directors shall be designated by the existing Board of Directors. In addition, in accordance with the Education Code Section 47604 (c), the chartering authority shall be entitled to a single representative on the Board. If the chartering authority designates a representative to serve on the Board of Directors, the Board of Directors may appoint an additional director to ensure an odd number of Board members.

Section 4. **BOARD MEMBER TERMS.** Each Board member shall hold office for a term of three (3) years unless otherwise removed from office in accordance with these Bylaws. A Board member can serve no more than three (3) consecutive terms. unless the majority of the Board votes to extend their service or until a qualified Board member has been designated as their successor.

Section 5. **RESTRICTION ON INTERESTED PERSONS AS DIRECTORS.** No persons serving on the Board of Directors may be interested persons. An interested person is (a) any person currently compensated by the Corporation for services rendered to it within the previous 12 months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director as director; and (b) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of such person. The Board may adopt other policies circumscribing potential conflicts of interest.

Section 6. NOMINATIONS BY COMMITTEE. The Chair of the Board or designee may appoint a committee to designate qualified candidates for appointment to the Board of Directors. Candidates will be nominated at the meeting of the Board preceding the Board meeting where candidates will be appointed. This process may be used for all Board vacancies. For the annual appointment of directors, the committee will present a slate of recommended candidates for appointment to the Board at the June Board meeting (after nominating them at the previous Board meeting). Any current Board member can make a nomination of a qualified candidate to the committee.

Section 7. BOARD OF DIRECTOR RESPONSIBILITIES AND OBLIGATIONS. In keeping with The Academy of Alameda's Board's Bylaws, each Board member acknowledges that they have the following responsibility to believe in and be an active and positive advocate and ambassador for the mission, core values, and vision of The Academy of Alameda. Other obligations include but are not limited to:

- Work with fellow members in a spirit of co-operation to fulfill the obligations of Board membership.
- Behave in ways that clearly contribute to the effective operations of the Board.
- Focus on the good of the organization and group, not on a personal agenda.
- Exercise his or her own independent judgment when making decisions, including whether to accept or reject proposals, recommendations or advice from others.
- Support the Board decisions once they are made.
- Build awareness of and vigilance towards governance matters rather than management.
- Understand and respect the authority of the Executive Director to direct the work of the Administration and staff via day-to-day supervision and decision-making.
- Respect the confidentiality of information.
- Avoid speaking publicly on behalf of the Board regarding issues upon which the Board has not yet voted.
- Adopt, evaluate and update organizational policies consistent with the law and The Academy's mission.
- Adopt a fiscally responsible budget based on the organization's vision and goals and regularly monitoring the fiscal health of the school.
- Hire and support an Executive Director so that the vision, goals and policies of the organization can be effectively implemented.
- Conduct regular and timely evaluations of the Executive Director based on the vision, goals and performance of the organization, and ensure the Executive Director holds school personnel accountable.
- Regularly attend board and committee meetings. Prepare for these meetings by reviewing materials and bring the materials to the meetings. Observe the Board's rules of order for the conduct of board meetings. If unable to attend, notify the Executive Director and Chair of the Board.
- Actively participate in at least one Board committee.

Section 8. USE OF CORPORATE FUNDS TO SUPPORT NOMINEE. No
corporation funds may be expended to support a nominee for the Board.

Section 9. **EVENTS CAUSING VACANCIES ON BOARD.** A vacancy or vacancies on the Board of Directors shall occur in the event of (a) the death, resignation, or removal of any director; (b) the declaration by resolution of the Board of Directors of a vacancy in the office of a director who has been convicted of a felony, declared of unsound mind by a court order, or found by final order or judgment of any court to have breached a duty under California Nonprofit Corporation Law, Part 2, Chapter 2, Article 3; or (c) the increase of the authorized number of directors.

