



MY Academy

Regular Meeting of the Board of Directors

Published on July 3, 2025 at 5:57 PM PDT

Date and Time

Thursday July 10, 2025 at 9:00 AM PDT

Location

Join Zoom Meeting

<https://us06web.zoom.us/j/6224484724>

Meeting ID: 622 448 4724

One tap mobile

+13462487799,,6224484724# US (Houston)

+16694449171,,6224484724# US

Teleconference Locations:

1545 Apache Drive

Chula Vista, CA 91910

1185 Calle Dulce

Chula Vista, CA 91910

1420 E. Palomar St.

Chula Vista, CA 91913

25 Kingston Court E.

Coronado, CA 92118

39251 Camino Las Hoyas

Indio, CA 92203

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

	Purpose	Presenter	Time
A.	Led by Board President or designee.	Board President	1 m
III.	Land Acknowledgement		9:03 AM
A.	Land Acknowledgment	FYI Gigi Lenz	1 m
IV.	Approve/Adopt Agenda		9:04 AM
A.	Approve Agenda	Vote Board President	1 m
It is recommended the Board of Directors adopt as presented, the agenda for the Regular Board meeting of July 10, 2025.			
Roll Call Vote:			
William Hall			
Michael Humphrey			
Steve Fraire			
Peter Matz			
Larry Alvarado			
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
V.	Approve Minutes		9:05 AM
A.	Minutes of the Regular Meeting of the Board of Directors that was held on June 18, 2025	Approve Minutes Board President	1 m
Roll Call Vote:			
William Hall			
Michael Humphrey			
Steve Fraire			
Peter Matz			
Larry Alvarado			
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
VI.	Public Comments/Recognition/Reports		
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			

	Purpose	Presenter	Time
<p>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>			

VII. Correspondence/Proposals/Reports	9:06 AM
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A. Annual Board Evaluation Motivated Youth Academy, Presented by Bill Dobson, Interim Director	Discuss	Bill Dobson	10 m
B. 2025-2026 Enrollment Update, Presented by Bill Dobson, Interim Director	FYI	Bill Dobson	1 m
C. Update - Motivated Youth Academy Strategic Plan 2025-2028	FYI	Bill Dobson	1 m
D. Update - Smart Goals for Bill Dobson 2025-2026	FYI	Bill Dobson	1 m
E. Update - Annual Evaluation Planning	FYI	Bill Dobson	1 m
F. MY Academy Planning Governance Communication Letter	FYI	Bill Dobson	2 m

VIII. Consent	9:22 AM
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Approval of 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.

A. Consent - Business/Financial Services	Vote	Board President	1 m
1. Check Register - June 2025 2. Approval of Hatch and Cesario Service Agreement			
B. Consent - Education/Student Services	Vote	Board President	1 m
1. Approval of Memorandum of Understanding (MOU) with Angels Foster Care Network			
C. Consent - Personnel Services	Vote	Gigi Lenz	1 m

	Purpose	Presenter	Time
1. Classified Personnel Report			
2. Certificated Personnel Report			
3. Job Description			
4. Salary Schedules			

Consent items A through C listed 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 _____

IX. Personnel Services

9:25 AM

A.	Approval of a One-Time Retention Bonus	Vote	Bill Dobson	3 m
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It is recommended the Board approve a one-time retention bonus for returning staff of Motivated Youth Academy (#1628).

Fiscal Impact: \$66,000.00

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Peter Matz

Larry Alvarado

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

X. Calendar

The next regularly scheduled meeting of the Board of Directors will be held on September 11, 2025.

	Purpose	Presenter	Time
XI. Comments			9:28 AM
A. Board Comments	Discuss	Board President	5 m
B. Interim Director Comments	Discuss	Bill Dobson	1 m
XII. Closing Items			9:34 AM
A. Adjourn Meeting	Vote	Board President	1 m
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 Acknowledgment

Section:	III. Land Acknowledgement
Item:	A. Land Acknowledgment
Purpose:	FYI
Submitted by:	
Related Material:	Land Acknowledgment 1.jpg



Land Acknowledgment

It is important that we demonstrate respect for the historic and contemporary presence of Indigenous peoples in California and particularly the San Diego area. It is important for us to recognize that our school resides on what are historically the traditional homelands 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 Luiseño, Cahuilla, Cupeño, Kumeyaay, Northern Diegueño tribes and all the American Indian and Indigenous peoples and communities who have been and continue to be part of these homelands in California.

