



MY Academy

Regular Meeting of the Board of Directors

Published on October 8, 2023 at 10:18 AM PDT

Date and Time

Thursday October 12, 2023 at 9:00 AM PDT

Location

Regus - Gateway Chula Vista
333 H Street, Suite 5000
Chula Vista, CA 91910

Join by telephone or via Zoom conferencing link below:

Dial by your location

+1 213 338 8477 US (Los Angeles)

+1 669 900 6833 US (San Jose)

Meeting ID: 816 128 9676

<https://us06web.zoom.us/j/8161289676>

MISSION STATEMENT

MY Academy believes in diversity, inclusivity, academic excellence, hope, service, feedback, and gratitude. Our mission is to create a diverse and individualized learning environment that supports every student and strengthens relationships between families, programs, authorizers, and the community.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Motivated Youth Academy.

Agenda

	Purpose	Presenter	Time
I. Opening Items			9:00 AM
A. Call the Meeting to Order		Board President	1 m
B. Record Attendance		Board President	1 m
Roll Call:			
William Hall, President			
Michael Humphrey, Vice President			
Steve Fraire, Clerk			
Peter Matz, Member			
Larry Alvarado, Member			
II. Pledge of Allegiance			9:02 AM
A. Led by Board President or designee.		Board President	2 m
B. Land Acknowledgement		Bill Dobson	2 m
III. Approve/Adopt Agenda			9:06 AM
A. Approve Agenda	Vote	Board President	2 m
It is recommended the Board of Directors adopt as presented, the agenda for the Regular Board meeting of October 12, 2023.			
Roll Call Vote:			
William Hall			
Michael Humphrey			
Steve Fraire			

	Purpose	Presenter	Time
Peter Matz			
Larry Alvarado			
Moved by _____	Seconded by _____	Ayes _____	Nays _____ Absent _____

IV. Approve Minutes**9:08 AM**

- | | | | | |
|-----------|--|-----------------|-----------------|-----|
| A. | Minutes of the Regular Meeting of the Board of Directors that was held on September 14, 2023 | Approve Minutes | Board President | 2 m |
|-----------|--|-----------------|-----------------|-----|

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Peter Matz

Larry Alvarado

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

V. Public Comment - Closed Session

The public has a right to comment on any items of the closed session agenda. Members of the public will be permitted to comment on any other item within the Board's jurisdiction under Public Comments/Recognition/Reports.

VI. Adjourn to Closed Session**9:10 AM**

The Board will consider and may act on any of the Closed Session matters.

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Peter Matz

Larry Alvarado

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

- | | | | | |
|-----------|----------------|---------|-----------------|------|
| A. | Closed Session | Discuss | Board President | 10 m |
|-----------|----------------|---------|-----------------|------|

1. Board Meeting Schedule

	Purpose	Presenter	Time
VII. Reconvene Regular Meeting			9:20 AM
A. Report out any action taken in closed session.	Discuss	Board President	3 m
VIII. Public Comments/Recognition/Reports			
<p>Please submit a Request to Speak to the Board of Directors using the chat feature on the right hand side of the Zoom platform. Please state the agenda item number that you wish to address prior to the agenda item being called by the Board President. Not more than three (3) minutes are to be allotted to any one (1) speaker, and no more than twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognitions and reports to the Board and is not intended to be a question and answer period. If you have questions for the Board, please provide the Board President with a written statement and an administrator will provide answers at a later date.</p>			
IX. Correspondence/Proposals/Reports			9:23 AM
A. School Highlights, Presented by Melissa Blitzstein, Interim Assistant Director	Discuss	Melissa Blitzstein	3 m
B. Financial Update July-August, Presented by Roger Castillo, Director of Client Finance, Charter Impact	Discuss	Roger Castillo	5 m
X. Consent			9:31 AM
<p>Items listed under Consent are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent upon the request of any member of the Board, discussed, and acted upon separately.</p>			
A. Consent - Business/Financial Services			1 m
1. Check Register - September 2023			
B. Consent - Education/Student Services			1 m
1. Approval of Endorsement of Indigenous People's Day			
2. Approval of Endorsement of Runaway and Homeless Youth Month			
3. Approval of Endorsement of Mental Illness week			
4. Approval of Endorsement of National Domestic Violence Awareness Month			
C. Consent - Personnel Services			1 m

	Purpose	Presenter	Time
1. Approval of Certificated Personnel Report			
2. Approval of Classified Personnel Report			
3. Approval of Job Descriptions (Revised)			
D. Consent - Policy Development	Discuss	Board President	1 m
Approval of existing board policies revised, reviewed, and eliminated by staff for the 2023-2024 school year.			

Board Policies Revised:

The following are current policies that have been revised to provide clarity or alignment with changes in law or procedures.

1000 Series - Community Relations

1025-MYA Uniform Complaint Policy

Consent items listed under A through D are considered routine and will be approved/adopted by a single motion.

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Peter Matz

Larry Alvarado

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

XI. Business/Financial Services

9:35 AM

A.	Approval of Agreement between Cook Center for Human Connection and Motivated Youth Academy	Vote	Bill Dobson	3 m
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It is recommended the Board approve the Agreement between Cook Center for Human Connection and Motivated Youth Academy (#1628).

Fiscal Impact: \$5,000.00

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

	Purpose	Presenter	Time
Peter Matz			
Larry Alvarado			
Moved by _____	Seconded by _____	Ayes _____ Nays _____ Absent _____	

XII. Personnel Services**9:38 AM**

- | | | | | |
|-----------|---|------|-------------|-----|
| A. | Approval of Services Agreement between Excel Academy Charter Schools (EACS) and Motivated Youth Academy (#1628) | Vote | Bill Dobson | 3 m |
|-----------|---|------|-------------|-----|

It is recommended the Board approve the Services Agreement between Excel Academy Charter Schools (EACS) and Motivated Youth Academy (#1628), for S. Tomkiel to provide temporary assistance to MYA's Special Education operations, effective 10/16/2023 through 6/30/2024.

Fiscal Impact: Not to exceed \$750.00

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Peter Matz

Larry Alvarado

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

XIII. Calendar

The next scheduled meetings:

1. Board of Directors Study Session will be held on November 9, 2023.
2. Regular Board of Directors Meeting will be held on December 14, 2023.

XIV. Comments**9:41 AM**

- | | | | | |
|-----------|-----------------------------------|---------|-----------------|-----|
| A. | Board Comments | Discuss | Board President | 5 m |
| B. | Interim Director and CEO Comments | Discuss | Bill Dobson | 2 m |

XV. Closing Items**9:48 AM**

- | | | | | |
|-----------|-----------------|------|-----------------|-----|
| A. | Adjourn Meeting | Vote | Board President | 3 m |
|-----------|-----------------|------|-----------------|-----|

	Purpose	Presenter	Time
Roll Call Vote:			
William Hall			
Michael Humphrey			
Steve Fraire			
Peter Matz			
Larry Alvarado			
Moved by _____	Seconded by _____	Ayes _____	Nays _____ Absent _____

FOR MORE INFORMATION

For more information concerning this agenda, contact
Motivated Youth Academy.

Coversheet

Land Acknowledgement

Section:	II. Pledge of Allegiance
Item:	B. Land Acknowledgement
Purpose:	
Submitted by:	
Related Material:	Land Acknowledgement v2.pdf

Land Acknowledgement

It is important that we demonstrate respect for the historic and contemporary presence of Indigenous peoples in California and in particularly the San Diego area. It is important for us to recognize that our campus resides on what were historically the traditional territories of indigenous peoples who were dispossessed of their homelands.

We are grateful and appreciative to the indigenous peoples, the traditional caretakers of the land, for the use of their lands on which we work, study, and learn. In this spirit, we would like to acknowledge and pay our respects to the Luiseno, Cahuilla, Cupeno, Kumeyaay, Northern Diegueño tribes and all the American Indian and Indigenous peoples and communities who have been or have become part of these lands and territories in California.



Coversheet

Minutes of the Regular Meeting of the Board of Directors that was held on September 14, 2023

Section: IV. Approve Minutes
Item: A. Minutes of the Regular Meeting of the Board of Directors that was held on September 14, 2023
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Meeting of the Board of Directors on September 14, 2023

APPROVED



MY Academy

Minutes

Regular Meeting of the Board of Directors

Date and Time

Thursday September 14, 2023 at 9:00 AM

Location

Regus - Gateway Chula Vista
333 H Street, Suite 5000
Chula Vista, CA 91910

Join by telephone or via Zoom conferencing link below:

Dial by your location

+1 213 338 8477 US (Los Angeles)

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Directors Present

L. Alvarado, P. Matz, S. Fraire, W. Hall

Directors Absent

M. Humphrey

Guests Present

B. Dobson, D. Georgeson, G. Lenz (remote), L. Hath (remote)

I. Opening Items

A. Call the Meeting to Order

W. Hall called a meeting of the board of directors of MY Academy to order on Thursday Sep 14, 2023 at 9:01 AM.

B. Record Attendance

II. Pledge of Allegiance

A. Led by Board President or designee.

W. Hall, President led the Pledge of Allegiance.

B. Land Acknowledgement

B. Dobson, Interim Director presented the Land Acknowledgement.

III. Approve/Adopt Agenda

A. Approve Agenda

P. Matz made a motion to approve the agenda.

L. Alvarado seconded the motion.

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

Roll Call

P. Matz	Aye
S. Fraire	Aye
W. Hall	Aye
M. Humphrey	Absent
L. Alvarado	Aye

IV. Approve Minutes

A. Minutes of the Regular Meeting of the Board of Directors that was held on July 13, 2023

S. Fraire made a motion to approve the minutes from Regular Meeting of the Board of Directors on 07-13-23.

P. Matz seconded the motion.

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

Roll Call

P. Matz	Aye
M. Humphrey	Absent
S. Fraire	Aye
W. Hall	Aye
L. Alvarado	Aye

B. Minutes of the Board of Directors Study Session that was held on July 13, 2023

L. Alvarado made a motion to approve the minutes from Board of Directors Study Session on 07-13-23.

P. Matz seconded the motion.

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

Roll Call

S. Fraire	Aye
W. Hall	Aye
M. Humphrey	Absent
L. Alvarado	Aye
P. Matz	Aye

C. Minutes of the Regular Meeting of the Board of Directors that was held on August 17, 2023

P. Matz made a motion to approve the minutes from Regular Meeting of the Board of Directors on 08-17-23.

L. Alvarado seconded the motion.

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

Roll Call

M. Humphrey	Absent
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Roll Call

S. Fraire	Aye
L. Alvarado	Aye
P. Matz	Aye
W. Hall	Aye

V. Adjourn to Closed Session

A. Closed Session

P. Matz made a motion to adjourn to closed session.

S. Fraire seconded the motion.

Board Members adjourned to Closed Session at 9:05 a.m.

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(Gov. Code Section 54956.9(d)(1))

a. YL v. The Collaborative Charter Services Organization, et al.

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code 54957

a. Interim Director Annual Goals and Progress Planning

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

Roll Call

L. Alvarado	Aye
M. Humphrey	Absent
S. Fraire	Aye
P. Matz	Aye
W. Hall	Aye

VI. Reconvene Regular Meeting

A. Report out any action taken in closed session.

Board Members reconvened the meeting at 9:45 a.m.

W. Hall, President reported out there was no action taken during the closed session.

VII. Correspondence/Proposals/Reports

A. School Highlights, Presented by Bill Dobson, Interim Director

Bill Dobson, presented the *"School Highlights."*

B.

2022-2023 Local Assessment Data Student Achievement Presentation, Presented by Melissa Blitzstein, Interim Assistant Director

Bill Dobson, presented the *"2022-2023 Local Assessment Data Student Achievement Presentation."*

VIII. Consent

A. Consent - Business/Financial Services

1. Check Register - July 2023
2. Check Register - August 2023
3. Approval of Document Tracking Services (DTS) Licensing Agreement (Renewal)

B. Consent - Education/Student Services

1. Approval of Title 1 School-Parent Compact
2. Approval of 2023-2024 Master Plan for English Learners

C. Consent - Personnel Services

1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report
3. Approval of Employee Handbook Revisions
4. Approval of Job Descriptions
 - *Office Assistant - Marketing (new position)*
 - *Instructional Assistant (revisions)*

D. Consent - Policy Development

- S. Fraire made a motion to approve consent items A through D.
L. Alvarado seconded the motion.

Approval of existing board policies revised, reviews, and eliminated by staff for the 2023-2024 school year.

Board Policies Revised:

The following are current policies that have been revised to provide clarity or alignment with changes in law or procedures.

5000 Series - Student Services

- 5000 - MYA Student Services Concepts and Roles
- 5035 - MYA Student Freedom of Speech and Expression Policy
- 5050 - MYA Academic Integrity Policy

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

Roll Call

S. Fraire	Aye
W. Hall	Aye
M. Humphrey	Absent
P. Matz	Aye
L. Alvarado	Aye

IX. Business/Financial Services

A. Approval of 2022-2023 Unaudited Actuals Financial Report

P. Matz made a motion to approve the 2022-2023 unaudited actuals financial report.

L. Alvarado seconded the motion.

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

Roll Call

S. Fraire	Aye
L. Alvarado	Aye
M. Humphrey	Absent
W. Hall	Aye
P. Matz	Aye

B. Approval of 2023-2024 Consolidated Application and Reporting System (CARS)

L. Alvarado made a motion to approve the 2023-2024 consolidated application and reporting system (CARS).

S. Fraire seconded the motion.

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

Roll Call

W. Hall	Aye
M. Humphrey	Absent
L. Alvarado	Aye
P. Matz	Aye
S. Fraire	Aye

X. Personnel Services

A. Approval of 457(b) Plan Revisions

S. Fraire made a motion to approve the 457(b) plan revisions.

P. Matz seconded the motion.

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

Roll Call

P. Matz	Aye
M. Humphrey	Absent
L. Alvarado	Aye

Roll Call

S. Fraire	Aye
W. Hall	Aye

XI. Comments

A. Board Comments

The Board said the enrollment is looking very good and MYA is off to a great start. There are 58 counties in the state and MYA has the largest tribal community enrolled here in San Diego County. They thanked all the staff, and Dee Georgeson for her help with the meeting today and said it is very heart warming to be a part of this organization. Thank you.

B. Interim Director and CEO Comments

Bill Dobson, Interim Director thanked the Board for their kind words and for supporting the work MYA does. MYA knows they are different, and said as they continue to look at how education is evolving, they realize "there is no such thing as a traditional school, everyone is unique and different." The unique and different education experience at MYA aligns with the work they are trying to do. Thank you for the opportunity to continue to do great work.

XII. Closing Items

A. Adjourn Meeting

L. Alvarado made a motion to adjourn the meeting.

P. Matz seconded the motion.

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

Roll Call

L. Alvarado	Aye
M. Humphrey	Absent
S. Fraire	Aye
P. Matz	Aye
W. Hall	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:18 AM.

Respectfully Submitted,
W. Hall

Documents used during the meeting

- Land Acknowledgement v1.pdf

- School Highlights 2023.9.14.pdf
- MYA Presentation of 2022-23 Local Assessment Data Student Achievement.pdf
- BUS MYA Consent_Business_Items_2023.9.14.pdf
- MYA - July 2023 Check Register.pdf
- MYA - August 2023 Check Register.pdf
- 230606_DTS_License and Invoice_Motivated Youth Academy.pdf
- BUS MYA Consent 2023.09.14.pdf
- MYA School 2023-2024 Parent Compact 2023.09.08.pdf
- MYA 2023-2024 English Learner Master Plan 2023.09.08.pdf
- BUS MYA Employee Handbook Revisions 2023.9.14.pdf
- MYA Handbook 23-24 with revisions_2023.9.14.pdf
- MYA Handbook 23-24 - redline.pdf
- BUS MYA Job Descriptions 2023.9.14.pdf
- MY Academy Office Assistant - Marketing .pdf
- My Academy Instructional Assistant .pdf
- MYA 5000 - Student Services Concepts and Roles.pdf
- MYA 5000-Student Services Concepts and Roles (4878-6552-7613.v1)_Redlined.pdf
- MYA 5050 Academic Integrity Policy 2023.pdf
- MYA 5050 - Academic-Integrity-Policy-2_1 (4876-2481-3629.v2)Redlined.pdf
- MYA 5035 - Student Freedom of Speech and Expression Policy 2023.pdf
- MYA 5035 - Student Freedom of Speech and Expression-Policy updated (4886-2037-1261.v2)Redlined.pdf
- MYA Unaudited Actuals FY22-23_2023.9.14.pdf
- MYA EPA Actuals FY22-23_2023.9.14.pdf
- MYA ConApp Spring MYA Student Freedom of Speech and Expression Policy FY22-23_2023.9.14.pdf
- BUS MYA 457(b) Plan Revisions 2023.9.14.pdf

FOR MORE INFORMATION

For more information concerning this agenda, contact
Motivated Youth Academy.

Coversheet

School Highlights, Presented by Melissa Blitzstein, Interim Assistant Director

Section:	IX. Correspondence/Proposals/Reports
Item:	A. School Highlights, Presented by Melissa Blitzstein, Interim Assistant Director
Purpose:	Discuss
Submitted by:	
Related Material:	School Highlights - 2023.10.12.pdf

MY Academy

School Highlights - Information through September 30, 2023

2023-2024 Enrollment

2023-2024 Enrollment (as of 09/30/2023)

Track E - July 3, 2023 - April 8, 2024

- 18 Enrolled
 - 1 - Imperial County
 - 0 - Orange County
 - 3 - Riverside County
 - 14 - San Diego County

Track F - August 28, 2023 - June 3, 2024

- 198 Enrolled
 - 8 - Imperial County
 - 16 - Orange County
 - 44 - Riverside County
 - 130 - San Diego County

Important Dates

January 24, 2025

Mid Year Graduation

June 5, 2024

End of School Year Graduation

Organization

MY Academy staff participated in the following:

Hosted by California Department of Education

- Attendance Accounting and Instructional Time Requirements for Dual Enrollment
- Dashboard Local Indicators Webinar

Hosted by California Charter Schools Association

- **Data and Renewal Fridays: What does renewal preparation look like?**

Hosted by Charter Schools Development Center

- HR Academy

Hosted by San Diego County Office of Education

- Putting it All Together: LCAP Training

Hosted by Young, Minney, & Corr

- Personnel University

Curriculum

MY Academy staff participated in the following:

Hosted by California Consortium for Independent Study

- AI Webinar

Hosted by Cuyamaca & Grossmont College

- Possible dual enrollment opportunities

Shared by Teacher, Ms. Larsen:

This year, MYA is promoting what Dr. Jamil Dugan calls "radical dreaming." In order to support MYA students' radical dreams I find curriculum sources that meet state standards and relate to the students' big personal goals. One MYA student's radical dream is to become a professional football player, but was recently set back in his training with a broken finger he sustained during football practice; so during Tmarrion's Zoom meeting with me last week, I found a reading level appropriate article about Tom Brady and his professional trainer. The CommonLit article related to how Brady's training applied many non-traditional practices that help professional athletes avoid injury and heal faster when injured. Customizing educational sources that correspond to student's radical dreams, not only encourages them to pursue their dreams, but helps keep them engaged in their learning as well.