Section 10. **RESIGNATION OF DIRECTORS.** Except as provided below, any director may resign by giving written notice to the Chair of the Board, or the Secretary, or to the Board. The resignation shall be effective when the notice is given unless the notice specifies a later time for the resignation to become effective. If a director's resignation is effective at a later time, the Board of Directors may appoint a successor to take office as of the date when the resignation becomes effective.

Section 11. **DIRECTOR MAY NOT RESIGN IF NO DIRECTOR REMAINS.** Except on notice to the California Attorney General, no director may resign if the Corporation would be left without a duly appointed director or directors.

Section 12. **REMOVAL OF DIRECTORS.** Any director, except for the representative appointed by a chartering authority, may be removed, without cause, by the vote of the majority of the members of the entire Board of Directors at a special meeting called for that purpose, or at a regular meeting, provided that notice of that meeting is given in compliance with the provisions of the Ralph M. Brown Act. (Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code) ("Brown Act"). The representative appointed by the chartering authority may be removed without cause by the chartering authority or with the written consent of the chartering authority. Directors may be removed for cause by order of the superior court in case of fraudulent or dishonest acts or gross abuse of authority or discretion with reference to the Corporation or breach of any duty arising under Article 3 (commencing with Section 5230 of the Corporations Code). Any vacancy caused by the removal of a director shall be filled as provided in Section 13.

Section 13. **VACANCIES FILLED BY BOARD.** Vacancies on the Board of Directors, except for the representative appointed by the chartering authority, may be filled by approval of the Board of Directors or, if the number of directors then in office is less than a quorum, (a) the affirmative vote of a majority of the directors then in office at a regular or special meeting of the Board, or (b) a sole remaining director. A vacancy in the seat of the representative of a chartering authority shall be filled by the chartering authority.

Section 14. **NO VACANCY ON REDUCTION OF NUMBER OF DIRECTORS.** Any reduction of the authorized number of directors shall not result in any directors being removed before his or her term of office expires.

Section 15. **PLACE OF BOARD OF DIRECTORS MEETINGS.** Meetings shall be held at the principal office of the Corporation unless the Board of Directors designates another

location in accordance with these Bylaws. The Board of Directors may also designate that a meeting be held at any place within the physical boundaries of Alameda County. All meetings of the Board of Directors shall be called, held and conducted in accordance with the terms and provisions of the Brown Act.

Section 16. MEETINGS; ANNUAL MEETINGS. All meetings of the Board of Directors and its committees shall be called, noticed, and held in compliance with the provisions of the Brown Act.

The Board of Directors shall meet annually for the purpose of organization, election of officers, adoption of the regular Board meeting schedule, and the transaction of such other business as may properly be brought before the meeting. This meeting shall be held at a time, date, and place as noticed by the Board of Directors in accordance with the Brown Act.

Section 17. REGULAR MEETINGS. The Board shall adopt a regular Board meeting schedule at the annual Board meeting. The regular Board meeting schedule may be revised as necessary by the Board of Directors. At least 72 hours before a regular meeting, the Board of Directors, or its designee shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting. The Chair of the Board shall have the authority to reschedule a regular meeting as necessary to establish a quorum of directors.

Section 18. SPECIAL MEETINGS. Special meetings of the Board of Directors for any purpose may be called at any time by the Chair of the Board, if there is such an officer, or a majority of the Board of Directors. If a Chair of the Board has not been elected then the Vice-Chair of the Board is authorized to call a special meeting in place of the Chair of the Board. The party calling a special meeting shall determine the place, date, and time thereof.

Section 19. NOTICE OF SPECIAL MEETINGS. In accordance with the Brown Act, special meetings of the Board of Directors may be held only after twenty-four (24) hours notice is given to the public through the posting of an agenda. Directors shall also receive at least twenty-four (24) hours notice of the special meeting, in following the manner: Any such notice shall be addressed or delivered to each director at the director's address as it is shown on the records of the Corporation, or as may have been given to the Corporation by the director for purposes of notice, or, if an address is not shown on the Corporation's records or is not readily ascertainable, at the place at which the meetings of the Board of Directors are regularly held.