Coversheet

Minutes of the Regular Meeting of the Board of Directors that was held on June 18, 2025

Section:	V. Approve Minutes
Item:	A. Minutes of the Regular Meeting of the Board of Directors that was held on June 18, 2025
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Regular Meeting of the Board of Directors on June 18, 2025

APPROVED



MY Academy

Minutes

Regular Meeting of the Board of Directors

Date and Time

Wednesday June 18, 2025 at 9:20 AM

Location

Join Zoom Meeting

<https://us06web.zoom.us/j/6224484724>

Meeting ID: 622 448 4724

One tap mobile

+13462487799,,6224484724# US (Houston)

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Directors Present

L. Alvarado (remote), M. Humphrey (remote), P. Matz (remote), S. Fraire (remote), W. Hall (remote)

Directors Absent

None

Guests Present

B. Dobson (remote), G. Lenz (remote), M. Jones (remote), M. Lato (remote), Roger Castillo (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 Wednesday Jun 18, 2025 at 9:20 AM.

B. Record Attendance

II. Approve/Adopt Agenda

A. Approve Agenda

M. Humphrey made a motion to approve Agenda.

P. Matz seconded the motion.

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

Roll Call

W. Hall Aye

L. Alvarado Aye

S. Fraire Aye

M. Humphrey Aye

P. Matz Aye

III. Approve Minutes

A. Minutes of the Regular Meeting of the Board of Directors that was held on June 12, 2025

S. Fraire made a motion to approve the minutes from Regular Meeting of the Board of Directors on 06-12-25.

L. Alvarado seconded the motion.

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

Roll Call

P. Matz Aye

L. Alvarado Aye

S. Fraire Aye

W. Hall Aye

M. Humphrey Aye

IV. Consent

A. A. Consent - Business/Financial Services

B. B. Consent - Education/Student Services

M. Humphrey made a motion to approve Consent items A and B.

P. Matz seconded the motion.

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

Roll Call

L. Alvarado Aye

W. Hall Aye

S. Fraire Aye

P. Matz Aye

M. Humphrey Aye

V. Business/Financial Services

A. Budget Adoption 2025-2026

P. Matz made a motion to approve the Budget adoption for 2025-2026.

L. Alvarado seconded the motion.

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

Roll Call

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

VI. Education/Student Services

A. Approval of 2025-2026 Local Control & Accountability Plan (LCAP)

S. Fraire made a motion to approve of 2025-2026 Local Control & Accountability Plan.

M. Humphrey seconded the motion.

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

Roll Call

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

VII. Personnel Services

A. Approval of the 2025-2026 Employment Agreement for the Director, Bill Dobson

M. Humphrey made a motion to Approve the 2025-2026 Employment Agreement for the Director, Bill Dobson.

P. Matz seconded the motion.

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

Roll Call

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

VIII. Policy Development

A.

Approval of the School Safety Plan

S. Fraire made a motion to Approve the School Safety Plan.

M. Humphrey seconded the motion.

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

Roll Call

S. Fraire Aye

M. Humphrey Aye

P. Matz Aye

W. Hall Aye

L. Alvarado Aye

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:40 AM.

Respectfully Submitted,

G. Lenz

FOR MORE INFORMATION

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

Coversheet

Annual Board Evaluation Motivated Youth Academy, Presented by Bill Dobson, Interim Director

Section: VII. Correspondence/Proposals/Reports
Item: A. Annual Board Evaluation Motivated Youth Academy, Presented by Bill
Dobson, Interim Director
Purpose: Discuss
Submitted by:
Related Material: MYA Annual Board Evaluation -blank.pdf



Annual Board Evaluation
SY 2024-2025
July 10, 2025

Issue/Concept	Complete	In Progress	Little/No Progress	Not Applicable
A Solid Foundation				
School has a well-drafted charter contract with its sponsoring agencies.				
School has well-drafted articles and bylaws.				
School's legal and financial status are clear and well understood.				
Appropriate liability insurance and risk management practices are maintained at all times.				
School has developed a long-term /strategic plan such as a WASC report that is reviewed and revised on an annual basis.				
Long-term plans are translated into annual action plans/goals in a document such as the LCAP.				
Board Operations/Relations				
Board members understand their legal and ethical responsibilities (duty of care/loyalty, conflict of interest).				
New board members are oriented and fully briefed prior to being seated.				
Board is composed of individuals with a broad and appropriate range of expertise and experience. Board seeks outside counsel for matters beyond its expertise.				
Board member selection process ensures a board and appropriate range of expertise and experience.				
Board conducts annual self-evaluation.				
Meetings are well planned with clear agendas focused on appropriate policy and action items.				
Board president is a strong, capable meeting facilitator.				