The screenshot shows the COMMONLIT Student Assignment Preview page. At the top, there's a navigation bar with 'COMMONLIT', 'Home', 'Browse Content', and 'My Classes'. On the right, there are links for 'School & District Packages', a search icon, and user avatars. Below the navigation bar, the page title is 'Student Assignment Preview'. On the right side of this section are buttons for 'ASSIGN', 'Download PDF', and a close icon. The main content area features the assignment title 'Training the GOAT' by Jacqueline Pratt-Tuke, dated 2022. There's a 'Font Size' dropdown set to 'Large'. A text box contains a paragraph about Tom Brady and Alex Guerrero, with a prompt: 'As you read, take notes on people's opinions about Alex Guerrero.' Below this, a list of prompts is visible, starting with '[1] Mention Tom Brady's name and people's reactions range from cheering to choking. Patriots and Buccaneers fans adore him. Competitors abhor him. Despite wide-ranging opinions, it is difficult to deny that Brady is the GOAT, the greatest quarterback of all time. Seven Super Bowl championships with two teams. Five-time Super Bowl MVP. Over 600 career passing touchdowns. The oldest player in the NFL.' To the right of the text is an image of a football player in a red jersey with the number 12. On the far right, there's a 'Zoom Meeting' window showing a video call with participants 'tmarrion', 'my academy', and 'Nobli Larsen'. At the bottom right of the Zoom window is a 'Help' button.

Shared by Support Teacher, Ms. Thomsen:

Earlier in the month I attended a webinar put on by the California Consortium for Independent Study. One nugget of interesting information I learned was: the quality of writing students generate depends on the quality of prompts. This emphasized the importance of teachers in crafting well-written, targeted prompts.

Additionally, on Wed, 9/27, I attended a virtual session on google drive & docs. It was hosted by the SD County Office of Education. I learned some new features about google drive & docs that will help me in my instruction.

Learning and Teaching

MY Academy staff participated in the following:

Hosted by the California Coalition Dedicated to Dual Enrollment

- Dual Enrollment Summit

Hosted by California Student Aid Commission

- Statewide Financial Aid Workshop

Assessments and Accountability

MY Academy staff participated in the following:

- Fiscal Year 2023 - 24 Attendance Accounting and Instructional Time Requirements Webinar
- Targeted Feedback Workshops

School Culture

MY Academy staff participated in the following:

Hosted by Cuyamaca & Grossmont Colleges

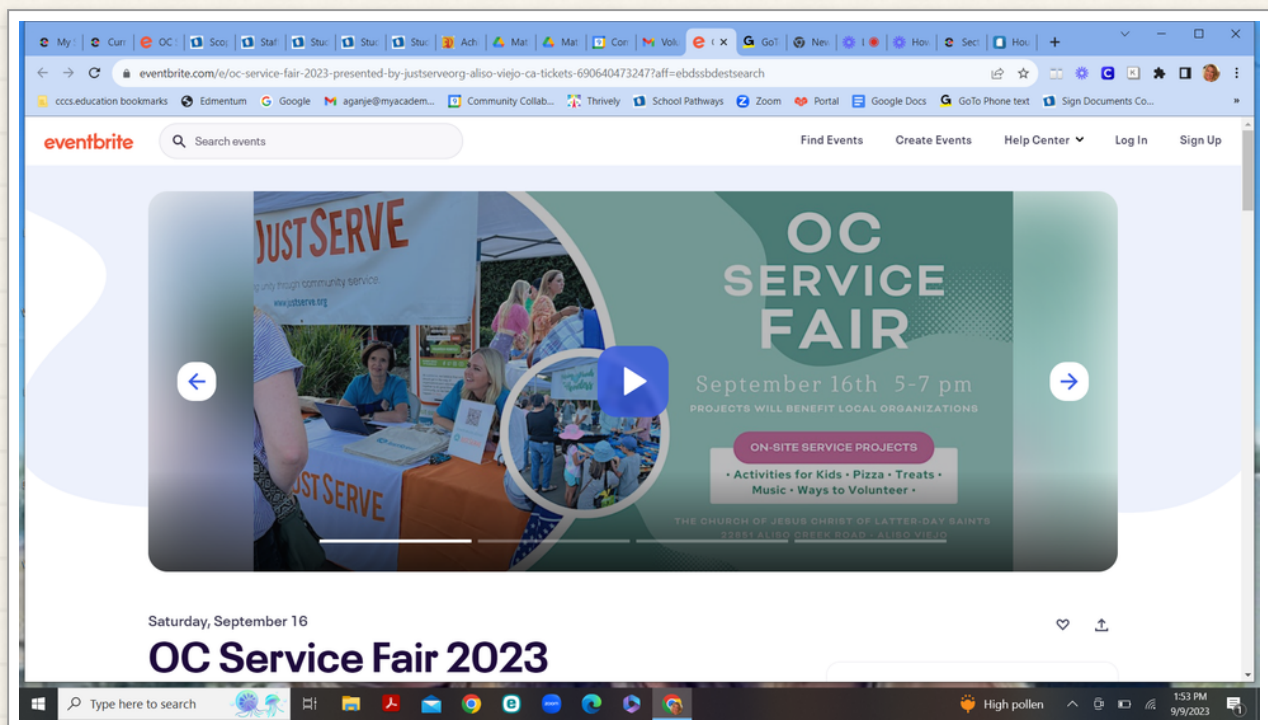
- Partnership Meeting

Hosted by Dr. Jamila Dugan

- Professional Development Coaching Call

Shared by Teacher, Ms. Ganje:

On September 9th an email was sent out to students and families from Orange County for an opportunity to attend the Orange County Service Fair. This event will encourage student and family engagement in the community and a variety of service opportunities.



Shared by Teacher, Ms. Larsen:

It was such an honor that MYA student, Charlene Orozco-Cole, asked to have our weekly meeting on her birthday at the park. She brought her two new puppies and I surprised them with donuts. The three siblings, along with Mom and Dad, enjoyed a walk around the park for the students' PE logs; after, we worked in the Thrively curriculum together on a topic of their choice. It was a good day!



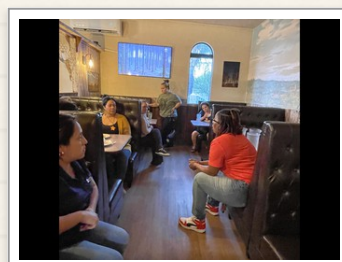
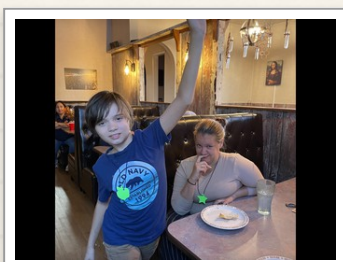
Shared by Teacher, Ms. Salas:

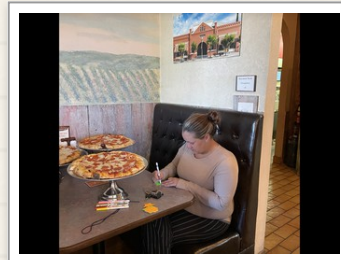
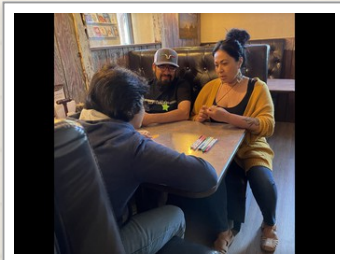
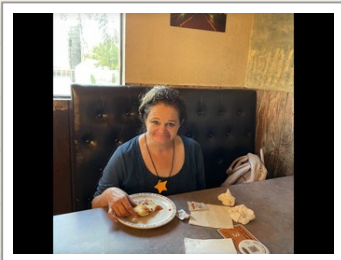
Met with two MYA 8th grade students today. We had breakfast and then focused on Math preparation.



Shared by Teacher, Ms. Strauss:

MYA had an Open House night with some of the families in Ramona on Thursday, Sept 28th from 5:30-7:00pm. We met at a local pizzeria, Mamma Ramona's. It was a great time for students and families to meet each other and to enjoy yummy pizza. One of the parents, who is very involved in his community, helped with reserving this spot for us to meet. We had four different families represented. Two of the students expressed interest in the Possibility Project. Others were provided with useful information about resources they could benefit from. Big thanks to Yvonnet (MYA's student success coordinator), Karla (the representative for the Possibility Project in the red shirt), and Mamma Ramona's Pizzeria for allowing us to use their dining room. All the families expressed their gratitude for MY Academy and were very appreciative to have their child enrolled.





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619-344-0967



myacademy.org



Coversheet

Financial Update July-August, Presented by Roger Castillo, Director of Client Finance, Charter Impact

Section: IX. Correspondence/Proposals/Reports
Item: B. Financial Update July-August, Presented by Roger Castillo, Director of Client Finance, Charter Impact
Purpose: Discuss
Submitted by:
Related Material: MYA Financial Presentation for July - Aug 2023.10.12.pdf



Motivated Youth Academy

August 2023 Financials

10/12/2023 Board Meeting

Highlights

- All variance analysis includes changes for July and August of 2023.
- Enrollment of 223, ADA of 207.39, and the Attendance Yield at 93% all remain as budgeted this month.
- Personnel costs added 2 - Student and Administrative Service Technicians.
- The Days cash on hand projection for year-end is: 125 days.
- Forecast includes an anticipated \$92K more in legal related costs this fiscal year.
- The FY22-23 CSI award of \$178,351 was added to revenues for FY23-24.
- Year-end deficit is forecasting at \$194K, compared to a budget surplus of \$1K. Due to one-time costs and the need to meet 40/80 spending requirement.

Compliance and Reporting

- 12.96 : 1 Pupil to Teacher – compliant
- 40/80 currently supports a 100% funding determination: FY23-24 is a funding determination year and MYA must aim to meet this requirement.

Pupil:Teacher Ratio	
12.96 : 1	

Cert.	Instr.
53.8%	81.9%
551,405	77,057

Revenue

- Revenues are forecasting at \$3.99M & \$200K more than budget.
- State Aid Revenue remains virtually unchanged to budget at \$2.99M.
- Federal Revenues added \$198K more than budget and are at \$717K. Title I, II, & IV have increased by \$8K, \$1K, \$10K, respectively. \$178K is from the inclusion of CSI.
- Other State Revenue & Other Local Revenue remain as budgeted but \$8K in COPES was swapped between the revenue categories, to insure proper coding.
- There are \$608K in total deferred revenues with \$546K being one-time funds that are earmarked to be spent in future fiscal years.

Revenue	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 278,633	\$ 152,356	\$ 126,277	\$ 2,998,350	\$ 2,995,959	\$ 2,391
Federal Revenue	-	1,298	(1,298)	716,672	519,027	197,645
Other State Revenue	2,000	9,736	(7,736)	264,242	256,242	8,000
Other Local Revenue	878	2,600	(1,722)	7,600	15,600	(8,000)
Total Revenue	\$ 281,511	\$ 165,990	\$ 115,520	\$ 3,986,864	\$ 3,786,828	\$ 200,036

Expenses

- Expenses are projecting \$395K more than budget and at \$4.18M.
- Personnel costs are \$233K higher and mostly from adding 2 Student and Administrative Service Technicians and increasing the FTE percentages toward CSI and SPED.
- Operational costs have increased by \$162K and resulted mostly from the following:
 - \$65K more for Instructional Services costs to spend down CSI by year-end.
 - \$93K more in anticipated Legal costs, expected to impact next month
- MYA is expected to deficit spend in FY23-24 to meet the 40/80 Spending requirement.

Expenses	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Certificated Salaries	\$ 214,141	\$ 281,313	\$ 67,172	\$ 1,589,526	\$ 1,614,396	\$ 24,870
Classified Salaries	66,462	51,330	(15,132)	501,221	302,507	(198,714)
Benefits	101,169	107,198	6,029	693,642	634,308	(59,335)
Books and Supplies	58,412	26,830	(31,582)	240,021	241,221	1,200
Subagreement Services	9,835	15,767	5,932	388,311	323,406	(64,905)
Operations	18,394	19,983	1,589	119,793	119,900	107
Facilities	3,523	4,849	1,327	28,935	29,096	161
Professional Services	66,311	78,140	11,829	619,047	520,606	(98,441)
Depreciation	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Total Expenses	\$ 538,247	\$ 585,411	\$ 47,163	\$ 4,180,497	\$ 3,785,440	\$ (395,058)

Fund Balance

- Forecasted year-end deficit is -4.9% of total expenses.
- The year-end fund balance will decrease and is projecting at 27.6% of annual expenses.
- The fund balance will help support MYA in meeting the 40/80 spending requirement to insure 100% funding in future years.

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (256,736)	\$ (419,421)	\$ 162,684	\$ (193,633)	\$ 1,388	\$ (195,022)
Beginning Fund Balance	<u>1,346,832</u>	<u>1,346,832</u>		<u>1,346,832</u>	<u>1,346,832</u>	
Ending Fund Balance	<u>\$ 1,090,095</u>	<u>\$ 927,411</u>		<u>\$ 1,153,199</u>	<u>\$ 1,348,220</u>	
<i>As a % of Annual Expenses</i>	26.1%	24.5%		27.6%	35.6%	

Appendices

- Monthly Cash Flow / Forecast 23-24
- Budget vs. Actual
- Statement of Financial Position
- Statement of Cash Flows
- Check Register
- AP Aging
- Compliance Reminders

Motivated Youth Academy

Monthly Cash Forecast FY23-24

Revised 10/04/2023

Actuals Through: 8/31/2023

ADA = 207.39



		Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Revenues																ADA = 207.39	
State Aid - Revenue Limit																	
8011	LCFF State Aid	123,916	123,916	223,049	223,049	223,049	223,049	223,049	223,049	186,164	186,164	186,164	186,164	186,164	2,516,947	2,516,947	-
8012	Education Protection Account	-	-	10,370	-	-	10,370	-	-	10,370	-	-	-	10,370	41,478	41,478	-
8019	State Aid - Prior Year	-	2,391	-	-	-	-	-	-	-	-	-	-	-	2,391	-	2,391
8096	In Lieu of Property Taxes	-	28,410	52,593	35,062	35,062	35,062	35,062	35,062	60,407	30,204	30,204	30,204	30,204	437,534	437,534	-
		123,916	154,717	286,011	258,111	258,111	268,480	258,111	258,111	256,941	216,368	216,368	216,368	226,737	2,998,350	2,995,959	2,391
Federal Revenue																	
8181	Special Education - Entitlement	-	-	1,298	2,337	2,337	2,337	2,337	2,337	2,588	2,588	2,588	2,588	2,588	25,924	25,924	-
8290	Title I, Part A - Basic Low Income	-	-	9,077	-	-	27,230	-	-	-	-	-	-	-	36,306	28,149	8,157
8291	Title II, Part A - Teacher Quality	-	-	1,390	-	-	4,169	-	-	-	-	-	-	-	5,559	4,422	1,137
8296	Other Federal Revenue	-	-	-	162,221	-	-	162,221	-	-	162,221	-	-	162,221	648,883	460,532	188,351
		-	-	11,765	164,558	2,337	33,736	164,558	2,337	2,588	164,809	2,588	2,588	164,809	716,672	519,027	197,645
Other State Revenue																	
8311	State Special Education	-	-	9,217	16,591	16,591	16,591	16,591	16,591	18,373	18,373	18,373	18,373	18,373	184,038	184,038	-
8550	Mandated Cost	-	-	-	-	-	9,821	-	-	-	-	-	-	-	9,821	9,821	-
8560	State Lottery	-	-	-	-	-	-	12,309	-	-	12,309	-	-	-	49,151	49,151	-
8599	Other State Revenue	2,000	-	662	1,191	1,191	1,191	1,191	1,191	1,191	1,191	1,191	7,191	1,853	21,233	13,233	8,000
		2,000	-	9,879	17,782	17,782	27,603	30,091	17,782	19,564	31,872	19,564	25,564	44,760	264,242	256,242	8,000
Other Local Revenue																	
8660	Interest Revenue	878	-	51	186	186	186	186	186	186	186	186	186	-	2,600	2,600	(0)
8980	Contributions, Unrestricted	-	-	500	500	500	500	500	500	500	500	500	500	-	5,000	13,000	(8,000)
		878	-	551	686	686	686	686	686	686	686	686	686	-	7,600	15,600	(8,000)
Total Revenue		126,794	154,717	308,206	441,137	278,916	330,505	453,445	278,916	279,779	413,735	239,205	245,205	436,306	3,986,864	3,786,828	200,036
Expenses																	
Certificated Salaries																	
1100	Teachers' Salaries	42,340	70,692	91,382	91,382	91,382	91,382	91,382	91,382	91,382	91,382	91,382	60,294	-	995,765	962,862	(32,903)
1175	Teachers' Extra Duty/Stipends	1,352	2,489	8,580	8,580	8,580	8,580	8,580	8,580	8,580	8,580	8,580	8,580	-	89,640	100,325	10,685
1200	Pupil Support Salaries	25,357	25,063	19,582	19,582	19,582	19,582	19,582	19,582	19,582	19,582	19,582	19,582	-	246,244	208,217	(38,027)
1300	Administrators' Salaries	25,455	21,393	21,103	21,103	21,103	21,103	21,103	21,103	21,103	21,103	21,103	21,103	-	257,877	342,992	85,115
		94,504	119,637	140,647	140,647	140,647	140,647	140,647	140,647	140,647	140,647	140,647	109,559	-	1,589,526	1,614,396	24,870
Classified Salaries																	
2100	Instructional Salaries	6,490	3,770	7,699	7,699	7,699	7,699	7,699	7,699	7,699	7,699	7,699	7,699	-	87,250	92,388	5,138
2200	Support Salaries	15,847	16,507	29,838	29,838	29,838	29,838	29,838	29,838	29,838	29,838	29,838	24,363	-	325,258	193,781	(131,477)
2400	Clerical and Office Staff Salaries	13,816	10,032	6,486	6,486	6,486	6,486	6,486	6,486	6,486	6,486	6,486	6,486	-	88,712	16,338	(72,374)
		36,153	30,309	44,023	44,023	44,023	44,023	44,023	44,023	44,023	44,023	44,023	38,548	-	501,221	302,507	(198,714)
Benefits																	
3101	STRS	12,933	20,524	27,194	27,194	27,194	27,194	27,194	27,194	27,194	27,194	27,194	21,183	-	299,382	308,350	8,968
3301	OASDI	2,505	1,994	2,847	2,847	2,847	2,847	2,847	2,847	2,847	2,847	2,847	2,493	-	32,615	18,755	(13,860)
3311	Medicare	1,854	2,131	2,730	2,730	2,730	2,730	2,730	2,730	2,730	2,730	2,730	2,190	-	30,749	27,795	(2,954)
3401	Health and Welfare	21,913	30,365	19,002	19,002	19,002	19,002	19,002	19,002	19,002	19,002	19,002	19,002	-	242,294	210,480	(31,814)
3501	State Unemployment	164	249	1,137	1,137	1,137	1,137	5,684	4,547	2,274	1,137	1,137	1,137	-	20,876	21,490	614
3601	Workers' Compensation	4,308	-	2,636	2,636	2,636	2,636	2,636	2,636	2,636	2,636	2,636	2,114	-	30,148	26,837	(3,312)
3901	Other Benefits	1,164	1,064	3,607	3,607	3,607	3,607	3,607	3,607	3,607	3,607	3,607	2,892	-	37,579	20,601	(16,978)
		44,841	56,328	59,152	59,152	59,152	59,152	63,699	62,563	60,289	59,152	59,152	51,011	-	693,642	634,308	(59,335)
Books and Supplies																	
4100	Textbooks and Core Materials	-	-	1,800	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	-	19,800	20,000	200
4302	School Supplies	-	-	25	-	67	1,819	350	5,898	2,078	2,078	2,078	2,078	-	16,471	16,471	-
4305	Software	44,097	5,885	3,644	5,542	5,542	4,542	4,542	4,542	4,542	4,542	4,542	4,542	-	96,500	96,500	(0)
4310	Office Expense	348	6,666	885	1,033	2,233	2,233	2,233	2,233	2,233	2,233	2,233	2,233	-	26,800	26,800	0
4311	Business Meals	-	-	333	333	333	333	333	333	333	333	333	333	-	3,333	4,000	667
4400	Noncapitalized Equipment	1,098	317	114	-	302	8,177	1,574	26,510	9,339	9,339	9,339	9,339	-	75,450	75,450	-
4700	Food Services	-	-	167	167	167	167	167	167	167	167	167	167	-	1,667	2,000	333
		45,543	12,868	6,968	9,075	10,644	19,271	11,199	41,682	20,692	20,692	20,692	20,692	-	240,021	241,221	1,200