- a. Notice by mail shall be deemed received at the time a properly addressed written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed received at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or is actually transmitted by the person giving the notice by electronic means to the recipient. Oral notice shall be deemed received at the time it is communicated, in person or by telephone or wireless, to the recipient or to a person at the office of the recipient

whom the person giving the notice has reason to believe will promptly communicate it to the receiver.

- b. The notice of a special meeting shall state the time and place of the meeting place and the general nature of the business proposed to be transacted at the meeting. No business, other than the business the general nature of which was set forth in the notice of the meeting, may be transacted at a special meeting.

Section 20. QUORUM. A majority of the directors then in office shall constitute a quorum. All acts or decisions of the Board of Directors will be by majority vote of the directors in attendance, based upon the presence of a quorum. Should there be fewer than a majority of the directors present at any meeting, the meeting shall be adjourned. The directors present at a duly called and held meeting at which a quorum is initially present may continue to do business notwithstanding the loss of a quorum at the meeting due to a withdrawal of directors from the meeting, provided that any action thereafter taken must be approved by at least a majority of the required quorum for such meeting or such greater percentage as may be required by law, the Articles of Incorporation or these Bylaws. Directors may not vote by proxy. The vote or abstention of each board member present for each action taken shall be publicly reported.

Section 21. TELECONFERENCE MEETINGS¹. Members of the Board of Directors may participate in teleconference meetings so long as all of the following requirements in the Brown Act are complied with:

- a. At a minimum, a quorum of the members of the Board of Directors shall participate in the teleconference meeting from locations within Alameda County;
- b. All votes taken during a teleconference meeting shall be by roll call;
- c. If the Board of Directors elects to use teleconferencing, it shall post agendas at all teleconference locations with each teleconference location being identified in the notice and agenda of the meeting;
- d. All locations where a member of the Board of Directors participates in a meeting via teleconference must be fully accessible to members of the public and shall be listed on the agenda, and members of the public must be able to hear what is said during the meeting and shall be provided with an opportunity to address the Board of Directors directly at each teleconference location;²

¹ Pursuant to Government Code Section 54953, the Corporation may use teleconferencing without complying with the requirements of paragraphs (a), (c), and (d) if the Corporation complies with the requirements of Section 54953(e).

² This means that members of the Board of Directors who choose to utilize their homes or offices as teleconference locations must open these locations to the public and accommodate any members of the public who wish to attend the meeting at that location.

- e. Members of the public must be able to hear what is said during the meeting; and
- f. Members of the public attending a meeting conducted via teleconference need not give their name as a condition to attendance at the meeting.³

Section 22. ADJOURNMENT. A majority of the directors present, whether or not a quorum is present, may adjourn any Board of Directors meeting to another time or place. Notice of such adjournment to another time or place shall be given, prior to the time schedule for the continuation of the meeting, to the directors who were not present at the time of the adjournment, and to the public in the manner prescribed by any applicable public open meeting law.

Section 23. COMPENSATION AND REIMBURSEMENT. Directors may not receive compensation for their services as directors or officers, only such reimbursement of expenses as the Board of Directors may establish by resolution to be just and reasonable as to the Corporation at the time that the resolution is adopted.

Section 24. CREATION AND POWERS OF COMMITTEES. The Board, by resolution adopted by a majority of the directors then in office, may create one or more committees of the Board, each consisting of two or more directors, to serve at the pleasure of the Board. Only committees composed solely of directors may exercise delegated authority of the Board. Appointments to committees of the Board of Directors shall be by majority vote of the directors then in office. **Any such committee shall have all the authority of the Board, to the extent provided in the Board of Directors' resolution, except that no committee may:**

- a. Fill vacancies on the Board of Directors or any committee of the Board;
- b. Amend or repeal bylaws or adopt new bylaws;
- c. Amend or repeal any resolution of the Board of Directors that by its express terms is not so amendable or subject to repeal;
- d. Create any other committees of the Board of Directors or appoint the members of committees of the Board;

The Board may also create one or more advisory committees composed of directors and non-directors. It is the intent of the Board to encourage the participation and involvement of faculty, staff, parents, students and administrators through attending and participating in open committee meetings. The Board may establish, by resolution adopted by a majority of the

³ The Brown Act prohibits requiring members of the public to provide the names as a condition of attendance at the meeting.

directors then in office, advisory committees to serve at the pleasure of the Board.