August, 2024

Issue/Concept	Complete	In Progress	Little/No Progress	Not Applicable
A Solid Foundation				
School has a well-drafted charter contract with its sponsoring agencies.				
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Appropriate liability insurance and risk management practices are maintained at all times.				
School has developed a long-term /strategic plan such as a WASC report that is reviewed and revised on an annual basis.				
Long-term plans are translated into annual action plans/goals in a document such as the LCAP.				
Board Operations/Relations				
Board members understand their legal and ethical responsibilities (duty of care/loyalty, conflict of interest).				
Board president has developed meeting norms.				
Meetings are conducted pursuant to common ground rules (eg. Robert's Rules) that are well understood by all members.				
Individual board members prepare for meetings and participate constructively.				
Meeting minutes record each board meeting and are distributed promptly on the school's website after each meeting.				
Relationship w/CEO				
Board develops performance goals and evaluates CEO performance each year.				



Board has clear understanding with staff regarding where board responsibility should be to support and maximize the functioning of the schools.				
Board has established a plan for succession in the event the CEO leaves/retires.				
Personnel and Staffing				
Board has adopted/approved a comprehensive set of personnel policies that are in line with all applicable state/federal laws &				

August, 2024

Issue/Concept	Complete	In Progress	Little/No Progress	Not Applicable
A Solid Foundation				
School has a well-drafted charter contract with its sponsoring agencies.				
School has well-drafted articles and bylaws.				
School's legal and financial status are clear and well understood.				
Appropriate liability insurance and risk management practices are maintained at all times.				
School has developed a long-term /strategic plan such as a WASC report that is reviewed and revised on an annual basis.				
Long-term plans are translated into annual action plans/goals in a document such as the LCAP.				
Board Operations/Relations				
Board members understand their legal and ethical responsibilities (duty of care/loyalty, conflict of interest).				
regulations. Policies are updated and an annual review will be conducted.				
Clear job descriptions and staffing plans are in place.				
Budget and Finance				



Board adopts an annual budget that maximizes the school's resources in support of mission/vision.				
Board monitors the budget throughout the year via monthly updates, first interim budget and second interim budget.				
Board contracts with an independent auditor each year, reviews the audit report, and takes any needed follow-up action.				
Board has adopted a three year financial plan in coordination with the school's overall three year plan (WASC, LCAP).				
Board has adopted a comprehensive set of fiscal management and control policies.				
Instruction, Curriculum, and Assessment				
Board has adopted/approved the school's curriculum and instructional programs.				
Board has adopted/approved student achievement				

August, 2024

Issue/Concept	Complete	In Progress	Little/No Progress	Not Applicable
A Solid Foundation				
School has a well-drafted charter contract with its sponsoring agencies.				
School has well-drafted articles and bylaws.				
School's legal and financial status are clear and well understood.				
Appropriate liability insurance and risk management practices are maintained at all times.				
School has developed a long-term /strategic plan such as a WASC report that is reviewed and revised on an annual basis.				
Long-term plans are translated into annual action plans/goals in a document such as the LCAP.				



Board Operations/Relations				
Board members understand their legal and ethical responsibilities (duty of care/loyalty, conflict of interest).				
goals/standards.				
A broad based assessment system is in place to measure progress toward instructional goals/standards.				
The Instructional program is in alignment with the state requirements and terms of charter.				
Student assessment data is assembled in a comprehensive, coherent fashion, presented to the board, and reviewed and analyzed in-depth on a regular basis.				
School reports on student achievement to charter granting agencies on a regular basis as part of the ongoing oversight and renewal process.				

Board Member Comments on Strengths:

Certainly the Board recognizes its fiduciary responsibilities as well as its role to ensure our students are afforded the best education possible. That being said, we also recognize that the manifestation of these responsibilities is due to the diligence and professionalism of the leadership and staff of Motivated Youth Academy.

Board Member Comments on Areas of Growth and Future Needs:

1. Continue discussions regarding recruiting potential Board members and establish a process for Board input as well as that of MY Academy Leadership.