Motivated Youth Academy

Monthly Cash Forecast FY23-24

Revised 10/04/2023

Actuals Through: 8/31/2023

ADA = 207.39



	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Subagreement Services																
5102 Special Education	-	2,085	9,458	3,858	3,858	3,858	3,858	3,858	3,858	3,858	3,858	3,858	-	46,268	46,300	32
5104 Transportation	-	-	2,664	1,364	1,364	1,364	1,364	1,364	1,364	1,364	1,364	1,364	-	14,936	15,000	64
5106 Other Educational Consultants	7,750	-	391	-	1,038	28,094	5,408	91,078	32,087	32,087	32,087	32,087	-	262,106	262,106	-
5107 Instructional Services	-	-	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	-	65,000	-	(65,000)
	7,750	2,085	19,013	11,722	12,759	39,816	17,130	102,800	43,809	43,809	43,809	43,809	-	388,311	323,406	(64,905)
Operations and Housekeeping																
5201 Auto and Travel	973	160	1,217	1,217	1,217	1,217	1,217	1,217	1,217	1,217	1,217	1,217	-	13,300	13,400	100
5300 Dues & Memberships	2,910	-	860	860	860	860	860	860	860	860	860	860	-	11,510	11,400	(110)
5400 Insurance	5,142	6,994	1,325	1,325	1,325	1,325	1,325	1,325	1,325	1,325	1,325	1,325	-	25,387	24,900	(487)
5516 Miscellaneous Expense	-	-	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	-	15,000	15,000	-
5900 Communications	-	2,214	6,709	4,509	4,509	4,509	4,509	4,509	4,509	4,509	4,509	4,509	-	49,505	49,600	95
5901 Postage and Shipping	-	-	509	509	509	509	509	509	509	509	509	509	-	5,091	5,600	509
	9,026	9,369	12,120	9,920	9,920	9,920	9,920	9,920	9,920	9,920	9,920	9,920	-	119,793	119,900	107
Facilities, Repairs and Other Leases																
5601 Rent	1,761	1,761	1,833	1,833	1,833	1,833	1,833	1,833	1,833	1,833	1,833	1,833	-	21,856	22,000	144
5602 Additional Rent	-	-	774	258	258	258	258	258	258	258	258	258	-	3,096	3,096	-
5604 Other Leases	-	-	983	333	333	333	333	333	333	333	333	333	-	3,983	4,000	17
	1,761	1,761	3,591	2,425	2,425	2,425	2,425	2,425	2,425	2,425	2,425	2,425	-	28,935	29,096	161
Professional/Consulting Services																
5801 IT	-	4,304	3,968	4,136	4,136	4,136	4,136	4,136	4,136	4,136	4,136	4,136	-	45,500	45,500	0
5802 Audit & Taxes	1,575	-	-	4,067	4,067	2,497	-	-	-	-	-	-	-	12,205	12,200	(5)
5803 Legal	2,800	1,333	200,000	300	300	300	300	300	300	300	300	300	-	206,833	114,900	(91,933)
5804 Professional Development	2,950	1,656	5,219	3,275	3,275	3,275	3,275	3,275	3,275	3,275	3,275	3,275	-	39,300	39,300	0
5805 General Consulting	6,000	25,984	9,448	10,208	10,208	10,208	10,208	10,208	10,208	10,208	10,208	10,208	-	133,308	133,300	(8)
5806 Special Activities/Field Trips	-	-	28	-	73	1,985	382	6,435	2,267	2,267	2,267	2,267	-	17,973	17,973	-
5807 Bank Charges	15	18	58	58	58	58	58	58	58	58	58	58	-	616	700	84
5809 Other taxes and fees	36	12	552	600	600	600	600	600	600	600	600	600	-	6,000	6,000	(0)
5810 Payroll Service Fee	1,714	2,892	1,975	1,975	1,975	1,975	1,975	1,975	1,975	1,975	1,975	1,975	-	24,356	23,700	(656)
5811 Management Fee	6,311	6,611	6,260	6,260	6,260	6,260	6,260	6,260	6,260	6,260	6,260	6,260	-	75,524	71,621	(3,902)
5812 District Oversight Fee	-	-	2,574	2,323	2,323	2,416	2,323	2,323	2,312	1,947	1,947	1,947	4,548	26,985	26,964	(22)
5813 County Fees	-	2,100	-	-	-	-	-	-	-	-	-	-	-	2,100	-	(2,100)
5814 SPED Encroachment	-	-	368	662	662	662	662	662	734	734	734	734	734	7,349	7,349	-
5815 Public Relations/Recruitment	-	-	3,736	1,918	1,918	1,918	1,918	1,918	1,918	1,918	1,918	1,918	-	21,000	21,100	100
	21,401	44,910	234,187	35,784	35,857	36,292	32,099	38,152	34,045	33,680	33,680	33,680	5,282	619,047	520,606	(98,441)
Total Expenses	260,980	277,267	519,702	312,748	315,428	351,547	321,143	442,212	355,850	354,348	354,348	309,643	5,282	4,180,497	3,785,440	(395,058)
Monthly Surplus (Deficit)	(134,187)	(122,550)	(211,496)	128,389	(36,512)	(21,042)	132,302	(163,296)	(76,071)	59,387	(115,143)	(64,438)	431,024	(193,633)	1,388	(195,022)
Cash Flow Adjustments														-4.9%		
Monthly Surplus (Deficit)	(134,187)	(122,550)	(211,496)	128,389	(36,512)	(21,042)	132,302	(163,296)	(76,071)	59,387	(115,143)	(64,438)	431,024	(193,633)		
Cash flows from operating activities																
Depreciation/Amortization	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Public Funding Receivables			-	76,696	-	-	170,369	-	-	-	-	-	(436,306)	(189,241)		
Grants and Contributions Rec.	29,352	841	-	-	-	-	-	-	-	-	-	-	-	30,193		
Due To/From Related Parties	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Prepaid Expenses	54,725	-	-	-	-	-	-	-	-	-	-	-	-	54,725		
Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Accounts Payable	(65,096)	(12,717)	-	-	-	-	-	-	-	-	-	-	5,282	(72,531)		
Accrued Expenses	(19,863)	7,000	-	-	-	-	-	-	-	-	-	-	-	(12,863)		
Other Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Change in Cash	(135,069)	(127,426)	(211,496)	205,085	(36,512)	(21,042)	302,672	(163,296)	(76,071)	59,387	(115,143)	(64,438)				
														# Days Cash		
														125		
Cash, Beginning of Month	1,819,193	1,684,124	1,556,698	1,345,202	1,550,286	1,513,775	1,492,733	1,795,404	1,632,108	1,556,037	1,615,423	1,500,281				
Cash, End of Month	1,684,124	1,556,698	1,345,202	1,550,286	1,513,775	1,492,733	1,795,404	1,632,108	1,556,037	1,615,423	1,500,281	1,435,843				

MY Academy Charter**Budget vs Actual**

For the period ended August 31, 2023

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	\$ 123,916	\$ 126,060	\$ (2,144)	\$ 247,832	\$ 126,060	\$ 121,772	\$2,516,947
Education Protection Account	-	-	-	-	-	-	41,478
State Aid - Prior Year	2,391	-	2,391	2,391	-	2,391	-
In Lieu of Property Taxes	28,410	26,296	2,114	28,410	26,296	2,114	437,534
Total State Aid - Revenue Limit	154,717	152,356	2,361	278,633	152,356	126,277	2,995,959
Federal Revenue							
Special Education - Entitlement	-	1,298	(1,298)	-	1,298	(1,298)	25,924
Title I, Part A - Basic Low Income	-	-	-	-	-	-	28,149
Title II, Part A - Teacher Quality	-	-	-	-	-	-	4,422
Other Federal Revenue	-	-	-	-	-	-	460,532
Prior Year Federal Revenue	-	-	-	-	-	-	-
Total Federal Revenue	-	1,298	(1,298)	-	1,298	(1,298)	519,027
Other State Revenue							
State Special Education	-	9,217	(9,217)	-	9,217	(9,217)	184,038
Mandated Cost	-	-	-	-	-	-	9,821
State Lottery	-	-	-	-	-	-	49,151
Other State Revenue	-	518	(518)	2,000	518	1,482	13,233
Total Other State Revenue	-	9,736	(9,736)	2,000	9,736	(7,736)	256,242
Other Local Revenue							
Interest Revenue	-	217	(217)	878	433	444	2,600
Contributions, Unrestricted	-	1,083	(1,083)	-	2,167	(2,167)	13,000
Total Other Local Revenue	-	1,300	(1,300)	878	2,600	(1,722)	15,600
Total Revenues	154,717	164,690	(9,973)	281,511	165,990	115,520	3,786,828
Expenses							
Certificated Salaries				214,141			
Teachers' Salaries	70,692	86,143	15,450	113,032	172,285	59,253	962,862
Teachers' Extra Duty/Stipends	2,489	8,580	6,091	3,841	17,160	13,319	100,325
Pupil Support Salaries	25,063	17,351	(7,712)	50,420	34,703	(15,718)	208,217
Administrators' Salaries	21,393	28,583	7,190	46,848	57,165	10,317	342,992
Other Certificated Salaries	-	-	-	-	-	-	-
Total Certificated Salaries	119,637	140,657	21,019	214,141	281,313	67,172	1,614,396
Classified Salaries				66,462			
Instructional Salaries	3,770	7,699	3,929	10,260	15,398	5,138	92,388
Support Salaries	16,507	16,605	97	32,355	33,209	854	193,781
Clerical and Office Staff Salaries	10,032	1,361	(8,670)	23,847	2,723	(21,124)	16,338
Total Classified Salaries	30,309	25,665	(4,644)	66,462	51,330	(15,132)	302,507
Benefits				101,169			
State Teachers' Retirement System, certificated positions	20,524	26,865	6,341	33,457	53,731	20,274	308,350
OASDI/Medicare/Alternative, certificated positions	1,994	1,591	(403)	4,499	3,182	(1,317)	18,755
Medicare/Alternative, certificated positions	2,131	2,412	280	3,986	4,823	838	27,795
Health and Welfare Benefits, certificated positions	30,365	17,540	(12,825)	52,277	35,080	(17,197)	210,480
State Unemployment Insurance, certificated positions	249	1,075	825	413	2,149	1,736	21,490
Workers' Compensation Insurance, certificated positions	-	2,329	2,329	4,308	4,657	349	26,837
Other Benefits, certificated positions	1,064	1,787	723	2,228	3,575	1,347	20,601
Total Benefits	56,328	53,599	(2,729)	101,169	107,197	6,029	634,307
Books & Supplies							
Textbooks and Core Materials	-	1,667	1,667	-	3,333	3,333	20,000
School Supplies	-	195	195	-	349	349	16,471
Software	5,885	8,042	2,157	49,982	16,083	(33,898)	96,500
Office Expense	6,666	2,233	(4,433)	7,015	4,467	(2,548)	26,800
Business Meals	-	333	333	-	667	667	4,000
Noncapitalized Equipment	317	893	576	1,415	1,598	182	75,450
Food Services	-	167	167	-	333	333	2,000
Total Books & Supplies	12,868	13,530	662	58,412	26,830	(31,582)	241,221
Subagreement Services							
Special Education	2,085	3,858	1,773	2,085	7,717	5,632	46,300
Transportation	-	1,250	1,250	-	2,500	2,500	15,000
Other Educational Consultants	-	3,104	3,104	7,750	5,550	(2,200)	262,106
Total Subagreement Services	2,085	8,212	6,127	9,835	15,767	5,932	323,406

MY Academy Charter**Budget vs Actual**

For the period ended August 31, 2023

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Operations & Housekeeping							
Auto and Travel	160	1,117	957	1,133	2,233	1,100	13,400
Dues & Memberships	-	950	950	2,910	1,900	(1,010)	11,400
Insurance	6,994	2,075	(4,919)	12,137	4,150	(7,987)	24,900
Miscellaneous Expense	-	1,250	1,250	-	2,500	2,500	15,000
Communications	2,214	4,133	1,919	2,214	8,267	6,052	49,600
Postage and Shipping	-	467	467	-	933	933	5,600
Total Operations & Housekeeping	9,369	9,992	623	18,394	19,983	1,589	119,900
Facilities, Repairs & Other Leases							
Rent	1,761	1,833	72	3,523	3,667	144	22,000
Additional Rent	-	258	258	-	516	516	3,096
Other Leases	-	333	333	-	667	667	4,000
Total Facilities, Repairs & Other Leases	1,761	2,425	663	3,523	4,849	1,327	29,096
Professional/Consulting Services							
IT	4,304	3,792	(512)	4,304	7,583	3,279	45,500
Audit & Taxes	-	-	-	1,575	-	(1,575)	12,200
Legal	1,333	9,575	8,242	4,133	19,150	15,017	114,900
Professional Development	1,656	3,275	1,619	4,606	6,550	1,944	39,300
General Consulting	25,984	11,108	(14,876)	31,984	22,217	(9,768)	133,300
Special Activities/Field Trips	-	213	213	-	381	381	17,973
Bank Charges	18	58	41	33	117	84	700
Other Taxes and Fees	12	500	488	48	1,000	952	6,000
Payroll Service Fee	2,892	1,975	(917)	4,606	3,950	(656)	23,700
Management Fee	6,611	5,968	(643)	12,922	11,937	(985)	71,622
District Oversight Fee	-	1,371	1,371	-	1,371	1,371	26,964
County Fees	2,100	-	(2,100)	2,100	-	(2,100)	-
SPED Encroachment	-	368	368	-	368	368	7,349
Public Relations/Recruitment	-	1,758	1,758	-	3,517	3,517	21,100
Total Professional/Consulting Services	44,910	39,962	(4,948)	66,311	78,140	11,829	520,606
Total Expenses	277,267	294,041	16,774	538,247	585,411	47,163	3,785,439
Change in Net Assets	(122,550)	(129,351)	6,801	(256,737)	(419,420)	162,683	1,389
Net Assets, Beginning of Period	1,212,645			1,346,832			
Net Assets, End of Period	\$ 1,090,095			\$ 1,090,095			

MY Academy Charter**Statement of Financial Position****August 31, 2023**

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Unrestricted Cash	\$ 1,556,698	\$ 1,819,193	\$ (262,495)	-14%
Cash & Cash Equivalents	1,556,698	1,819,193	(262,495)	-14%
Accounts Receivable	154,055	184,248	(30,193)	-16%
Public Funding Receivables	1,218	1,218	-	0%
Prepaid Expenses	-	54,725	(54,725)	-100%
Total Current Assets	1,711,971	2,059,384	(347,413)	-17%
Total Assets	\$ 1,711,971	\$ 2,059,384	\$ (347,413)	-17%
Liabilities				
Current Liabilities				
Accounts Payable	\$ 472	\$ 78,285	\$ (77,813)	-99%
Accrued Liabilities	13,272	26,135	(12,863)	-49%
Deferred Revenue	608,132	608,132	-	0%
Total Current Liabilities	621,877	712,553	(90,676)	-13%
Total Liabilities	621,877	712,553	(90,676)	-13%
Total Net Assets	1,090,095	1,346,832	(256,737)	-19%
Total Liabilities and Net Assets	\$ 1,711,971	\$ 2,059,384	\$ (347,413)	-17%

MY Academy Charter**Statement of Cash Flows****For the period ended August 31, 2023**

	Month Ended 08/31/23	YTD Ended 08/31/23
Cash Flows from Operating Activities		
Change in Net Assets	\$ (122,550)	\$ (256,737)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Decrease/(Increase) in Operating Assets:		
Grants, Contributions & Pledges Receivable	841	30,193
Prepaid Expenses	-	54,725
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	(12,717)	(77,813)
Accrued Expenses	7,000	(12,863)
Total Cash Flows from Operating Activities	(127,426)	(262,495)
Change in Cash & Cash Equivalents	(127,426)	(262,495)
Cash & Cash Equivalents, Beginning of Period	1,684,124	1,819,193
Cash and Cash Equivalents, End of Period	\$ 1,556,698	\$ 1,556,698