Section 25. MEETINGS AND ACTION OF COMMITTEES. Meetings and actions of committees of the Board of Directors shall be governed by, held, and taken under the provisions of these Bylaws concerning meetings, other Board of Directors' actions, and the Brown Act, if applicable, except that the time for general meetings of such committees and the calling of special meetings of such committees may be set either by Board of Directors' resolution or, if none, by resolution of the committee. Minutes of each meeting shall be kept and shall be filed with the corporate records. The Board of Directors may adopt rules for the governance of any committee as long as the rules are consistent with these Bylaws. If the Board of Directors has not adopted rules, the committee may do so.

Section 25. NON-LIABILITY OF DIRECTORS. No director shall be personally liable for the debts, liabilities, or other obligations of the Corporation.

Section 26. COMPLIANCE WITH LAWS GOVERNING STUDENT RECORDS. The Charter School and the Board of Directors shall comply with all applicable provisions of the Family Education Rights Privacy Act ("FERPA") as set forth in Title 20 of the United States Code Section 1232g and attendant regulations as they may be amended from time to time.

Section 27. COMPLIANCE WITH CONFLICTS OF INTEREST LAWS. The Charter School and the Board shall comply with applicable conflict of interest laws, including the Political Reform Act and California Government Code Section 1090, et seq. ("Government Code Section 1090"), as said chapter may be modified by subsequent legislation.

ARTICLE VIII OFFICERS OF THE CORPORATION

Section 1. OFFICES HELD. The officers of the Corporation shall be a Chair of the Board, a Vice Chair of the Board, a President (herein referred to as Executive Director), a Secretary, and a Treasurer. The Corporation, at the Board's direction, may also have one or more Vice-Chairs, one or more assistant secretaries, one or more assistant treasurers, and such other officers as may be appointed under Article VIII, Section 4, of these Bylaws.

Section 2. DUPLICATION OF OFFICE HOLDERS. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as Chair of the Board or Executive Director.

Section 3. ELECTION OF OFFICERS. The officers of the Corporation shall be chosen annually by the Board of Directors and shall serve at the pleasure of the Board, subject to the rights of any officer under any employment contract.

Section 4. APPOINTMENT OF OTHER OFFICERS. The Board of Directors may appoint and authorize the Chair of the Board, or another officer to appoint any other officers that the Corporation may require. Each appointed officer shall have the title and authority, hold

office for the period, and perform the duties specified in the Bylaws or established by the Board.

Section 5. **REMOVAL OF OFFICERS.** Without prejudice to the rights of any officer under an employment contract, the Board of Directors may remove any officer with or without cause. An officer who was not chosen by the Board of Directors may be removed by the Chair of the Board or by a vote of the Board.

Section 6. **RESIGNATION OF OFFICERS.** Any officer may resign at any time by giving written notice to the Board. The resignation shall take effect on the date the notice is received or at any later time specified in the notice. Unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation shall be without prejudice to any rights of the Corporation under any contract to which the officer is a party.

Section 7. **VACANCIES IN OFFICE.** A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for normal appointment to that office, provided, however, that vacancies need not be filled on an annual basis.

Section 8. **CHAIR OF THE BOARD.** If a Chair of the Board of Directors is elected, he or she shall preside at the Board of Directors' meetings and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time. If a Chair of the Board is elected, there shall also be a Vice-Chair of the Board of Directors. In the absence of the Chair of the Board, the Vice-Chair of the Board shall preside at Board of Directors meetings and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time. In the absence of the Chair of the Board and the Vice-Chair of the Board, the Secretary shall preside at Board of Directors meetings and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time.