August, 2024

2. Review procedures in the event of our Director/CEO's absence due to health, family emergency, or retirement.



Coversheet

2025-2026 Enrollment Update, Presented by Bill Dobson, Interim Director

Section:	VII. Correspondence/Proposals/Reports
Item:	B. 2025-2026 Enrollment Update, Presented by Bill Dobson, Interim Director
Purpose:	FYI
Submitted by:	
Related Material:	2025-2026 School Year Enrollment by Track.pdf

SY 2025-2026 Enrollment as of July 1, 2025

TRACK	START DATE	END DATE	ENROLLMENT
Track E	July 1, 2025	March 30, 2026	27
Track F	August 25, 2025	June 1, 2026	201
Track G	Sept 23, 2025	June 30, 2026	0
Total			228

Coversheet

MY Academy Planning Governance Communication Letter

Section: VII. Correspondence/Proposals/Reports
Item: F. MY Academy Planning Governance Communication Letter
Purpose: FYI
Submitted by:
Related Material: MYA Planning Governance Communication.pdf

BACKGROUND:

Provided to the Board is the annual Audit Planning Governance Communication from CliftonLarsonAllen LLP (CLA), MYA's independent auditors. This document outlines the scope, timeline, and expectations for the audit of MYA's financial statements for the fiscal year ending June 30, 2025. It includes key deadlines for submitting financial documentation, details about audit procedures and standards, and information regarding the responsibilities of both the auditors and MYA's Board and management. CLA provides this communication in accordance with professional auditing standards to ensure transparency and facilitate a smooth audit process. Board members are encouraged to review the document in preparation for upcoming audit-related discussions and deadlines.



CliftonLarsonAllen LLP

2210 East Route 66
Glendora, CA 91740phone 626.857.7300 fax 626.857.7302
CLAconnect.com

June 16, 2025

To the Board and Management of
Motivated Youth Academy

We are engaged to audit the financial statements of Motivated Youth Academy as of and for the year ended June 30, 2025. Professional standards require that we communicate to you the following information related to our audit. We will contact you to schedule a meeting to discuss this information since a two-way dialogue can provide valuable information for the audit process. We ask if you have any questions or need clarification to any of email the following: Wade.McMullen@claconnect.com, Derrick.Debruyne@claconnect.com, Lili.Huang@claconnect.com, Marlen.Gomez@claconnect.com.

Deadline, Timelines and Meetings

Audit reports must be filed with the CDE, the State Controller's Office (SCO), the local County Superintendent of Schools, and, if applicable, the chartering entity, by **December 15** of each year.

To file the report on or before the December 15, 2025 state deadline:

- Spring interim and final field work will be scheduled with assistance from management and interim deadlines will be established.
- We will schedule an interim exit meeting with management and certain members of governance to discuss any audit issues. This will ensure that all interim audit work and personnel interviews are complete by **August 1, 2025**. We will also use this meeting to revisit and re-confirm final audit fieldwork dates and the governance meeting date to review the audit draft.
- Final fieldwork scheduling dates will need to be prior to **October 31, 2025**, if possible. If final fieldwork dates are scheduled after this date, all information requested must be received by **October 31, 2025**.
- We request that basic financial information (**trial balance and general ledger as of June 30, 2025 and general ledger for the next fiscal year**) be transmitted to us no later than August 12, 2025. Earlier transmittal is strongly encouraged.
- In order to file the report on or before the December 15 state deadline, **all audit information requests made prior to October 20, 2025 should be received no later than October 31, 2025**. This will allow us the time needed to complete the audit and submit our working-papers to our national assurance quality control team.

If a *significant amount* of the audit information requests are not received by the specified dates, we will send a letter to Board and Management specifying the extent of outstanding information and possibly recommend notifying Motivated Youth Academy's authorizer that an audit report filing extension to **January 31, 2026** is needed. **The decision to apply for this extension is solely the responsibility of Motivated Youth Academy's Board and Management.**

Our responsibility under Auditing Standards Generally Accepted in the United States of America and Government Auditing Standards***Financial statements, internal control, and compliance***

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit.

Those standards also require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements and material noncompliance, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement or a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under U.S. GAAS and *Government Auditing Standards*.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.
- Form and express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America.
- Plan and perform the audit to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the

aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

- Perform, as part of obtaining reasonable assurance about whether the financial statements as a whole are free from material misstatement, tests of the entity's compliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our tests is not to provide an opinion on compliance with such provisions and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.
- Provide a report (which does not include an opinion) on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*.
- Communicate significant matters related to the financial statement audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.
- Communicate circumstances that affect the form and content of the auditors' report.
- Communicating any matters relevant to compliance with the *California State K-12 Audit Guide*.