MY Academy Charter**Check Register****For the period ended August 31, 2023**

Check Number	Vendor Name	Transaction Description	Check Date	Check Amount
20455	Charter Impact	Business Mgmt Svcs - 08/23	8/1/2023	\$ 6,311.00
20456	OneBridge FSA	FSA Deposit	8/1/2023	5,241.66
20457	Procopio General	Legal Svcs through 06/29/23	8/1/2023	10,024.10
20458	Specialized Therapy Services, Inc.	SpEd Svcs - 05/23 - 06/23	8/1/2023	2,929.10
20459	Charter Impact	Payroll Processing Fee - 07/23	8/3/2023	307.25
20460	Alpha Vision, Inc.	IT Svcs - 07/23 & Software - Backupify G-Suite	8/11/2023	120.00
20461	Amazon Capital Services	Office Supplies	8/11/2023	37.32
20462	Charter Impact	Rush Processing Fee - 07/23	8/11/2023	300.00
20463	Law Office of Young, Minney & Corr. LLP	Legal Svcs - 07/07/23 - 07/27/23	8/11/2023	820.00
20464	Parchment LLC	K12 District - Annual Subscription - 07/04/23 - 07/03/24	8/11/2023	875.00
20465	Propio LS, LLC	SpEd Svcs	8/11/2023	15.13
20466	The College Board - NYO	Full Conference Registration - Laff, S	8/11/2023	570.00
20467	Atkinson, Andelson, Loya, Ruud & Romo	Frisk Summer Master Training - 07/20/23	8/16/2023	378.00
20468	F&L Media	Production Svcs	8/16/2023	4,999.99
20469	Forth and Sons	Consulting Svcs - Digital Business Card Design	8/16/2023	500.00
20470	KM Educational Consulting and Executive Coaching S	Consulting Svcs - 07/23	8/16/2023	1,012.50
20471	NFP Property & Casualty Services, Inc.	Cyber Liability Ins. - 07/23	8/16/2023	4,427.20
20472	Philadelphia Insurance Companies	Accident Ins. - 08/23	8/16/2023	2,567.14
20473	Procopio General	Legal Svcs through 06/26/23	8/16/2023	513.00
20474	R&B Communications	IT Svcs - 07/23	8/16/2023	604.00
20475	TSW Therapy, Inc.	SpEd Svcs - 05/01/23 - 05/26/23 & SpEd Svcs - 07/19/23 - 07/26/23	8/16/2023	2,069.90
20476	Verizon Wireless	Communication Svcs - 07/02/23 - 08/01/23	8/16/2023	3,023.15
20477	Verizon Wireless	Communication Svcs - 07/06/23 - 08/05/23	8/16/2023	206.04
20478	Wellness Together	Conference Registration - 2023 SMWC - Espinoza, D	8/16/2023	707.83
20479	SchoolsFirst Plan Administration LLC	Schools First 403b/457b 07/26/2023	8/17/2023	2,742.00
20480	Amazon Capital Services	HD Monitor (1) & Office Supplies	8/23/2023	1,008.11
20481	KRA Corporation	Consulting Svcs - Career Coaching - 07/01/23 - 07/31/23	8/23/2023	5,880.00
20482	School Pathways LLC	SIS & PLS - Annual Subscription - 07/01/23 - 06/30/24 Qtr	8/23/2023	4,843.60
20483	Acacia HR Solutions	Consulting Svcs - 09/23	8/31/2023	3,000.00
20484	California Schools VEBA	Health Ins. - 08/23	8/31/2023	24,835.02
20485	Fully Promoted EmbroidMe La Mesa	Office Supplies	8/31/2023	4,675.02
20486	KRA Corporation	Consulting Svcs - Career Coaching - 06/01/23 - 06/30/23	8/31/2023	7,091.85
ACH	Chase	Service Charge	8/3/2023	17.50
ACH	Payroll Paycom	Payroll Fee	8/10/2023	520.63
ACH	OneBridge FSA	August 2023	8/16/2023	300.00
ACH	Chase	CC Payment - Aug 23 Transactions	8/28/2023	10,858.53
MYA230803-01	Larry Albert Alvarado	Stipend - 07/23 - Catch Up	8/3/2023	50.00
MYA230803-02	Michael P. Humphrey	Stipend - 07/23 - Catch Up	8/3/2023	50.00
MYA230803-03	Peter Matz	Stipend - 07/23 - Catch Up	8/3/2023	50.00
MYA230803-04	Steve Fraire	Stipend - 07/23 - Catch Up	8/3/2023	50.00
MYA230803-05	William W. Hall	Stipend - 07/23 - Catch Up	8/3/2023	50.00
MYA230811-01	Keyn Group, LLC	IT Svcs & Software & Travel Reimbursement	8/11/2023	3,905.78
MYA230831-01	Larry Albert Alvarado	Stipend - 08/23	8/31/2023	650.00
MYA230831-02	Michael P. Humphrey	Stipend - 08/23	8/31/2023	650.00
MYA230831-03	Peter Matz	Stipend - 08/23	8/31/2023	650.00
MYA230831-04	Steve Fraire	Stipend - 08/23	8/31/2023	650.00
MYA230831-05	William W. Hall	Stipend - 08/23	8/31/2023	650.00

Total Disbursements Issued in August \$ 121,737.35

MY Academy Charter

Accounts Payable Aging

August 31, 2023

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
SchoolsFirst Plan Administration LLC	SCHO072423	7/24/2023	7/24/2023	-	-	236	-	-	236
SchoolsFirst Plan Administration LLC	SCHO083023	8/30/2023	8/30/2023	-	236	-	-	-	236
Total Outstanding Invoices				\$ -	\$ 236	\$ 236	\$ -	\$ -	\$ 472

Motivated Youth Academy 60-Day Compliance Calendar September 30, 2023						
Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
DATA TEAM	Oct-04	California Basic Educational Data System (CBEDS) Information Day - The first Wed in Oct is CBEDS Information Day, used to collect information on student and staff demographics. Schools must complete the School Information Form (SIF). The SIF is used to report the count of classified staff, kindergarten program type, educational calendars, work visa applications, multilingual instructional programs, and languages of instruction. Data is due to CDE on October 31th .	MYA	No	No	http://www.cde.ca.gov/ds/dc/cb/
FINANCE	Oct-13	Year-End Maintenance of Effort (Special Education) - Report due to Charter school's SELPA. Maintenance of Effort (MOE) is a requirement that you spend each year at least what you spent last year in the area of special education (with some exceptions). If you reduce your special education budget (or expenditures) in a given year, you need to be careful to ensure that you have met the MOE requirement. This does not mean you can't reduce costs, but you must do so within the guidelines of federal MOE.	Charter Impact	No	No	
FINANCE	Oct-13	Federal Stimulus Reporting - Local educational agencies (LEAs) are required to report to the California Department of Education (CDE) on funds received through the CARES Act, the CRRSA Act, and the ARP, including ESSER I, GEER I, ESSER II, ESSER III and ELO-G. Reporting for the preceding quarter (July 1 - Sep 30).	Charter Impact	No	No	https://www.cde.ca.gov/fg/cr/reporting.asp
DATA TEAM	Oct-31	CBEDS-ORA - Collection of FTE of classified staff, estimated teacher hires, Kindergarten program types, H-1B work visa application, education calendar, multilingual instructional programs, languages of instruction and district of choice transfer requests and transportation data.	MYA	No	No	https://www.cde.ca.gov/ds/dc/cb/
FINANCE	Oct-31	Federal Cash Management - Period 2 - Charter schools that are awarded a grant under any of these programs: Title I, Part A; Title I, Part D, Subpart 2; Title II, Part A; Title III LEP; and Title III Immigrant programs must submit the CMDC report for a particular quarter in order to receive an apportionment for that quarter; CDE will apportion funds to LEAs whose cash balance is below a certain threshold.	Charter Impact	No	No	http://www.cde.ca.gov/fg/aa/cm/
FINANCE	Oct-31	Comprehensive Support and Improvement (CSI) Expenditure Reporting - 2022 Report 2 and 2021 Final Report - Actual expenditures for each performance period within the grant period shall be reported to the California Department of Education (CDE) as part of regular grant management and administration.	MYA with Charter Impact support	No	No	https://www.cde.ca.gov/sp/sw/t1/csileagrnrprt.asp
FINANCE	Oct-31	Collect National School Lunch Program (NSLP) applications - Schools must collect or receive National School Lunch Program (NSLP) applications by October 31. Schools may process those applications after October 31, and if students are found to be eligible for free or reduced-price meals (FRPMs), those schools may update FRPM program records for eligible students with a start date before Census Day.	MYA	No	No	https://www.cde.ca.gov/fg/aa/nt/index.asp?tabsection=1
DATA TEAM	Oct-31	Complete 20-Day Attendance Report - Charter schools in their first year of operation that begin instruction by September 30th, and continuing charter schools that are expanding by adding one or more grade levels, may apply for a special advance on their funding for LCFF State Aid and EPA State Aid. The special advance is based on actual ADA and pupil demographic data for the first 20 days of student instruction.	MYA	No	Yes	https://www.cde.ca.gov/fg/aa/pa/csfundng.asp?tabsection=2
FINANCE	Oct-31	Reporting Interest Earned on Federal Funds CDE federal program grantees are required to report and remit interest earned on advances to the CDE at least quarterly. Although grantees are allowed to keep interest amounts up to \$500 per year for administrative purposes, the \$500 is in total for all federal programs, not for each federal program.	Charter Impact with MYA support	No	No	https://www.cde.ca.gov/fg/ac/co/intfedfunds-calculating.asp
DATA TEAM	Oct-31	Collect Alternative Income Forms from Families Alternative income forms can be used in place of, or in conjunction with, federal meal applications to determine students whose household income meets FRPM eligibility levels. Determination is required to calculate UPC (Unduplicated Pupil Count) for Supplemental and Concentration funding, as well as other state grants.	MYA	No	No	https://www.cde.ca.gov/fg/aa/pa/altinco meforms.asp
FINANCE	Nov-15	Review and/or Update Non-Profit IRS Form 990 Policies - although not required, it is recommended to review these policies annually. The IRS Form 990 is the annual information return filed by most non-profit charter schools. The IRS Form 990 includes a Governance, Management and Disclosure section. Charter Schools are required to disclose the following policies: Conflict of Interest Policy, Whistleblower Policy, Document Retention and Destruction Policy, Expense Reimbursement Policy, Gift Receiving Policy, and Compensation Approval Policy. A Form 990 must be filed by the 15th day of the 5th month after the close of the NPO's fiscal year. Most schools extend this deadline to the following May 15th.	MYA	Yes	No	http://www.publiccounsel.org/useful_materials?id=0025
FINANCE	Set by Authorizer (by Dec 13)	1st Interim Financial Report - Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report for the period ending October 31 is due by the date set by the charter authorizer (no later than December 15th).	Charter Impact	Yes	Yes	https://www.cde.ca.gov/fg/fi/ir/interimstatus.asp

Coversheet

Consent - Business/Financial Services

Section: X. Consent
Item: A. Consent - Business/Financial Services
Purpose:
Submitted by:
Related Material: MYA Check Register 2023.10.12.pdf

Motivated Youth Academy

Check Register

For the Month Ending September 30, 2023

Check Number	Vendor Name	Transaction Description	Check Date	Amount
20487	SchoolsFirst Plan Administration LLC	Schools First 403b/457b 08/10/2023	9/1/2023	236.00
20488	Alpha Vision, Inc.	IT Svcs - 08/23 & Software Backupify G-suite	9/8/2023	170.00
20489	Amazon Capital Services	ASUS Monitor (1), Epson Printer (1), Office Supplies, & School Supplies	9/8/2023	638.78
20490	Amtrust North America	Workers Comp - 09/23 - 05/24	9/8/2023	13,815.00
20491	Charter Impact	Business Mgmt Svcs - 09/23 & Payroll and Rush Processing Fee - 08/23	9/8/2023	7,265.50
20492	Clifton Larson Allen LLP	Audit Svcs - FYE 06/30/23	9/8/2023	2,835.00
20493	JD Learning Partners	Radical Dreaming Workshop & Travel Reimbursement	9/8/2023	15,589.10
20494	San Joaquin County Office of Education	CSC LIVE 2023 Conference Registration - Hernandez, A	9/8/2023	700.00
20495	SchoolsFirst Plan Administration LLC	Schools First 403b/457b 08/25/2023	9/12/2023	2,242.00
20496	Keyn Group, LLC	IT Svcs & Software & Travel Reimbursement	9/14/2023	4,420.63
20497	Keyn Group, LLC	IT Svcs	9/14/2023	1,000.00
20498	Keyn Group, LLC	Macbook Air (3) & HP Laptop (2) & Apple Care (3)	9/14/2023	6,735.50
20499	Michael P. Humphrey	Stipend - 09/23 - Catch Up	9/14/2023	900.00
20500	William W. Hall	Stipend - 09/23 - Catch Up	9/14/2023	900.00
20501	Accrediting Commission for Schools Western Assoc of Schools & Colleges	Annual Accreditation Membership Fee - 2023-2024	9/15/2023	1,190.00
20502	Atkinson, Andelson, Loya, Ruud & Romo	Frisk Manuals (3)	9/15/2023	122.83
20503	C and L Hath Consulting, LLC	Office Supplies	9/15/2023	1,413.52
20504	California Schools VEBA	Health Ins. - 09/23	9/15/2023	28,946.74
20505	Charter Impact	Quarter 2 2023 Tax Returns, Rush Processing Fee 06/23, & Student Data Svcs 06/23 - 07/23	9/15/2023	2,597.50
20506	Corodata Records Management, Inc.	Record Storage - 08/01/23 - 08/31/23	9/15/2023	60.63
20507	Kelvin Education	Family Pulse (1) & Custom Reporting (1)	9/15/2023	1,500.00
20508	KM Educational Consulting and Executive Coaching Services	Consulting Svcs - 08/23	9/15/2023	787.50
20509	Law Office of Young, Minney & Corr. LLP	Legal Svcs - 08/14/23 - 08/16/23	9/15/2023	90.00
20510	Philadelphia Insurance Companies	Accident Ins. - 09/23	9/15/2023	1,838.34
20511	Procopio General	Legal Svcs through 08/23/23	9/15/2023	1,960.00
20512	R&B Communications	IT Svcs - 08/23	9/15/2023	807.00
20513	TSW Therapy, Inc.	SpEd Svcs - 08/01/23 - 08/31/23	9/15/2023	1,380.00
20514	Arbitech LLC	Chromebook (50)	9/21/2023	10,182.38
20515	Corodata Records Management, Inc.	Record Storage - 07/01/23 - 07/31/23	9/21/2023	60.63
20516	Document Tracking Services	Document Tracking License - 07/01/23 - 06/30/24	9/21/2023	250.00
20517	Lakehouse Hotel & Resort	MYA Kick Off Event - 08/21/23 - 08/23/23	9/21/2023	14,265.51
20518	Securian Life Insurance Company	Life Ins. - 08/23	9/21/2023	542.99
20519	Thrively, Inc.	Subscription - Thrively Pro - 07/01/23 - 06/30/24	9/21/2023	3,800.00
20520	Verizon Wireless	Communication Svcs - 08/02/23 - 09/01/23	9/21/2023	3,023.15
20521	Verizon Wireless	Communication Svcs - 08/06/23 - 09/05/23	9/21/2023	206.32
20522	SchoolsFirst Plan Administration LLC	Schools First 403b/457b 09/08/2023	9/21/2023	756.17
20523	Acacia HR Solutions	Consulting Svcs - 10/23	9/28/2023	3,000.00
20524	Amazon Capital Services	Amazon Membership Fee - Business Prime Essentials, School Supplies, & Office Supplies	9/28/2023	840.49
20525	Arbitech LLC	Chromebook (1)	9/28/2023	203.65
20526	CA Charter Schools Conferences Registration	2023-2024 CSDC Conference Registration - Lenz, G	9/28/2023	1,014.00
20527	Securian Life Insurance Company	Life Ins. - 07/23	9/28/2023	542.99
20528	Staples Technology Solutions	Google Chrome OS Management (25)	9/28/2023	1,600.00
20529	State of California Department of Justice	Fingerprint (1)	9/28/2023	32.00
ACH	Chase	Service Charge	9/6/2023	82.50
ACH	OneBridge FSA	OneBridge FSA	9/19/2023	50.00
ACH	Chase	CC Payment - Sep 23 Transactions	9/26/2023	9,401.91
MYA230908-01	Keyn Group, LLC	IT Svcs & Software & Travel Reimbursement	9/8/2023	VOID
MYA230908-02	Keyn Group, LLC	IT Svcs	9/8/2023	VOID
MYA230908-03	Keyn Group, LLC	Macbook Air (3) & HP Laptop (2) & Apple Care (3)	9/8/2023	VOID
MYA230908-04	Michael P. Humphrey	Stipend - 09/23 - Catch Up	9/8/2023	VOID
MYA230908-05	William W. Hall	Stipend - 09/23 - Catch Up	9/8/2023	VOID
MYA230928-01	Larry Albert Alvarado	Stipend - 09/23	9/28/2023	650.00
MYA230928-02	Michael P. Humphrey	Stipend - 09/23	9/28/2023	650.00
MYA230928-03	Michael P. Humphrey	Stipend - 09/23 - Additional	9/28/2023	450.00
MYA230928-04	Peter Matz	Stipend - 09/23	9/28/2023	650.00
MYA230928-05	Steve Fraire	Stipend - 09/23	9/28/2023	650.00
MYA230928-06	William W. Hall	Stipend - 09/23	9/28/2023	650.00
MYA230928-07	William W. Hall	Stipend - 09/23 - Additional	9/28/2023	450.00

Total Disbursements Issued in September \$ 154,146.26

Coversheet

Consent - Education/Student Services

Section:	X. Consent
Item:	B. Consent - Education/Student Services
Purpose:	
Submitted by:	
Related Material:	Indigenous People's Day Acknowledgement.pdf Runaway and Homeless Youth Month Acknowledgement.pdf Mental Illness Awareness Week.pdf National Domestic Violence Awareness Month Acknowledgement.pdf



ACKNOWLEDGEMENT

Motivated Youth Academy (MYA) and the MYA Board of Directors acknowledge October 9th, 2023 as Indigenous People's Day.

Bill Hall, Board President

William B. Dobson, Interim Director



ACKNOWLEDGEMENT

Motivated Youth Academy (MYA) and the MYA Board of Directors acknowledge November as Runaway and Homeless Youth Prevention Month.

Bill Hall, Board President

Bill Dobson, Interim Director



ACKNOWLEDGEMENT

Motivated Youth Academy (MYA) and the MYA Board of Directors acknowledge Sun, Oct 1, 2023 – Sat, Oct 7, 2023 as National Mental Illness Awareness Week.

Bill Hall, Board President

Bill Dobson, Interim Director



ACKNOWLEDGEMENT

Motivated Youth Academy (MYA) and the MYA Board of Directors acknowledge October as National Domestic Violence Awareness Month.

Bill Hall, Board President

Bill Dobson, Interim Director

Coversheet

Consent - Personnel Services

Section: X. Consent
Item: C. Consent - Personnel Services
Purpose:
Submitted by:
Related Material: Operations and Program Manager.pdf
 Student and Administrative Services Technician.pdf
 English Language (EL)Testing Assistant.pdf
 Office Assistant - Marketing .pdf
 Office Assistant.pdf
 Community Engagement Liaison.pdf
 Registrar.pdf
 Student Success Coordinator .pdf
 Instructional Assistant.pdf

BACKGROUND:

Job descriptions are critical to the successful personnel operations of the school. They provide structure in areas such as recruitment, on-boarding, determining reasonable accommodations, performance evaluation, succession planning, staff development, and compensation analysis. Job descriptions are routinely revised to remove antiquated wording, reflect the current duties of the positions, and align the minimum qualifications, knowledge, and abilities to the duties. New job descriptions are developed based on the school's staffing plans and identified support needs.

RECOMMENDATION:

It is recommended the Board approve the following revised job descriptions as presented.