Section 9. **EXECUTIVE DIRECTOR.** Subject to such supervisory power as the Board of Directors may give to the Chair of the Board, if any, and subject to the control of the Board, the Executive Director shall be the general manager of the Corporation and shall supervise, direct, and control the Corporation's activities, affairs, and officers as fully described in any applicable employment contract, agreement, or job specification. The Executive Director shall have such other powers and duties as the Board of Directors or the Bylaws may require.

Section 10. **VICE-CHAIR(S) OF THE BOARD.** If the Chair of the Board is absent or disabled, the Vice-Chair(s) of the Board, if any, in order of their rank as fixed by the Board, or if not ranked, a Vice-Chair of the Board designated by the Board, shall perform all duties of the Chair of the Board. When so acting, a Vice-Chair of the Board shall have all powers of and be subject to all restrictions on the Chair of the Board. The Vice-Chair(s) of the Board shall have such other powers and perform such other duties as the Board of Directors or the Bylaws may require.

Section 11. **SECRETARY.** The Secretary shall keep or cause to be kept, at the

Corporation's principal office or such other place as the Board of Directors may direct, a book of minutes of all meetings, proceedings, and actions of the Board and of committees of the Board. The minutes of meetings shall include the time and place that the meeting was held; whether the meeting was annual, regular, special, or emergency and, if special or emergency, how authorized; the notice given; the names of the directors present at Board of Directors and committee meetings; and the vote or abstention of each board member present for each action taken.

The Secretary shall keep or cause to be kept, at the principal California office, a copy of the Articles of Incorporation and Bylaws, as amended to date.

The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board of Directors that these Bylaws require to be given. The Secretary shall keep the corporate seal, if any, in safe custody and shall have such other powers and perform such other duties as the Board of Directors or the Bylaws may require.

Section 12. Treasurer. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the Corporation's properties and transactions. The Treasurer shall send or cause to be given to directors such financial statements and reports as are required to be given by law, by these Bylaws, or by the Board. The books of account shall be open to inspection by any director at all reasonable times.

The Treasurer shall (a) deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as the Board of Directors may designate; (b) disburse the Corporation's funds as the Board of Directors may order; (c) render to the Executive Director, if any, and the Board, when requested, an account of all transactions as Treasurer and of the financial condition of the Corporation; and (d) have such other powers and perform such other duties as the Board, contract, job specification, or the Bylaws may require.

If required by the Board, the Treasurer shall give the Corporation a bond in the amount and with the surety or sureties specified by the Board of Directors for faithful performance of the duties of the office and for restoration to the Corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the Treasurer on his or her death, resignation, retirement, or removal from office.

ARTICLE IX CONTRACTS WITH DIRECTORS

Section 1. **CONTRACTS WITH DIRECTORS.** The Corporation shall comply with Government Code Section 1090.

ARTICLE X CONTRACTS WITH NON-DIRECTOR DESIGNATED EMPLOYEES

Section 1. **CONTRACTS WITH NON-DIRECTOR DESIGNATED EMPLOYEES.** The Corporation shall not enter into a contract or transaction in which a non-director designated employee (e.g., officers and other key decision-making employees) directly or indirectly has a material financial interest unless all of the requirements in The Academy of Alameda Conflict of Interest Code have been fulfilled.

ARTICLE XI LOANS TO DIRECTORS AND OFFICERS

Section 1. **LOANS TO DIRECTORS AND OFFICERS.** The Corporation shall not lend any money or property to or guarantee the obligation of any director or officer; provided, however, that the Corporation may advance money to a director or officer of the Corporation for expenses reasonably anticipated to be incurred in the performance of his or her duties if that director or officer would be entitled to reimbursement for such expenses of the Corporation.

ARTICLE XII INDEMNIFICATION

Section 1. **INDEMNIFICATION.** To the fullest extent permitted by law, the Corporation shall indemnify its directors, officers, employees, and other persons described in Corporations Code Section 5238(a), including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any “proceeding,” as that term is used in that section, and including an action by or in the right of the Corporation by reason of the fact that the person is or was a person described in that section. “Expenses,” as used in this bylaw, shall have the same meaning as in that section of the Corporations Code.

On written request to the Board of Directors by any person seeking indemnification under Corporations Code Section 5238 (b) or Section 5238 (c) the Board of Directors shall promptly decide under Corporations Code Section 5238 (e) whether the applicable standard of conduct set forth in Corporations Code Section 5238 (b) or Section 5238 (c) has been met and, if so, the Board of Directors shall authorize indemnification.

ARTICLE XIII INSURANCE

Section 1. **INSURANCE.** The Corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its directors, officers, employees, and other agents, to cover any liability asserted against or incurred by any director, officer, employee, or agent in such capacity or arising from the director’s, officer’s, employee’s, or agent’s status as such.

ARTICLE XIV MAINTENANCE OF CORPORATE RECORDS

Section 1. MAINTENANCE OF CORPORATE RECORDS. The Corporation shall keep:

- a. Adequate and correct books and records of account;
- b. Written minutes of the proceedings of the Board and committees of the Board;
and
- c. Such reports and records as required by law.

ARTICLE XV INSPECTION RIGHTS

Section 1. DIRECTORS' RIGHT TO INSPECT. Every director shall have the right at any reasonable time to inspect the Corporation's books, records, documents of every kind, physical properties, and the records of each subsidiary, as permitted by California and federal law. The inspection may be made in person or by the director's agent or attorney. The right of inspection includes the right to copy and make extracts of documents as permitted by California and federal law. This right to inspect may be circumscribed in instances where the right to inspect conflicts with California or federal law (e.g., restrictions on the release of educational records under FERPA) pertaining to access to books, records, and documents.

Section 2. MAINTENANCE AND INSPECTION OF ARTICLES AND BYLAWS. The Corporation shall keep at its principal California office the original or a copy of the Articles of Incorporation and Bylaws, as amended to the current date, which shall be open to inspection by the directors at all reasonable times during office hours.

ARTICLE XVI REQUIRED REPORTS

Section 1. ANNUAL REPORTS. The Board of Directors shall cause an annual report to be sent to itself (the members of the Board of Directors) within 120 days after the end of the Corporation's fiscal year. That report shall contain the following information, in appropriate detail:

- a. The assets and liabilities, including the trust funds, or the Corporation as of the end of the fiscal year;
- b. The principal changes in assets and liabilities, including trust funds;
- c. The Corporation's revenue or receipts, both unrestricted and restricted to particular purposes;
- d. The Corporation's expenses or disbursement for both general and restricted purposes;

- e. Any information required under these Bylaws; and
- f. An independent accountant's report or, if none, the certificate of an authorized officer of the Corporation that such statements were prepared without audit from the Corporation's books and records.

Section 2. ANNUAL STATEMENT OF CERTAIN TRANSACTIONS AND INDEMNIFICATIONS. The Corporation shall comply with Corporations Code section 6322.

**ARTICLE XVII
BYLAW
AMENDMENTS**

Section 1. BYLAW AMENDMENTS. The Board of Directors may adopt, amend or repeal any of these Bylaws by a majority of the directors present at a meeting duly held at which a quorum is present, except that no amendment shall materially change any provisions of any charter governing any charter school operated as or by the Corporation or make any provisions of these Bylaws inconsistent with such charter, the Corporation's Articles of Incorporation, or any laws, unless approved by the chartering authority.

**ARTICLE XVIII
FISCAL YEAR**

Section 1. FISCAL YEAR OF THE CORPORATION. The fiscal year of the Corporation shall begin on July 1st and end on June 30th of each year.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of The Academy of Alameda, a California nonprofit public benefit corporation; that these Bylaws, consisting of 14 pages, are the Bylaws of the Corporation as adopted by the Board of Directors on _; and that these Bylaws have not been amended or modified since that date.

Executed on _____ at _____, California.

_____, Secretary

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