Revised Job Descriptions:

[English Language \(EL\) Testing Assistant](#)

[Instructional Assistant](#)

[Community Engagement Liaison](#)

[Office Assistant](#)

[Office Assistant- Marketing](#)

[Operations and Program Manager](#)

[Registrar](#)

[Student and Administrative Services Technician](#)

[Student Success Coordinator](#)



Operations and Program Manager Job Description

Reports To:	Director
FLSA Status:	Exempt
School Classification:	Classified Management
Pay Range:	Grade 28
Work Schedule:	12 months
Location:	Remote and Onsite Office

Position Summary

The Operations and Programs Manager is the direct administrative support position overseeing the school's administrative operations on behalf of the Director. Primary duties include oversight of all MY Academy's non-instructional strategic and organization planning, procedures to provide oversight, leadership, strategic planning and administrative support to staff, vendors, community partners, and other stakeholders in areas of Business Services, Personnel Services and Recruitment, Technology and Innovation, Marketing and Communications, Administrative Office, Strategic Initiatives, Special Projects and **Instructional and related services**.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Five years of increasingly responsible administrative experience performing a wide variety of office management support duties and project management including marketing and communication initiatives preferably in a school environment.
- Graduation from high school or equivalent; a minimum of an associate's degree supplemented by college-level coursework or training in business, office management, marketing, or a related field; bachelor's degree in communications, marketing, or business is desirable.
- Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations.
- State and federal background clearance (LiveScan) to work with students (Education Code Section 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB test dated within the last 60 days (Education Code Section 49406) upon employment and thereafter updated every four years.

General Skills

- Excellent communication
- Team player
- Love of learning
- Flexible and adaptable

Operations and Program Manager- MY Academy Job Description
Board Approval:

- Open to differing views and objectives
- Conflict resolution skills
- Uphold MY Academy's vision and mission by acting with integrity

Essential Duties and Responsibilities

Operations and Administration

1. Perform high level operational duties to relieve school leadership of the school's administrative detail.
2. Input, process, maintain, and evaluate a variety of data and information; audit information and prepare related reports as assigned; assist with the development of information storage procedures.
3. Research and develop partnerships and potential service agreements with organizations that have services that can be resources to students; Communicate with students, personnel, and outside agencies to exchange information and resolve issues or concerns.
4. Serve as a liaison between school district, county, community members and partners, vendors, non-public schools, and agencies in matters relating to program responsibilities.
5. Respond to inquiries from administrators, staff, parents and the public; provide detailed and technical information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required or direct to appropriate personnel.
6. Attend outreach events to build awareness and Support admissions and enrollment at an administrative level ; enter data into the student information system, and generate reports.
7. Assist with the maintenance of personnel processes such as timesheets, vacation and sick time, expense, reimbursements evaluations, and employee records.
8. Work with and oversee the partnership with back office service providers in reviewing and planning: accounting and budgets, accounts payable, credit card reconciliation, bank deposits, State/Fed funding including LCAP, State/Fed grants, payroll, retirement benefits including STRS, vendor payments and w9s, end of year tax reporting.

Strategic Planning and Marketing

1. Coordinate and communicate with administrators, staff, community partners, and stakeholders, including the Charter Services Organization, to influence and improve strategies, analysis, and documentation.
2. Develop procedures and systems to optimize efficiency in key operational areas in alignment with MY Academy goals.
3. Support brand development and marketing strategy; facilitate communication and relationship development to promote the school to community networks and partners; assist the ~~Executive~~ Director in implementing communication plans for school operations by developing and designing publications and marketing materials, and posting materials and notices to the website, including social media platforms, direct strategic marketing including website design, social media posts, Google ads, Facebook/Instagram ads, print materials, outreach materials including logo design, banners, and branded promotional products.
4. : Partners with fiscal back office service provider in reviewing and planning: accounts and budgets, accounts payable, credit card reconciliation, bank deposits, State and Federal funding including LCAP, State/Fed grants, payroll, retirement benefits including STRS, vendor payments and w9s, end of year tax reporting,

Operations and Program Manager - MY Academy Job Description

Board Approval:

5. Develop cost analysis for project implementation that aligns with the school's goals for growth.

Project Management

1. Identify and design projects as required by the school including but not limited to developing long-term strategies for improvement, reporting and forecasting.
2. Initiate and oversee the execution of cross-team projects to optimize organizational performance.
3. Ensure processes are implemented across the organization based on highest priority for the organization.
4. Develop and carefully monitor project timelines, ensuring that the necessary information is gathered, meetings are held, vetting takes place and design is completed, so that high-quality projects are delivered in an efficient and timely way.

Other Duties

1. Respond to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours.
2. Document and report to the school's management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).
3. Perform other related duties as assigned.

Knowledge and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of

1. Functions and duties of operational management.
2. Telephone techniques and etiquette.
3. Graphic design software
4. Website development and social media platforms
5. MY Academy's organization, process development, operations, policies and objectives.
6. Applicable laws, codes, rules and regulations.
7. Financial and statistical record-keeping and report preparation techniques.
8. Correct English usage, grammar, spelling, punctuation and vocabulary.
9. Interpersonal skills using tact, patience and courtesy.
10. Oral and written communication skills.
11. Operation of a computer and assigned software.
12. Purchasing and budgeting practices regarding monitoring and control.
13. Methods of collecting and organizing data and information.
14. Business letter and report writing techniques.
15. Customer service, problem solving, and public relations techniques.

Ability to

1. Perform complex operational and administrative management duties.

Operations and Program Manager - MY Academy Job Description

Board Approval:

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2. Organize, coordinate and oversee high level projects.
3. Understand and resolve issues, complaints or problems.
4. Establish and revise priorities of projects based on organizational analysis and strategies.
5. Analyze situations accurately and adopt an effective course of action.
6. Compose correspondence and written materials independently.
7. Assure efficient and timely completion of office and departmental projects and activities.
8. Establish, build and maintain cooperative and effective working relationships with others.
9. Establish project management plan and benchmarks, communicate with cross-teams and stakeholders, and drive the execution of the plan to successful completion.
10. Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
11. Type or input data at an acceptable rate of speed.
12. Operate a variety of office equipment including a computer and assigned software.
13. Maintain financial and statistical records.
14. Maintain confidentiality of privileged and sensitive information.
15. Initiate, plan, organize and oversee work.
16. Complete work with many interruptions.
17. Compile and verify data and prepare reports.
18. Communicate effectively both orally and in writing.
19. Participate as a positive team member for the purpose of enhancing and sharing knowledge and skills for the delivery of best practices.

Use of Computer Technology

To perform this job successfully, an individual must be proficient utilizing assigned software, Google Drive, Microsoft Office applications, and a variety of web-based applications; have the ability to maintain the school website, utilize the Internet to conduct research and schedule and participate in virtual meetings; and respond to a high volume of emails and requests in a timely manner. Proficient with Adobe Suite, including Photoshop and Illustrator, video editing, and project management software.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Hearing and speaking to exchange information
2. Dexterity of hands and fingers to demonstrate activities
3. Operate a computer and other office productivity machinery
4. Seeing to read a variety of materials and view computer monitor for extended periods of time
5. Close vision and ability to adjust focus
6. Bending at the waist, kneeling, or crouching
7. Sitting or standing for extended periods of time
8. Lifting objects up to 25 pounds with or without assistance
9. Driving a vehicle to participate in meetings

Work Environment

Operations and Program Manager - MY Academy Job Description

Board Approval:

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Noise level is generally moderate
2. Meetings conducted in office settings
3. Indoor varying in temperature
4. Employee must have available transportation and when required, be able to drive up to 100 miles in a day

Hazards

1. Contact with dissatisfied individuals.

Employee Acknowledgement

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Employee Signature

Printed Name

Date



Student and Administrative Services Technician

Job Description

Reports To:	Director
FLSA Status:	Non-exempt
School Classification:	Classified
Pay Range:	Grade 22
Work Schedule:	12 months
Location:	Remote and Onsite Office

Position Summary

The Student and Administrative Services Technician is responsible to perform complex secretarial, student services, special project support duties, and **instructional and related services as assigned** on behalf of the school leadership team.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Three years of increasingly responsible clerical experience performing a wide variety of administrative and office management support duties.
- Graduation from high school or equivalent supplemented by college-level coursework or training in business, office management, marketing, or a related field.
- Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations.
- State and federal background clearance (LiveScan) to work with students (Education Code Section 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB test dated within the last 60 days (Education Code Section 49406) upon employment and thereafter updated every four years.

General Skills

- Team player
- Love of learning – a lifelong learner
- Flexible and adaptable
- Open to differing views and objectives
- Conflict resolution skills
- Uphold the School's vision and mission by acting with integrity

Student and Administrative Services Technician Job Description
Board Approval:

Essential Duties and Responsibilities

1. Maintain a site and/or district level database for the purpose of collecting, organizing, analyzing, tracking, and reporting all student information (i.e. attendance, grading, academic progress, test results, enrollment, transfers, etc.) required by the District and by county, state and federal agencies.
2. Prepare files for electronic transmission of data to various State and education agencies (i.e. California Longitudinal Pupil Achievement Data System (CALPADS) and the Civil Rights Data Collection (CRDC).
3. Provide administrative support to service providers and programs in the review, recording, and maintenance of all IEP documents for the purpose of ensuring student services; review IEP documents for services determined for students; confirm available vendor(s) for services; create and maintain the master IEP list; monitor SEIS for multi-school/multi-year programs for alerts and errors.
4. Disseminates program information, communicates daily with students, departmental staff, and the community; answers telephones, and directs inquiries.
5. Coordinate student assessments with service providers and/or vendors; maintain school website, prepare notices to internal staff for student assessment assignments; confirm vendor availability as needed.
6. Support Special Education operations in maintaining a program-wide database for the purpose of collecting, organizing, analyzing, tracking, and reporting all special education student information required by the District, SELPA, and by State and federal agencies.
7. Track enrollment of special education students; contact programs to clarify enrollment and clear discrepancies; check CalPADS system to verify student's special education history; contact other schools to complete records requests of confidential special education student records.
8. Collect and process all invoices; monitor the schools expenses and partner with Accounts Payable to keep account payments current.
9. Perform secretarial and administrative assistant duties to relieve the leadership team of administrative detail; plan, coordinate and organize office activities, off site events, and flow of communications.
10. Research and compile a variety of information; prepare and/or modify documents, compute statistical information for various federal, State and program reports; process and create a variety of forms related to assigned functions.
11. Compose a variety of materials including inter-office communications, applications, requisitions, forms, letters, contracts, special projects, check requests, legal documents and other materials; establish and maintain a variety of office files.
12. Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment calendars; reserve facilities; collect and compile information for meetings, projects and workshops.

Student and Administrative Services Technician Job Description
Pending Board Approval:

13. Maintain a variety of complex personnel and student records, lists, and files including confidential materials.
14. Assist with inventory, order, receive and distribute office supplies and materials; communicate with vendors to obtain price quotes.
15. Assist with distributing incoming mail; prepare and send outgoing mail; compose replies independently or from oral direction.
16. Operate a variety of office equipment; operate a computer and assigned software; schedule maintenance and ensure equipment is operational.
17. Assist with development and implementation of procedures to assure complete and timely operations; create office forms and workflows.
18. Assist assigned administrator by performing research and special projects as requested.
19. Maintain professional competence through professional development via numerous educational activities; attend and participate in a variety of assigned meetings, conferences, trainings and/or special events.
20. Perform related duties as assigned.

Other Duties

- Respond to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours.
- Document and report to the school's management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).
- Perform other related duties as assigned.

Knowledge and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of

- Functions and operations of an administrative office.
- Telephone techniques and etiquette.
- The Collaborative's organization, operations, policies and objectives.
- Applicable laws, codes, rules and regulations.
- Financial and statistical record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.

Student and Administrative Services Technician Job Description
Pending Board Approval:

- Operation of a computer and assigned software.
- Purchasing and budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Business letter and report writing techniques.
- Customer service and public relations techniques.

Ability to

- Perform complex secretarial and administrative assistant duties to relieve the administrator of administrative detail.
- Organize, coordinate and oversee office activities.
- Understand and resolve issues, complaints or problems.
- Establish and revise priorities of clerical work and office activities independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Compose correspondence and written materials independently or from oral instructions.
- Assure efficient and timely completion of office and departmental projects and activities.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Type or input data at an acceptable rate of speed.
- Operate a variety of office equipment including a computer and assigned software.
- Maintain financial and statistical records.
- Maintain confidentiality of privileged and sensitive information.
- Plan and organize work.
- Complete work with many interruptions.
- Compile and verify data and prepare reports.
- Communicate effectively both orally and in writing.
- Participate as a positive team member for the purpose of enhancing and sharing knowledge and skills for the delivery of best practices.

Use of Computer Technology

To perform this job successfully, an individual must have advanced utilization of Google Suite and Microsoft Office applications, and a variety of web-based applications; have the ability to maintain the school website, utilize the Internet to conduct research and participate in virtual meetings; and respond to a high volume of emails and requests in a timely manner.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information

Student and Administrative Services Technician Job Description
Pending Board Approval:

- Dexterity of hands and fingers to demonstrate activities
- Operate a computer and other office productivity machinery
- Seeing to read a variety of materials and view computer monitor for extended periods of time
- Close vision and ability to adjust focus
- Bending at the waist, kneeling, or crouching
- Sitting or standing for extended periods of time
- Lifting objects up to 25 pounds with or without assistance
- Driving a vehicle to participate in meetings

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level is generally moderate
- Meetings conducted in office settings
- Indoor varying in temperature
- Employee must have available transportation and when required, be able to drive up to 100 miles in a day

Hazards

- Contact with dissatisfied individuals.

Employee Acknowledgement

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Employee Signature

Printed Name

Date

Student and Administrative Services Technician Job Description
Pending Board Approval:



English Learner Testing Assistant

Job Description

Reports To:	Director or designee
FLSA Status:	Non-Exempt
School Classification:	Classified
Pay Range:	Grade 3
Work Schedule:	12 Months
Location:	Dependent on assignment; in-person and virtual sessions with students

Position Summary

The EL Testing Assistant is responsible to schedule and administer standardized language proficiency tests to students whose native language is other than English to ensure proper support and services according to their language ability. The EL Testing Assistant will evaluate test responses, record results in the student information system, and perform general clerical duties including computer data entry. The EL Testing Assistant may provide additional **instructional and related services as assigned**.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- At least six months of work experience as an instructional assistant in a school or equivalent paid or volunteer experience working with children in an organized instructional setting.
- Possession of a secondary school diploma or its recognized equivalent and one of the following: 1) completion of at least two years of study (minimum 48 semester hours) at an institution of higher education; 2) possession of an associate's (or higher) degree; or 3) passing a rigorous assessment that demonstrates the knowledge of, and the ability to assist in instructing, reading, writing, and mathematics at a level meeting State and Federal requirements. An associate's degree in an educational or related field is highly desirable.
- Bilingual English/Spanish preferred depending on assignment.
- Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations.
- State and federal background clearance (LiveScan) to work with students (Education Code Section 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB test dated within the last 60 days (Education Code Section 49406) upon employment and thereafter updated every four years.

EL Testing Assistant Job Description
Board Approval:

General skills

- Team player
- Love of learning – a lifelong learner
- Flexible and adaptable
- Open to differing views and objectives
- Conflict resolution skills
- Uphold the School's vision and mission by acting with integrity

Essential Duties and Responsibilities

1. Administer the designated, standardized language proficiency test in English and a designated language to students having a native language other than English or who are identified as English language learners.
2. Read scripted instruction to students; evaluate, score and record test responses according to prescribed rubrics.
3. Record personal data of students and complete all required forms for testing documentation.
4. Travel to meet with students to administer the test; set up the test session, assist students with accessing the test or materials online, and monitor student progress.
5. Enter student data into the student information system.
6. Send notices to parents or legal guardians to explain placement and test results.
7. Schedules and reschedules testing sessions with students in order to meet testing window deadlines.
8. May provides instructional assistance to students, in a variety of educational environments, which may include public/community spaces and/or other instructional settings; assists students in academic areas such as reading, writing, vocabulary, math, science, computer skills and other subject areas.
9. May assist the teacher of record by uploading Independent Study paperwork into the student information system and maintaining compliance documents.
10. Use conversation, group discussion, games, academic coaching, behavior management techniques, and other approaches to achieve prescribed goals.
11. Monitors students in designated areas to motivate and encourage students to remain engaged and stay on task.
12. Prepare/modify instructional materials and tests; types, files, duplicates, assembles, and laminates materials as directed; maintains written and computer records of student progress; operates a variety of office and instructional equipment as assigned.
13. Assist in administering teacher-prepared tests/quizzes, and standardized achievement tests; correct tests and assigned work using hard copy texts or electronic format.
14. Carry out mandated reporting obligations to ensure student safety as required by law.

English Learner Testing Assistant Job Description
Board Approval:

15. Maintain professional competence through professional development via numerous educational activities; attends and participates in a variety of assigned meetings, conferences, trainings and/or special events as assigned.
16. Participate in faculty committees, the sponsorship of student activities, and program-wide activities.

Bilingual

In addition to the above duties, bilingual positions also interpret orally and translate in writing between English and a designated language; interprets for student, parent, or teacher, as required; and may serve as interpreter and/or translator for staff in parent conferences or other meetings.

Other Duties

- Respond to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours.
- Document and report to the school's management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).
- Perform other related duties as assigned.

Knowledge and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of

- Principles and practices related to assisting students with academic instruction and behavior management.
- Basic principles of child behavior and development.
- Proficient knowledge of subjects taught including arithmetic, reading, writing, grammar, and spelling.
- Basic instructional methods and techniques.
- Record-keeping techniques.
- Cultural differences and engagement techniques.

Ability to

- Read, write and speak English proficiently.
- Assist in instructing readiness for reading, writing, and mathematics in a learning environment.

English Learner Testing Assistant Job Description
Board Approval:

- Communicate effectively in a courteous, professional, and timely manner, both orally and in writing.
- Use technology in an effective manner for communicating and reporting.
- Create test schedules and timelines; coordinate test sessions with students; plan and organize work at a high level of independence.
- Maintain professional, cordial relationships with students, parents, and staff.
- Be flexible and adapt to changes in routine and work location; be reliable in attendance, punctuality and follow-through.
- Be accurate and follow directions in test administration, scoring, and recording results.
- Use professional judgment in making reasonable decisions or recommendations in conjunction with other staff members and/or administrative leadership.
- Maintain confidentiality.
- Follow directions and uphold program policies and practices.
- Establish rapport and maintain positive, meaningful relationships with students to assist in improving their behavior, educational performance, and social relationships.
- Participate as a positive team member for the purpose of enhancing and sharing knowledge and skills for the delivery of best practices.
- Bilingual positions require the ability to speak, read, and write a designated language in addition to English.

Use of Computer Technology

To perform this job successfully, an individual must be able to learn and utilize student information system software, Microsoft Office applications, and a variety of web-based applications proficiently; have the ability to utilize the Internet to conduct research and participate in virtual meetings; and respond to a high volume of emails in a timely manner. The individual must also be able to support students with basic computer skills to access online testing.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information
- Clarity of speech to explain instructional concepts to students and discussion with adults
- Dexterity of hands and fingers to demonstrate activities, operate a variety of office equipment, write and grasp, push and pull various light objects and equipment
- Operate a computer and other office productivity machinery
- Seeing to read a variety of materials and monitor students

English Learner Testing Assistant Job Description
Board Approval:

- Close vision and ability to adjust focus
- Bending at the waist, kneeling, or crouching
- Kneel, squat, crawl, twist and reach to perform various activities with students
- Sitting or standing for extended periods of time
- Mobility sufficient to visit learning environments and other educational locations
- Lifting objects up to 25 pounds with or without assistance
- Driving a vehicle to meet with students

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level is generally moderate
- Meetings conducted in public and private settings
- Indoor and outdoor in varying temperatures
- Employee must have available transportation and be able to drive 200 miles in a day

Hazards

- Potential physical hazards involved in intervening in altercations and antisocial behavior.
- Contact with dissatisfied individuals.

Employee Acknowledgement

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents are expected to follow any other instructions, and perform any other related duties as assigned by their supervisor.

Employee Signature

Printed Name

Date

English Learner Testing Assistant Job Description
Board Approval:



Office Assistant - Marketing

Job Description

Reports To:	Director of designee
FLSA Status:	Non-Exempt
School Classification:	Classified
Pay Range:	Grade 14
Work Schedule:	12 months
Location:	Onsite Office

Position Summary: Performs technical and clerical tasks to support the strategic communication plan and promote school, and student successes to internal and external audiences including news media and community organizations; assists in the planning and management of school events and programs; assists with monitoring and tracking news and social media activity; conducts media research; prepares reports summarizing findings; and provides **instructional and related services as assigned**.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate degree with course work in journalism, communications, public relations, marketing, broadcasting, or related field is preferred.
- Related clerical experience including data entry/typing, recordkeeping, and customer service.
- Graduation from high school or equivalent, preferably supplemented by college level coursework to support office management and business related duties.
- Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations.
- State and federal background clearance (LiveScan) to work with students (Education Code Section 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB test dated within the last 60 days (Education Code Section 49406) upon employment and thereafter updated every four years.

General Skills

- Team player
- Love of learning – a lifelong learner
- Flexible and adaptable
- Open to differing views and objectives
- Conflict resolution skills
- Uphold The School's vision and mission by acting with integrity

Office Assistant Marketing - Job Description
Board Approved:



Essential Duties and Responsibilities

1. Assists in the planning, creating, editing, proofreading, and disseminating of print and electronic school communication materials (newsletters, brochures, pamphlets, publications, flyers, style guides, website content, etc.) using school resources (Microsoft Office, Publication Services, etc.) to support the District's strategic communication plan and maintain brand consistency.
2. Assists with the creation and maintenance of school social media networking accounts (Facebook, Twitter, Instagram, etc.) to increase public awareness and visibility of the District.
3. Digitally records (audio, video, and/or photographs) school events to broadcast on school publication channels (website, newsletters, social media, etc.) in order to publicize successes and support the District's communication strategy.
4. Follow policies and procedures that ensure accordance with school guidelines and state and federal privacy laws.
5. Perform a variety of support duties requiring an understanding of the school operations, procedures and functions of an office; assist in assuring smooth and efficient office operations.
6. Input a wide variety of information into school database and generate a variety of reports and lists; request or provide information as necessary to assure completeness and accuracy.
7. Prepare and coordinate schedules and calendars as directed.
8. Participate in student activities as assigned by the position; assist parents with student registrations.
9. Operate a variety of office equipment.

Other Duties

- Respond to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours.
- Perform other duties as assigned.

Knowledge and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of

- Customer service and public relations techniques.
- Digital and print communications platforms
- Presentation software
- Social media platforms and etiquette for professional use

*Office Assistant Marketing Job Description
Board Approved:*



- The school's organization, operations, policies and objectives.
- Applicable laws, codes, rules and regulations.
- Functions and operations of an office.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Operation of a computer and assigned software.
- Methods of collecting and organizing data and information.

Ability to

- Understand and follow oral and written instructions
- Cooperate with others and work as a member of a team
- Use tact, patience, and courtesy when engaging with employees and the general public
- Understand and work within scope of authority
- Work independently with little direction
- Understand and resolve issues, complaints or problems.
- Analyze situations accurately and adopt an effective course of action.
- Compose correspondence and written materials independently or from oral instructions.
- Assure efficient and timely completion of office and departmental projects and activities.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Type or input data at an acceptable rate of speed.
- Operate a variety of office equipment including a computer and assigned software.
- Maintain electronic and hard copy records.
- Maintain confidentiality of privileged and sensitive information.
- Plan and organize work.
- Complete work with many interruptions.
- Compile and verify data, keep logs, and prepare reports.
- Communicate effectively both orally and in writing.
- Participate as a positive team member for the purpose of enhancing and sharing knowledge and skills for the delivery of best practices.

Use of Computer Technology

To perform this job successfully, an individual must be proficient utilizing assigned software, Microsoft Office applications, and a variety of web-based applications; have the ability to utilize the Internet to

*Office Assistant Marketing Job Description
Board Approved:*



conduct research and participate in virtual meetings; and respond to a high volume of emails and requests in a timely manner.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Operate a computer and other office productivity machinery
- Seeing to read a variety of materials and view computer monitor for extended periods of time
- Close vision and ability to adjust focus
- Bending at the waist, kneeling, or crouching
- Sitting or standing for extended periods of time
- Lifting objects up to 25 pounds with or without assistance

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level is generally moderate
- Meetings conducted in office settings
- Indoor varying in temperature
- Employee must have available transportation and when required, be able to drive up to 100 miles in a day

Hazards

- Contact with dissatisfied individuals.

Employee Acknowledgement

The job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Employee Signature

Printed Name

Date

Office Assistant Marketing Job Description
Board Approved:



Office Assistant

Job Description

Reports To:	Director of designee
FLSA Status:	Non-Exempt
School Classification:	Classified
Pay Range:	Grade 2
Work Schedule:	12 months
Location:	Onsite Office

Position Summary: The Office Clerk performs a variety of clerical support duties requiring an understanding of the school's operations, procedures and functions; assists in assuring smooth and efficient office operations and providing **instructional and related services as assigned**.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Related clerical experience including data entry/typing, recordkeeping, and customer service.
- Graduation from high school or equivalent, preferably supplemented by college level coursework to support office management and business related duties.
- Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations.
- State and federal background clearance (LiveScan) to work with students (Education Code Section 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB test dated within the last 60 days (Education Code Section 49406) upon employment and thereafter updated every four years.

General Skills

- Team player
- Love of learning – a lifelong learner
- Flexible and adaptable
- Open to differing views and objectives
- Conflict resolution skills
- Uphold The School's vision and mission by acting with integrity

Essential Duties and Responsibilities

*Office Clerk Job Description
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1. Perform a variety of clerical support duties requiring an understanding of the school operations, procedures and functions of an office; assist in assuring smooth and efficient office operations.
2. Serve as receptionist and answer telephones; take and relay messages as appropriate; direct calls to appropriate personnel; greet and assist visitors; respond to inquiries and explain school and District policies and procedures.
3. Maintain various office and departmental records and files such as student cumulative records; sort and file materials according to established procedures.
4. Input a wide variety of information into an assigned computerized database and generate a variety of reports and lists; request or provide information as necessary to assure completeness and accuracy.
5. Communicate with other departments, District staff and outside organizations regarding office operations, activities, policies and procedures and student information; prepare and coordinate schedules and calendars as directed including site facilities use, noon duty staff and parent volunteers.
6. Participate in student registration activities as assigned by the position; assist parents with proper completion of forms; enroll and drop students as appropriate; assure emergency cards are completed and up-to-date; enter student information into a computerized student information system.
7. Operate a variety of office equipment including a copier, fax machine, calculator, typewriter and a computer; arrange for repairs of equipment as directed.
8. Follow policies and procedures that ensure that student record data is entered, processed, and stored in accordance with school guidelines.

Other Duties

- Document and report to the school's management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).
- Respond to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours.
- Perform other duties as assigned.

Knowledge and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

*Office Clerk Job Description
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Knowledge of

- The school's organization, operations, policies and objectives.
- Applicable laws, codes, rules and regulations.
- Functions and operations of an office.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Operation of a computer and assigned software.
- Methods of collecting and organizing data and information.
- Customer service and public relations techniques.

Ability to

- Understand and resolve issues, complaints or problems.
- Analyze situations accurately and adopt an effective course of action.
- Compose correspondence and written materials independently or from oral instructions.
- Assure efficient and timely completion of office and departmental projects and activities.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Type or input data at an acceptable rate of speed.
- Operate a variety of office equipment including a computer and assigned software.
- Maintain electronic and hard copy records.
- Maintain confidentiality of privileged and sensitive information.
- Plan and organize work.
- Complete work with many interruptions.
- Compile and verify data, keep logs, and prepare reports.
- Communicate effectively both orally and in writing.
- Participate as a positive team member for the purpose of enhancing and sharing knowledge and skills for the delivery of best practices.

Use of Computer Technology

To perform this job successfully, an individual must be proficient utilizing assigned software, Microsoft Office applications, and a variety of web-based applications; have the ability to utilize the Internet to conduct research and participate in virtual meetings; and respond to a high volume of emails and requests in a timely manner.

Office Clerk Job Description
Board Approved:



Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Operate a computer and other office productivity machinery
- Seeing to read a variety of materials and view computer monitor for extended periods of time
- Close vision and ability to adjust focus
- Bending at the waist, kneeling, or crouching
- Sitting or standing for extended periods of time
- Lifting objects up to 25 pounds with or without assistance

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level is generally moderate
- Meetings conducted in office settings
- Indoor varying in temperature
- Employee must have available transportation and when required, be able to drive up to 100 miles in a day

Hazards

- Contact with dissatisfied individuals.

Employee Acknowledgement

The job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Employee Signature

Printed Name

Date

*Office Clerk Job Description
Board Approved:*



Community Engagement Liaison

Job Description

Reports To:	Director
FLSA Status:	Non-Exempt
School Classification:	Classified
Pay Range:	\$250/student referral + 20 day LP and \$100/course completed
Work Schedule:	N/A
Location:	Remote Office

Position Summary

The job of Community Engagement Liaison is for the purpose of providing **instructional and related services** to the instructional program with specific responsibilities for providing information on programs/services available to students and families as well as school activities and procedures; referring families for enrollment in school, and fostering an ongoing partnership between the home and school community.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Member of the community capable of positive support and recommendation of the School; effective at communicating the School program and encouraging individuals to enroll.
- Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations.
- State and federal background clearance (LiveScan) to work with students (Education Code Section 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB test dated within the last 60 days (Education Code Section 49406) upon employment and thereafter updated every four years.

Essential Duties and Responsibilities

1. Refers students and their families to Motivated Youth Academy.
2. Assists students, staff, parents and community members for the purpose of providing and/or conveying information and other services required by parents or staff.
3. Communicates with parents and students on behalf of the school (e.g. attendance and homework issues, available programs/services, completing paperwork and assignments, etc.) for the purpose of ensuring that an ongoing relationship between the home and school is formed.

Community Engagement Liaison Job Description
Board Approved:

4. Participates in meetings as assigned for the purpose of gaining information and/or discussing needs and problems involving the school, students, and families.
5. Confers with teachers, families, and or appropriate community agencies for the purpose of assisting in evaluating student progress and implementing objectives.
6. May refer students and their families to outside agencies for the purpose of ensuring the need of students and families are met.
7. Responds to inquiries from a variety of internal and external sources (e.g. parents, students, staff, agencies, etc.) for the purpose of building enrollment and providing information as may be required.
8. Visit families and students via the community “push -in” model for the purpose of assessing enrollment, improving communication, providing support.

Other Duties

- Respond to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours.
- Document and report to the school's management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).
- Perform other related duties as assigned.

Use of Computer Technology

To perform this job successfully, an individual should have general knowledge of database software, how to use the Internet to find information and complete tasks, email usage, order processing systems, spreadsheet software, and word processing software; have the ability to participate in virtual meetings and respond to a high volume of emails and requests in a timely manner.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Operates a computer and other office productivity machinery
- Seeing to read a variety of materials and monitor students
- Bending at the waist, kneeling or crouching
- Sitting or standing for extended periods of time
- Lifting objects up to 25 pounds with or without assistance
- Close vision and ability to adjust focus

Work Environment

Community Engagement Liaison Job Description
Board Approved:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level is generally moderate
- Meetings conducted in public and private settings
- Indoor and outdoor in varying temperature
- Employee must have available transportation and be able to drive up to 100 miles in a day

Hazards

- Contact with dissatisfied individuals.

Employee Acknowledgement

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Employee Signature

Printed Name

Date



Registrar

Job Description

Reports To:	Director
FLSA Status:	Nonexempt
School Classification:	Classified
Pay Range:	Grade 16
Work Schedule:	12 months
Location:	Remote Office

Position Summary: Under supervision of the Director, the Registrar performs various complex record keeping duties relating to the enrollment, transfer or withdrawal of students according to established policies and procedures; evaluate student transcripts and maintain student records; assist in general clerical functions, **instructional and related services as assigned**.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Two (2) years of related school registrar experience, clerical and data entry experience including responsibility for analyzing records, performing a high volume of data entry, and providing high quality customer service.
- State and federal background clearance (LiveScan) to work with students (Education Code Section 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB test dated within the last 60 days (Education Code Section 49406) upon employment and thereafter updated every four years.

General Skills

- Team player
- Love of learning – a lifelong learner
- Flexible and adaptable
- Open to differing views and objectives
- Conflict resolution skills
- Uphold the School's vision and mission by acting with integrity

Essential Duties and Responsibilities:

REGISTRAR

1. Oversee the management of all student records from enrollment to transcript delivery.
2. Review, interpret, and maintain student educational records in accordance with the Family

Registrar Job Description
Board Approval;

Educational Rights and Privacy Act (FERPA) and other relative federal, state and local agency requirements.

3. Works closely with counselors amending student transcript data under their direction/supervision; generates and maintains current student transcripts.
4. Request cumulative files and official transcripts as requested; inform the student's District of Residence of withdrawal.
5. Import report cards into transcripts within the SIS at the end of each semester.
6. Verify attendance at the end of each learning period and upon student withdrawal, utilizing SIS reports.
7. Maintain records of student file transfers
8. Prepare and distribute truancy and drop letters to students; update enrollment status on student records.
9. Review and certify transcripts and permanent record cards for accuracy, grade changes, repeats and credits.
10. Responsible for the timely request of student records including, exit grades, transcripts, and student cumulative files.
11. Maintains incoming student transfer transcript data within the 30 days of student enrollment.
12. Complete inter-district transfers and year end exit updates in the SIS; process enrollment changes with appropriate exit codes.
13. Ensures student course transcript data entry is accurate.
14. Withdraws students from the student information system; requests and enters grades in system; imports grades to student transcript.
15. Provides accurate student transcripts on demand to parents, students and educational institutions.
16. Keeps abreast of current developments in the areas of transcript and service record policies and procedures.
17. Coordinate files with the Special Education Department; properly store confidential files.
18. Request, scan and save high school transcripts.
19. Receive and process transcript requests, including sending official transcripts, research and resolve discrepancies in transcript content.
20. Provide technical information and assistance to students, staff, administrators and the general public in the interpretation and clarification of federal, state and local policies and procedures pertaining to admissions and records.
21. Assist with ongoing student enrollments particularly during high volume periods.
22. Provide support to inquiring families via phone, chat and email.
23. Work departmentally on school-wide projects, as needed; assist other staff members, when necessary.

*Registrar Job Description
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ADMISSIONS

1. Send and receive applications for admissions; assist with completion of forms; review materials for accuracy and completeness; and communicate regarding missing documents for both new and returning students annually.
2. Ensure timely initial contact communication between prospective enrollees and the appropriate staff.
3. Maintain established registration schedule and master student enrollment report.
4. Monitor student registration progress and status in the Online Registration System.
5. Input, update, and maintain student data in the student information system (SIS), including demographics, English Learner status, homeless status, HDC forms, test scores and immunization records, etc. using both enrollment documents and the CALPADS system to ensure accuracy and completeness. Follow up with families for missing information.
6. Confirm students meet residency requirements in accordance with State and organizational policies.
7. Enter and maintain all national school lunch program applications, income survey forms, immunization records and transcript data in the SIS.
8. Communicate admission and recordkeeping policies and procedures to a variety of individuals and organizations, including students, staff, public and outside agencies; respond to requests for enrollment verifications from students and outside agencies and organizations.

COMPLIANCE

1. Audit master agreements, including student demographics, course selection, and signatures.
2. Audit assignment work records (AWR) for students per learning period; audit work samples and confirm they match to AWRs; assist with compliance checks.

Other Duties:

1. Support school's management in the documentation and reporting of all formal disciplinary actions, if needed; supporting management with addressing and resolving complaints from staff, students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).
2. Respond to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours.
3. Perform other duties as assigned.

Knowledge and Abilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

Registrar Job Description
Board Approval:

skill, and/or ability required.

Knowledge:

- Legal and compliant issues related to public schools, including student confidentiality, enrollment and attendance procedures, school records maintenance, federal and state law, and school board policy.
- Applicable laws, codes, rules and regulations.
- Computer literacy and proficiency in word processing and data entry, experience with student information/data systems preferred.
- School graduation requirements and college entrance requirements.
- Correct English usage, spelling, grammar, punctuation, and math.
- Telephone techniques and etiquette.
- Statistical record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.
- Customer service and public relations techniques.

Ability:

- Be detail oriented, have excellent analytical and organizational skills, and the ability to self-initiate work under minimal supervision.
- Use discretion and good judgment when dealing with confidential and sensitive information
- Understand and resolve issues, complaints or problems.
- Establish and revise priorities independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Compose correspondence and written materials independently or from oral instructions.
- Assure efficient and timely completion of projects and activities.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Operate a variety of office equipment including a computer and assigned software.
- Prepare and maintain clear and accurate records.
- Maintain confidentiality of privileged and sensitive information.
- Complete work with multiple interruptions.
- Compile and verify data and prepare reports.
- Communicate effectively both orally and in writing.
- Participate as a positive team member for the purpose of enhancing and sharing knowledge and skills for the delivery of best practices.

*Registrar Job Description
Board Approval:*

Use of Computer Technology: To perform this job successfully, an individual should have general knowledge of database software, how to use the Internet to find information and complete tasks, email usage, order processing systems, spreadsheet software, and word processing software. The employee is expected to acquire and maintain a working computer with an internet connection and a printer.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Operates a computer and other office productivity machinery
- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching
- Sitting or standing for extended periods of time
- Lifting objects up to 25 pounds with or without assistance
- Close vision and ability to adjust focus

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level is generally moderate
- Meetings conducted in an office setting or remotely
- Indoor varying in temperature

Hazards:

- Contact with dissatisfied individuals

Employee Acknowledgement:

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Employee Signature

Printed Name

Date

*Registrar Job Description
Board Approval:*



Student Success Coordinator

Job Description

Reports To:	Director (or designee)
FLSA Status:	Nonexempt
School Classification:	Classified
Pay Range:	Grade 18
Work Schedule:	12 months
Location:	Remote Office

Position Summary: Under general supervision, the Student Success Coordinator performs various duties to maximize student engagement, provide access to educational and community based resources, and provide academic support to improve student attendance, course completion, and overall graduation rates; assist in program implementation to enhance the student's school experience; perform record keeping duties; assist in general clerical functions; support the leadership team in realizing the school's mission and vision; provide **instructional and related services as assigned**.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Two (2) years of related school experience working with individuals to improve access to educational services preferred; clerical and data entry experience including responsibility for organizing projects, establishing communication plans and providing high quality customer service.
- State and federal background clearance (LiveScan) to work with students (Education Code Section 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB test dated within the last 60 days (Education Code Section 49406) upon employment and thereafter updated every four years.

General Skills

- Team player
- Love of learning – a lifelong learner
- Flexible and adaptable
- Open to differing views and objectives
- Conflict resolution skills
- Uphold the School's vision and mission by acting with integrity

*Student Success Coordinator Job Description
Board Approval;*

Essential Duties and Responsibilities:

1. Assists the leadership and school counseling team to determine services and programs to support student success by providing an equitable learning environment, identifying barriers, and providing services to overcome them.
2. Engages with students upon enrollment to connect them with services and resources for success.
3. Participates in new student orientation; establishes relationships with students; acts as a contact for inquiries and resource for staff.
4. Assists the school counseling team and all school staff to increase enrolment in and a-g eligibility of all students, including foster youth, homeless youth, low-income students and English learners.
5. Promotes positive school, parent, and community relationships; connect students and families with community wrap around services.
6. Contacts community partners for services and resources to develop school's relationship and support for students; represents the school in meetings with community partners.
7. Reviews student attendance and academic data reports to identify students needing intervention or additional services.
8. Assists in the development and facilitation of student engagement activities to enhance the student's experience at Motivated Youth Academy.
9. Solicits feedback from students and families to improve processes and support to meet student needs.
10. Prepares and maintains reports; assures the timely distribution and receipt of records; requests or provides information as necessary to assure completeness and accuracy.
11. Prepares and types correspondence, forms, records, reports, bulletins, handbooks, questionnaires, requisitions and documents.
12. Receives and screens phone calls and emails; schedules appointments and provides information; transmits confidential or sensitive information as appropriate; provides technical information concerning policies and procedures of assigned program or office according to established guidelines.
13. Maintains confidentiality of sensitive information.
14. Provides technical information and assistance to students, staff, administrators and the general public.
15. Assists with ongoing student enrollments particularly during high volume periods.
16. Works departmentally on school-wide projects, as needed; assists other staff members, when necessary.

Student Success Coordinator Job Description
Board Approval:

17. Operates a variety of office equipment; operates a computer and assigned software; may assist students with basic technology troubleshooting and determination of technology needs.
18. Assists with development and implementation of procedures to assure complete and timely operations; create forms and workflows.
19. Assists administrators by performing research and special projects as requested.
20. Maintains professional competence through professional development via numerous educational activities; attend and participate in a variety of assigned meetings, conferences, trainings and/or special events.
21. Performs related duties as assigned.

Other Duties:

1. Support school's management in the documentation and reporting of all formal disciplinary actions, if needed; supporting management with addressing and resolving complaints from staff, students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).
2. Respond to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours.
3. Perform other duties as assigned.

Knowledge and Abilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge:

- Legal and compliant issues related to public schools, including student confidentiality, enrollment and attendance procedures, school records maintenance, federal and state law, and school board policy.
- Applicable laws, codes, rules and regulations.
- Computer literacy and proficiency in word processing and data entry, experience with student information/data systems preferred.
- School graduation requirements and college entrance requirements.
- Correct English usage, spelling, grammar, punctuation, and math.
- Telephone techniques and etiquette.
- Statistical record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.

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- Customer service and public relations techniques.

Ability:

- Be detail oriented, have excellent analytical and organizational skills, and the ability to self-initiate work under minimal supervision.
- Use discretion and good judgment when dealing with confidential and sensitive information
- Understand and resolve issues, complaints or problems.
- Establish and revise priorities independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Compose correspondence and written materials independently or from oral instructions.
- Assure efficient and timely completion of projects and activities.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Operate a variety of office equipment including a computer and assigned software.
- Prepare and maintain clear and accurate records.
- Maintain confidentiality of privileged and sensitive information.
- Complete work with multiple interruptions.
- Compile and verify data and prepare reports.
- Communicate effectively both orally and in writing.
- Participate as a positive team member for the purpose of enhancing and sharing knowledge and skills for the delivery of best practices.

Use of Computer Technology: To perform this job successfully, an individual should have general knowledge of database software, how to use the Internet to find information and complete tasks, email usage, order processing systems, spreadsheet software, and word processing software. The employee is expected to acquire and maintain a working computer with an internet connection and a printer.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Operates a computer and other office productivity machinery
- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching
- Sitting or standing for extended periods of time

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- Lifting objects up to 25 pounds with or without assistance
- Close vision and ability to adjust focus

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level is generally moderate
- Meetings conducted in an office setting or remotely
- Indoor varying in temperature

Hazards:

- Contact with dissatisfied individuals

Employee Acknowledgement:

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Employee Signature

Printed Name

Date

Student Success Coordinator Job Description
Board Approval:



Instructional Assistant

Job Description

Reports To:	Director or designee
FLSA Status:	Non-Exempt
School Classification:	Classified
Pay Range:	Grade 2
Work Schedule:	Instructional Calendar
Location:	Dependent on assignment; in-person and virtual sessions with students

Position Summary

The Instructional Assistant is responsible to provide academic, and/or community-based instruction to students according to the prescribed directions of the credentialed teacher; monitor and record student progress; and relieve the teacher of routine record-keeping, clerical assistant duties, and **instructional and related services as assigned.**

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Paid or volunteer experience working with students in an academic setting is preferred.
- Possession of a secondary school diploma or its recognized equivalent and one of the following: 1) completion of at least two years of study (minimum 48 semester hours) at an institution of higher education; 2) possession of an associate's (or higher) degree; or 3) passing a rigorous assessment that demonstrates the knowledge of, and the ability to assist in instructing, reading, writing, and mathematics at a level meeting State and Federal requirements. An associate's degree in an educational or related field is highly desirable.
- Bilingual English/Spanish preferred depending on assignment.
- Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations.
- State and federal background clearance (LiveScan) to work with students (Education Code Section 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB test dated within the last 60 days (Education Code Section 49406) upon employment and thereafter updated every four years.

General skills

- Team player

Instructional Assistant Job Description
Board Approved:

- Love of learning – a lifelong learner
- Flexible and adaptable
- Open to differing views and objectives
- Conflict resolution skills
- Uphold the School's vision and mission by acting with integrity

Essential Duties and Responsibilities

1. Provides instructional assistance to students, in a variety of educational environments, which may include public/community spaces, home settings, and/or other instructional settings; assists students in academic areas such as reading, writing, vocabulary, math, science, computer skills and other subject areas.
2. Explains the teacher's instructions, activity directions, etc. to students as necessary; utilizes teacher provided materials or selects instructional activities and techniques within a limited range consistent with the teacher's lesson plans to meet the needs of individual students.
3. Reinforces lesson concepts and skills using special tutorial techniques, presenting, or guiding activities, or sensory training exercises; provides additional reinforcement, and repetition, and presents to different learning styles and student abilities.
4. Guides small group discussions to develop higher-level thinking skills; confers with the teacher regarding student performance, progress, and concerns.
5. Prepares for daily activities by setting up work areas, displays, and exhibits.
6. Uploads Independent Study paperwork into the student information system and maintains compliance documents under the direction of the teacher of record.
7. Use conversation, group discussion, games, academic coaching, behavior management techniques, and other approaches to achieve prescribed goals.
8. Monitors students in designated areas to motivate and encourage students to remain engaged and stay on task; assists students to improve self-control and social development skills following the teacher's plan for positive behavioral support and orderly classroom management; models prosocial, respectful interactions for students; in accordance with district approved methods.
9. Monitors students in assigned areas and in the absence of the teacher, re-enforcing safety and appropriate behavior; assists students in boarding and disembarking the bus and provides supervision while escorting students to various locations; accompanies students on field trips and/or community-based instructional activities; promotes meaningful inclusion by actively minimizing barriers during school activities with peers.
10. Prepares/modifies instructional materials and tests; types, files, duplicates, assembles, and laminates materials as directed; maintains written and computer records of student progress for the teacher; operates a variety of office and instructional equipment as assigned.
11. Assists in administering teacher-prepared tests/quizzes, and standardized achievement tests; corrects tests and assigned work using hard copy texts or electronic format.

Instructional Assistant Job Description
Board Approved:

12. Carries out mandated reporting obligations to ensure student safety as required by law.
13. Maintains professional competence through professional development via numerous educational activities; attends and participates in a variety of assigned meetings, conferences, trainings and/or special events as assigned.
14. Participates in faculty committees, the sponsorship of student activities, and program-wide activities.

Bilingual

In addition to the above duties, bilingual positions also interpret orally and translate in writing between English and a designated language; interprets for student, parent, or teacher, as required; and may serve as interpreter and/or translator for staff in parent conferences or other meetings.

Other Duties

- Respond to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours.
- Document and report to the school's management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).
- Perform other related duties as assigned.

Knowledge and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of

- Principles and practices related to assisting students with academic instruction and behavior management.
- Basic principles of child behavior and development.
- Proficient knowledge of subjects taught including arithmetic, reading, writing, grammar, and spelling.
- Basic instructional methods and techniques.
- Record-keeping techniques.

Ability to

- Read, write and speak English proficiently.

Instructional Assistant Job Description
Board Approved:

- Assist in instructing readiness for reading, writing, and mathematics in a learning environment.
- Demonstrate effective interpersonal skills.
- Communicate effectively in a timely manner, both orally and in writing.
- Use technology in an effective manner for communicating and reporting.
- Meet schedules and timelines; plan and organize work.
- Work at a high level of independence.
- Maintain professional, cordial relationships with students, parents, and staff.
- Use professional judgment in making reasonable decisions or recommendations in conjunction with other staff members and/or administrative leadership.
- Communicate in a respectful, professional, and courteous manner.
- Maintain confidentiality.
- Follow directions and uphold program policies and practices.
- Establish rapport and maintain positive, meaningful relationships with students to assist in improving their behavior, educational performance, and social relationships.
- Participate as a positive team member for the purpose of enhancing and sharing knowledge and skills for the delivery of best practices.
- Bilingual positions require the ability to speak, read, and write a designated language in addition to English.

Use of Computer Technology

To perform this job successfully, an individual must be able to learn and utilize student information system software, Microsoft Office applications, and a variety of web-based applications proficiently; have the ability to utilize the Internet to conduct research and participate in virtual meetings; and respond to a high volume of emails in a timely manner.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information
- Clarity of speech to explain instructional concepts to students and discussion with adults
- Dexterity of hands and fingers to demonstrate activities, operate a variety of office equipment, write and grasp, push and pull various light objects and equipment
- Operate a computer and other office productivity machinery
- Seeing to read a variety of materials and monitor students
- Close vision and ability to adjust focus
- Bending at the waist, kneeling, or crouching

Instructional Assistant Job Description
Board Approved:

- Kneel, squat, crawl, twist and reach to perform various activities with students
- Sitting or standing for extended periods of time
- Mobility sufficient to visit learning environments and other educational locations
- Lifting objects up to 25 pounds with or without assistance
- Driving a vehicle to meet with students

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level is generally moderate
- Meetings conducted in public and private settings
- Indoor and outdoor in varying temperatures
- Employee must have available transportation and be able to drive 200 miles in a day

Hazards

- Potential physical hazards involved in intervening in altercations and antisocial behavior.
- Contact with dissatisfied individuals.

Employee Acknowledgement

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents are expected to follow any other instructions, and perform any other related duties as assigned by their supervisor.

Employee Signature

Printed Name

Date

Instructional Assistant Job Description
Board Approved:

Coversheet

Consent - Policy Development

Section:	X. Consent
Item:	D. Consent - Policy Development
Purpose:	Discuss
Submitted by:	
Related Material:	MYA 1025 UCP Policy and Complaint Form.pdf MYA 1025 - UCP Policy and Complaint Form - Redlined.pdf

COMMUNITY RELATIONS**1025-MYA****UNIFORM COMPLAINT POLICY**

It is the policy of Motivated Youth Academy (“MYA” or “School”) to comply with applicable federal and state laws and regulations. The School 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. 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 (including traits historically associated with race, including, but not limited to, hair texture and protected hairstyles such as braids, locks, and twists), 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 School program or activity.
2. Complaints alleging a violation of state or federal law or regulations governing the following programs:
 - a. Accommodations for Pregnant, Parenting or Lactating Students;
 - b. Adult Education;
 - c. Career Technical and Technical Education;
 - d. Career Technical and Technical Training;
 - e. Child Care and Development Programs;
 - f. Consolidated Categorical Aid;
 - g. 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;
 - h. Every Student Succeeds Act;
 - i. Migrant Education Programs;
 - j. Regional Occupational Centers and Programs; and/or
 - k. School Safety Plans.
3. Complaints alleging that a pupil 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 a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.

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- b. “Pupil fee” means a fee, deposit or other charge imposed on pupils, or a pupil’s parents or 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 pupils 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 pupil 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 pupil 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 pupil 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 the School finds merit in a pupil fees complaint, or the California Department of Education (“CDE”) finds merit in an appeal, the School shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the School to ensure full reimbursement to all affected pupils, parents, and 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 the School and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.
4. Complaints alleging noncompliance with the requirements governing the Local Control Funding Formula (“LCFF”), LCAP under Education Code sections 47606.5 and 47607.3, as applicable.

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If the School 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 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 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.

The School acknowledges and respects every individual’s rights 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) the confidentiality of the parties, including but not limited to the identity of the complainant, and maintains the integrity of the process. The School cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, the School will attempt to do so as appropriate. The School 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 Director of Human Resources or designee on a case-by-case basis. The School shall ensure that complainants are protected from retaliation.

Compliance Officer(s)

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

Gigi Lenz
Operations and Program Manager
500 La Terazza Blvd Ste 150
Escondido, Ca 92025

The 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 Director, or designee.

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

Notifications

The Director or designee shall make available copies of this Policy free of charge. The annual notice of this Policy may be made available on the School's website.

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

The annual notice shall be in English. When necessary under Education Code section 48985, if fifteen (15) percent or more of the pupils enrolled in the School 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:

- (a) 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.
- (b) A statement clearly identifying any California State preschool programs that the School 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 the School is operating pursuant to Title 22 licensing requirements.
- (c) A statement that the School is primarily responsible for compliance with federal and state laws and regulations.
- (d) A statement that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
- (e) A statement identifying the title of the compliance officer, and the identity(ies) of the person(s) currently occupying that position, if known.
- (f) 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.
- (g) A statement that the complainant has a right to appeal the School's decision to the CDE by

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filing a written appeal within thirty (30) calendar days of the date of the School's decision, except if the School has used its UCP to address a complaint that is not subject to the UCP requirements.

- (h) A statement that a complainant who appeals the School'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.
- (i) A statement that if the School finds merit in a UCP complaint, or the CDE finds merit in an appeal, the School 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.
- (j) 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 § 262.3.
- (k) A statement that copies of the School's UCP shall be available free of charge.

Procedures

The following procedures shall be used to address all complaints which allege that the School 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

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knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying unless the time for filing is extended by the Director of Human Resources or designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the Director of Human Resources or designee shall be made in writing. The period for filing may be extended by the Director of Human Resources 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 Human Resources Manager 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 School Board of Directors approved the LCAP or the annual update was adopted by the School.

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.

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, the School 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, the compliance officer shall proceed with the investigation of the complaint.

The use of mediation shall not extend the School'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**Motivated Youth Academy***Policy Adopted: April 30, 2019**Policy Revised: month, day, time*

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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.

The School'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

The School shall issue an investigation report (the "Decision") based on the evidence. The School's Decision shall be in writing and sent to the complainant within sixty (60) calendar days of the School's receipt unless the timeframe is extended with the written agreement of the complainant. The School'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 the School is in compliance with the relevant law.
3. Corrective actions, if the School finds merit in the complaint and any are warranted or required by law.
4. Notice of the complainant's right to appeal the School's Decision within thirty (30) calendar

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days to the CDE, except when the School 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 that the employee was informed of the School'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 School's Decision. The appeal shall be accompanied by a copy of the complaint filed with the School 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. The School failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the School's Decision lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the School's Decision are not supported by substantial evidence.
4. The legal conclusion in the School's Decision is inconsistent with the law.
5. In a case in which the School's Decision found noncompliance, the corrective actions fail to provide a proper remedy.

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

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

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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 the School'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 the School for resolution as a new complaint. If the CDE notifies the School that its Decision failed to address an allegation raised by the complaint and subject to the UCP process, the School 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 the School when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including but not limited to cases in which through no fault of the complainant, the School has not taken action within sixty (60) calendar days of the date the complaint was filed with the School.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the School'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

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pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the School has appropriately, and in a timely manner, apprised the complainant of their right to file a complaint.

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COMMUNITY RELATIONS**1025-MYA****UNIFORM COMPLAINT POLICY****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
- ☐ Career Technical and Technical Education/Career Technical and Technical Training
- ☐ Child Care and Development
- ☐ Consolidated Categorical Aid Programs
 - ☐ 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
- ☐ Every Student Succeeds Act
- ☐ Local Control Funding Formula/ Local Control and Accountability Plan
- ☐ Migrant Education

- Programs
 - ☐ Regional Occupational Centers and Programs
 - ☐ School Plans for School Achievement
 - ☐ School Safety Plan
 - ☐ Pupil Fees
 - ☐ Pregnant, Parenting or Lactating Students

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
- ☐ Medical Condition

- ☐ Immigration Status/Citizenship
- ☐ Gender / Gender Expression / Gender Identity
- ☐ Genetic Information
- ☐ 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
- ☐ Marital Status

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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.

2. Have you discussed your complaint or brought your complaint to any School 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: _____

Mail complaint and any relevant documents to:

Gigi Lenz
Operations and Program Manager
500 La Terraza Blvd, Ste 150
Escondido, Ca 92025

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COMMUNITY RELATIONS**1025-MYA****UNIFORM COMPLAINT POLICY**

It is the policy of Motivated Youth Academy (“MYA” or “School”) to comply with applicable federal and state laws and regulations. The School 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. 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 (including traits historically associated with race, including, but not limited to, hair texture and protected hairstyles such as braids, locks, and twists), 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 School program or activity.
2. Complaints alleging a violation of state or federal law or regulations governing the following programs:
 - a. Accommodations for Pregnant, Parenting or Lactating Students;
 - b. Adult Education;
 - c. Career Technical and Technical Education;
 - d. Career Technical and Technical Training;
 - e. Child Care and Development Programs;
 - f. Consolidated Categorical Aid;
 - g. 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;
 - h. Every Student Succeeds Act;
 - i. Migrant Education Programs;
 - j. Regional Occupational Centers and Programs; and/or
 - k. School Safety Plans.
3. Complaints alleging that a pupil 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 a school, school district, charter school or county office of education 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 pupils, or a pupil’s parents or guardians, in violation of Education Code section 49011 and Section 5 of Article IX of

COMMUNITY RELATIONS**1025-MYA****UNIFORM COMPLAINT POLICY**

the California Constitution, which require educational activities to be provided free of charge to all pupils 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 pupil 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 pupil 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 pupil 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 the School finds merit in a pupil fees complaint, or the California Department of Education ("CDE") finds merit in an appeal, the School shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the School to ensure full reimbursement to all affected pupils, parents, and 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 the School and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.
4. Complaints alleging noncompliance with the requirements governing the Local Control Funding Formula ("LCFF"), LCAP under Education Code sections 47606.5 and 47607.3, as applicable. If the School 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 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

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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 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.

The School acknowledges and respects every individual’s rights 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) the confidentiality of the parties, including but not limited to the identity of the complainant, and maintains the integrity of the process. The School cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, the School will attempt to do so as appropriate. The School 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 Director of Human Resources or designee on a case-by-case basis. The School shall ensure that complainants are protected from retaliation.

Compliance Officer(s)

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

Gigi Lenz
Operations and Program Manager
500 La Terraza Blvd
Escondido, CA 92025

~~Corrie Amador ¶
Director of Human Resources ¶
100 E. San Marcos Blvd. Suite 350 ¶
San Marcos, CA 92069~~

The 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 Director , or designee.

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

Notifications

The Director or designee shall make available copies of this Policy free of charge. The annual notice of

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this Policy may be made available on the School's website.

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

The annual notice shall be in English. When necessary under Education Code section 48985, if fifteen (15) percent or more of the pupils enrolled in the School 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:

- (a) 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.
- (b) A statement clearly identifying any California State preschool programs that the School 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 the School is operating pursuant to Title 22 licensing requirements.
- (c) A statement that the School is primarily responsible for compliance with federal and state laws and regulations.
- (d) A statement that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
- (e) A statement identifying the title of the compliance officer, and the identity(ies) of the person(s) currently occupying that position, if known.
- (f) 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.
- (g) A statement that the complainant has a right to appeal the School's decision to the CDE by filing a written appeal within thirty (30) calendar days of the date of the School's decision, except if the School has used its UCP to address a complaint that is not subject to the UCP requirements.
- (h) A statement that a complainant who appeals the School'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.
- (i) A statement that if the School finds merit in a UCP complaint, or the CDE finds merit in an appeal, the School 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.

COMMUNITY RELATIONS**1025-MYA****UNIFORM COMPLAINT POLICY**

- (j) 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 § 262.3.
- (k) A statement that copies of the School's UCP shall be available free of charge.

Procedures

The following procedures shall be used to address all complaints which allege that the School 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 Director of Human Resources or designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the Director of Human Resources or designee shall be made in writing. The period for filing may be extended by the Director of Human Resources 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 Human Resources Manager 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 School Board of Directors approved the LCAP or the annual update was adopted by the School.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints

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received, providing each with a code number and date stamp.

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, the School 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, the compliance officer shall proceed with the investigation of the complaint.

The use of mediation shall not extend the School'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.

The School'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

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complainant.

Step 4: Final Written Decision

The School shall issue an investigation report (the “Decision”) based on the evidence. The School’s Decision shall be in writing and sent to the complainant within sixty (60) calendar days of the School’s receipt unless the timeframe is extended with the written agreement of the complainant. The School’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 the School is in compliance with the relevant law.
3. Corrective actions, if the School finds merit in the complaint and any are warranted or required by law.
4. Notice of the complainant’s right to appeal the School’s Decision within thirty (30) calendar days to the CDE, except when the School 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 that the employee was informed of the School’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 School’s Decision. The appeal shall be accompanied by a copy of the complaint filed with the School 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. The School failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the School’s Decision lacks material findings of fact necessary to reach a conclusion of law.

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3. The material findings of fact in the School's Decision are not supported by substantial evidence.
4. The legal conclusion in the School's Decision is inconsistent with the law.
5. In a case in which the School's Decision found noncompliance, the corrective actions fail to provide a proper remedy.

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

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 the School'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 the School for resolution as a new complaint. If the CDE notifies the School that its Decision failed to address an allegation raised by the complaint and subject to the UCP process, the School 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,

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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 the School when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including but not limited to cases in which through no fault of the complainant, the School has not taken action within sixty (60) calendar days of the date the complaint was filed with the School.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the School'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 the School has appropriately, and in a timely manner, apprised the complainant of their right to file a complaint. ▬

COMMUNITY RELATIONS**1025-MYA****UNIFORM COMPLAINT POLICY****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:

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

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:

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

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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.

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

COMMUNITY RELATIONS

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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: _____

Mail complaint and any relevant documents to:

Gigi Lenz
Operations and Program Manager
500 La Terazza Blvd Ste 500
Escondido, CA 92025

~~Corrie Amador ¶
Director of Human Resources ¶
100 E. San Marcos Blvd. Suite 350 ¶
San Marcos, CA 92069~~

Coversheet

Approval of Agreement between Cook Center for Human Connection and Motivated Youth Academy

Section: XI. Business/Financial Services
Item: A. Approval of Agreement between Cook Center for Human Connection and Motivated Youth Academy
Purpose: Vote
Submitted by:
Related Material: Agreement between CCHC and MYA - Parent Coaching.pdf
 BUS Business Financial Services CCHC MYA_10.12.23 .pdf

BACKGROUND:

The Cook Center for Human Connection (CCHC) (Cookcenter.org) exists to help schools save lives and end the mental health crisis. 50% of CCHC resources are provided at no cost through self-funded grants. Additionally, wrap-around services are subsidized, allowing districts to provide essential services to all families enrolled at MYA. Research suggests effective change starts by looking upstream, where mental health symptoms first develop in young people. CCHC helps Parents, staff, and educational partners proactively address concerns regarding students before they spiral into more severe needs, and through a comprehensive approach, help reduce or eliminate barriers to care. This agreement will allow CCHC to provide multi-lingual & multi-tiered support:

- 1:1 Cognitive Behavioral Coaches: 24/7 access, weekly 30-minute face-time calls, coaching roadmaps, group drop-in sessions.
- Access to Therapists for Q&A Anonymous submission provides video & transcribed responses from licensed therapists.
- Mental Health Series: 25 topics presented monthly to your district. (Summer available)
- Mylifeisworthliving.org: Animated series depicting difficult situations in our youth, including therapist-designed discussion guides.
- Online Courses: 100+ topics designed for parents, teachers & staff from leading therapists.
- Professional Development: On-site or virtual, covering dozens of topics, including QPR certification.
- Parentguidance.org resources - 2-minute video. This Platform from CCHC has been vetted by MY School Psychologist Daniel Espinoza, Student Success Coordinator Dee Georgeson and Student Success Coordinator Yvonne Gaona. The team unanimously endorses this as a tool to fill a current gap in support MY Academy provides and create a more equitable learning environment for all students. The vendor asked for a 3 year contract, MYA negotiated a one year contract. The note in the agreement reflects that if MYA should enter into a 3 year contract at a later date the one year price would be honored NOTE: In the Comments section of the agreement "If MyAcademy receives board approval for multi-tiered support (Mental Health Series & Parent/Staff Coaching) on or before Dec 31st, 2023, this price will be honored with the standard 3-year agreement."

RECOMMENDATION:

It is recommended the Board approve the Agreement between the Cook Center for Human Connection and Motivated Youth Academy (#1628)

Fiscal Impact: \$5,000.00



COOK CENTER FOR HUMAN CONNECTION

MY Academy

500 LA Terraza Blvd, Suite 150
Escondido, CA 92025
United States

Bill Dobson

bdobson@myacademy.org

Quote Number: 101732923

Quote created: October 4, 2023

Quote expires: January 2, 2024

Cook Center for Human Connection

1955 W Grove Pkwy #300
Pleasant Grove , UT 84062

Prepared by: Nick Heath

nick.heath@cookcenter.org

PRODUCTS & SERVICES	QUANTITY	PRICE
Parent Coaching · Any parents or caregivers in the district are eligible to participate.	1	\$5,000.00 for 1 year
SUBTOTALS		
One-time subtotal		\$5,000.00

Total	\$5,000.00
--------------	-------------------

Comments

If MyAcademy receives board approval for multi-tiered support (Mental Health Series & Parent/Staff Coaching) on or before Dec 31st, 2023, this price will be honored with the standard 3-year agreement.

Purchase Terms

Agreement Terms

This purchase contract documents a purchase made by MY Academy from the Cook Center for Human Connection. In exchange for the consideration described in **101732923** (a copy which is combined hereto as "Quote"), and subject to the terms (including product information, payment amounts, payment deadlines and rates for future years, if applicable) listed thereon. Company will provide Customer access to the planning of named software and service products.

This agreement may be revoked by Company if the conditions (such as deadlines for signature of this Agreement, deadlines for Company's receipt of a customer approved purchase order etc.) outlined on Quote are not met.

Implementation, Training and support Information: Implementation and Training Services. Customer's purchase of services includes virtual onboarding and training services. Any additional onsite training or professional development will be noted in Quote.

ACCEPTED AND AGREED

MY Academy

Cook Center for Human Connection

Signature : _____

Signature : _____

Print Name : _____

Print Name : _____

Title : _____

Title : _____

Date : _____

Date : _____

Signature

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

Bill Dobson

bdobson@myacademy.org

[sig/req/signer1]

John Cook

john.cook@cookcenter.org

[sig/req/signer2]

MOTIVATED YOUTH ACADEMY**Date:** October 12, 2023

	Consent Agenda
	Correspondence/Proposals/Reports
	Curriculum
X	Business/Financial Services
	Education/Student Services
	Organizational Structure of the Board
	Personnel Services
	Policy Development
	Public Hearing

Item Requires Board Action: X**Item is for Information Only: _____**

Item: Approval of Agreement between the Cook Center for Human Connection and Motivated Youth Academy (#1628)

Background: The **Cook Center for Human Connection (CCHC)** ([Cookcenter.org](https://cookcenter.org)) exists to help schools save lives and end the mental health crisis. 50% of CCHC resources are provided at no cost through self-funded grants. Additionally, wrap-around services are subsidized, allowing districts to provide essential services to all families enrolled at MYA.

Research suggests effective change starts by looking upstream, where mental health symptoms first develop in young people. CCHC helps **Parents, staff, and educational partners** proactively address concerns regarding students before they spiral into more severe needs, and through a comprehensive approach, help reduce or eliminate barriers to care.

This agreement will allow CCHC to provide multi-lingual & multi-tiered support:

- **1:1 Cognitive Behavioral Coaches:** 24/7 access, weekly 30-minute face-time calls, coaching roadmaps, group drop-in sessions.
- **Access to Therapists for Q&A** Anonymous submission provides video & transcribed responses from licensed therapists.
- **Mental Health Series:** 25 topics presented monthly to your district. (Summer available)
- **[Mylifeisworthliving.org](https://mylifeisworthliving.org):** Animated series depicting difficult situations in our youth, including therapist-designed discussion guides.
- **Online Courses:** 100+ topics designed for parents, teachers & staff from leading therapists.

- **Professional Development:** On-site or virtual, covering dozens of topics, including QPR certification.
- Parentguidance.org resources - 2-minute [video](#).

This Platform from CCHC has been vetted by MY School Psychologist Daniel Espinoza, Student Success Coordinator Dee Georgeson and Student Success Coordinator Yvonnnet Gaona. The team unanimously endorses this as a tool to fill a current gap in support MY Academy provides and create a more equitable learning environment for all students.

The vendor asked for a 3 year contract, MYA negotiated a one year contract. The note in the agreement reflects that if MYA should enter into a 3 year contract at a later date the one year price would be honored

NOTE: In the Comments section of the agreement

“If MyAcademy receives board approval for multi-tiered support (Mental Health Series & Parent/Staff Coaching) on or before Dec 31st, 2023, this price will be honored with the standard 3-year agreement.”

Recommendation: It is recommended the Board approve the Agreement between the Cook Center for Human Connection and Motivated Youth Academy (#1628)

Fiscal Impact: \$5,000.00

Coversheet

Approval of Services Agreement between Excel Academy Charter Schools (EACS) and Motivated Youth Academy (#1628)

Section: XII. Personnel Services
Item: A. Approval of Services Agreement between Excel Academy Charter Schools (EACS) and Motivated Youth Academy (#1628)
Purpose: Vote
Submitted by:
Related Material: MYA - EACS Contract Agreement 2023.10.12.pdf
BUS Consent MYA_Excel Services Agreement 10.12.23 .pdf

EXCEL ACADEMY CHARTER SCHOOLS
INDEPENDENT EXCEL ACADEMY CHARTER SCHOOLS
(EACS) CONTRACT SERVICES AGREEMENT

GENERAL INFORMATION:

EACS: Excel Academy Charter Schools

EACS Contact Person: Heidi Gasca

Motivated Youth Academy (MYA) Contact Person: Bill Dobson

This Independent Excel Academy Charter Schools (EACS) Services Agreement ("Agreement") is made and entered into effective **10/16/2023** by and between the EACS and Motivated Youth Academy (MYA).

1. EACS Services. The contractor agrees to provide temporary assistance, support, and guidance, in a professional advisory capacity, to MYA's operations. The parties anticipate that EACS will provide these services approximately **1.5 hours per month not to exceed 15 hours between 10/16/2023 - 06/30/2024.**
2. EACS Qualifications. EACS represents that it has in effect all licenses, permissions, and has otherwise all legal qualifications to perform the Agreement.
3. Term. The Agreement shall begin on **10/16/2023**, and terminate on **06/30/2024**. The total amount payable will not exceed **\$750.00**. There shall be no extension of the Agreement without express written consent of all parties.
4. Payment. MYA agrees to pay EACS at the rate of **\$47.56** per hour. Checks will be made payable to Excel Academy Charter Schools. Payments shall be limited to the amount written in this paragraph. MYA agrees to pay EACS within thirty (30) days of receipt of a detailed invoice.
5. Incidental Expense. MYA shall be responsible for all expenses associated with the Agreement, including lodging, meals, travel, supplies, and other incidental expenses incurred unless otherwise agreed to in advance for specific activities.
6. Conflict of Interest. EACS does not have, or anticipate having, any interest in real property, investments, business interests in or income from sources which would provide EACS or his spouse with personal financial gain as a result of any recommendation, advice or any other action taken by EACS during the rendition of services under this Agreement.
7. Termination of Agreement. Either MYA or EACS may terminate this Agreement at any time for any reason upon written notice. In the event of early termination, EACS shall be paid for satisfactory work performed prior to the date of termination. The MYA may then proceed with the work in any manner the MYA deems appropriate.
8. Indemnity. The MYA shall defend, indemnify, and hold harmless the EACS and its agents, employees, Board of Directors, members of the Board

of Directors, from and against claims, damages, losses, and expenses (included, but not limited to attorney's fees and costs including fees of consultants) arising out of or resulting from performance of the contract (including, but not limited to) the MYA's use of the site; the EACS's completion of the duties under the contract; injury to or death of persons or damage to property or delay or damage to the EACS, its agents, employees, Board of Directors, members of the Board of Directors, for any act, omission, negligence, or willful misconduct of the MYA or their respective agents, subcontractors, employees, material or equipment suppliers, invitees, or licensees. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party, person, or entity described in this paragraph.

9. Independent EACS Status. While engaged in carrying out the terms and conditions of the Contract, the EACS is an independent contractor, and not an officer, employee, agent, partner, or joint venturer of the MYA.
10. Worker's Compensation Insurance. EACS agrees to provide all necessary workers' compensation insurance of EACS's employees, if requested by MYA.
11. Taxes. EACS agrees that EACS has no entitlement or any future work from the MYA or to any employment or fringe benefits from the MYA. Payments to the EACS pursuant to this Agreement will be reported to Federal and State taxing authorities as required. MYA will not withhold any money from compensation payable to EACS. In particular, MYA will not withhold FICA (social security); state or federal unemployment insurance contributions, state or federal income tax or disability insurance. EACS is independently responsible for the payment of all applicable taxes.
12. Assignment. The EACS shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of the MYA.
13. Severability. If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.
14. Amendments. The terms of the Contract Documents shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by both parties.
15. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California and venue shall be in the appropriate Superior Court of California.
16. Binding Effect. This Agreement shall insure to the benefit of and shall be binding upon the EACS and the MYA and their respective successors and assigns.
17. Written Notice. Written notice shall be deemed to have been duly served if delivered in person to the individual or member of the company for whom it was intended, or if delivered at or sent by

registered or certified mail to the last business address known to the person who gives notice.

18. MYA: Bill Dobson EACS: Heidi Gasca
19. Non-Discrimination. It is the policy of the MYA that there shall be no discrimination against any of EACS's prospective or active employees because of race, color, ancestry, national origin, sex or religious creed. Therefore, the EACS agrees to comply with applicable federal and California laws.
20. Compliance with Law. Each and every provision of law and clause required by law to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein. EACS agrees that it shall comply with all legal requirements for the performance of its duties under this Agreement and that failure to do so shall constitute material breach.
21. Entire Agreement. This Agreement is intended by the Parties as the final expression of their agreement with respect to such terms as are included herein and as the complete and exclusive statement of its terms and may not be contradicted by evidence of any prior agreement or of a contemporaneous oral agreement, not explained or supplemented by evidence of consistent additional terms.
22. Execution of Other Documents. The parties to the Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.
23. Execution in Counterparts. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, or an original, with all signatures appended together, shall be deemed a fully executed agreement.
24. **Board Approval.** **The effectiveness of this Agreement is contingent upon the approval of the Excel Academy Charter Schools and Motivated Youth Academy Board of Directors.**

Executed at Irvine, California, on the date and year first written above.

MOTIVATED YOUTH ACADEMY

EXCEL ACADEMY CHARTER
SCHOOL

By:_____

By:_____

Name: Bill Dobson

Name: Heidi Gasca

MOTIVATED YOUTH ACADEMY**Date:** October 12, 2023

	Consent Agenda
	Correspondence/Proposals/Reports
	Curriculum
	Business/Financial Services
	Education/Student Services
	Organizational Structure of the Board
X	Personnel Services
	Policy Development
	Public Hearing

Item Requires Board Action: X**Item is for Information Only: _____**

1. **Item:** Approval of Services Agreement between Excel Academy Charter Schools (EACS) and Motivated Youth Academy (#1628)

Background: Prior to July 1, 2022 Motivated Youth Academy (MYA) contracted with the Collaborative Charter Services Organization (CSO) for all back office Special Education Services, including documentation, record keeping and reporting. When the CSO went out of business, MYA brought these services in house effective July 1, 2022.

Given the short window to pivot regarding the provision of SPED services MYA chose to prioritize continuity. This led to the easiest and most efficient transition for students, families and staff. Included in this transition was a continued use of the Special Education Information System (SEIS). SEIS is a web-based system that allows centralized, online access for writing IEPs, managing Special Education data, CALPADS reporting, and service tracking.

In FY22/23 Daniel Espinoza managed the SEIS for MYA. Enrollment grew throughout the year and has continued to grow this year. MYA has a need and the ability to provide part time SPED support using an existing classified position. This MYA employee needs to be trained in the nuances of SEIS.

Sarah Tomkiel was employed as the Special Education Services Coordinator for the CSO, and when it closed, became an employee of Excel Academy. Sarah is an active participant in the Sonoma County Charter SELPA SEIS Data Tech User Group. She is familiar with MYA, SEIS and the Sonoma County SELPA.

This agreement will allow Sarah to provide temporary assistance, support, and guidance, in a professional advisory capacity, to MYA's SPED operations

Recommendation: It is recommended the Board approve the Services Agreement between Excel Academy Charter Schools (EACS) and Motivated Youth Academy ((#1628)

Fiscal Impact: Not to exceed \$750.00