Our responsibility under Auditing Standards Generally Accepted in the United States of America, *Government Auditing Standards*, and Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Financial statements, internal control, and compliance

If it is determined that Motivated Youth Academy has expended more than \$750,000 in federal funds during the course of the year being audited, the additional following responsibilities apply:

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). In addition to the Auditing Standards Generally Accepted in the United States of America and *Government Auditing Standards*, we will:

- Obtain an understanding of internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over compliance. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control over compliance that we identify during the audit that are required to be communicated.

- Plan and perform the audit to obtain reasonable assurance about whether material noncompliance with the applicable compliance requirements occurred. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. Material noncompliance can arise from fraud or error and is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report.
- Perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with the direct and material compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.
- Consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.
- Perform tests of transactions and other applicable procedures described in the “OMB Compliance Supplement” for the types of compliance requirements that could have a direct and material effect on each of the entity’s major programs. The purpose of these procedures will be to express an opinion on the entity’s compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on the entity’s compliance with those requirements.
- Provide a report on internal control over compliance related to major programs and express an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.
- Our responsibility for the schedule of expenditures of federal awards (SEFA) accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the SEFA in relation to the financial statements as a whole and to report on whether the SEFA is fairly stated, in all material respects, in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the SEFA to determine whether the SEFA complies with the requirements of the Uniform Guidance, the method of preparing it has not changed from the prior period, and the SEFA is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the SEFA to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Our audit of the financial statements does not relieve you or management of your responsibilities.

We gave significant consideration to assisting management with the preparation of the financial statements to be provided, which may reasonably be thought to bear on independence, in reaching the conclusion that independence has not been impaired.

Supplementary information in relation to the financial statements as a whole

Because we were engaged to report on the supplementary information accompanying the financial statements, our responsibility for other supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the information to determine whether the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Planned scope and timing of the audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit of the financial statements will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters may be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Revenue recognition
- Management override of controls

As a result of unexpected events, changes in conditions, or the audit evidence obtained from the results of audit procedures performed, we may need to modify the overall audit strategy and audit plan and, thereby, the resulting planned nature, timing, and extent of further audit procedures, based on the revised consideration of assessed risks.

We expect to begin our audit in the Spring of 2025 and issue our report no later than December 15, 2025.

Other planning matters

Recognizing the importance of two-way communication, we encourage you to provide us with information you consider relevant to the audit. This may include, but is not limited to, the following items:

- Your views about the following matters:
 - The appropriate person(s) in the entity's governance structure with whom we should communicate.
 - The allocation of responsibilities between those charged with governance and management.
 - The entity's objectives and strategies and the related business risks that may result in material misstatements.
 - Matters you believe warrant particular attention during the audit and any areas for which you request additional procedures to be undertaken.
 - Significant communications between the entity and regulators.
 - Other matters you believe are relevant to the audit of the financial statements.
- The attitudes, awareness, and actions of those charged with governance concerning (a) the entity's internal control and its importance in the entity, including how those charged with governance oversee the effectiveness of internal control, and (b) the detection or the possibility of fraud.
- The actions of those charged with governance in response to developments in law, accounting standards, corporate governance practices, and other related matters, and the effects of such developments on, for example, the overall presentation, structure, and content of the financial statements, including the following:
 - The relevance, reliability, comparability, and understandability of the information presented in the financial statements.
 - Whether all required information has been included in the financial statements, and whether such information has been appropriately classified, aggregated or disaggregated, and presented.
- The actions of those charged with governance in response to previous communications with the auditor.
- Your understanding of the risks of fraud and the controls in place to prevent and detect fraud, including your views on the following matters:
 - The “tone at the top” conveyed by management.

- The risk that the entity's financial statements or schedule of expenditures of federal awards might be materially misstated due to fraud.
- Programs and controls that the entity has established to mitigate identified fraud risks or that otherwise help to prevent, deter, and detect fraud.
- How and how often you review the entity's policies on fraud prevention and detection.
- If a fraud hotline is in place, how it is monitored and how you are notified of allegations or concerns.
- How you exercise oversight of management's processes for identifying and responding to the risks of fraud and the programs and controls management has established to mitigate those risks.
- The risks of fraud at the entity, including any specific fraud risks the entity has identified or account balances, classes of transactions, or disclosures for which a risk of fraud may be likely to exist.
- Examples of fraud-related discussions management has had with you.
- Any actual or suspected fraud affecting the entity or its federal award programs that you are aware of, including measures taken to address the fraud.
- Any allegations of fraud or suspected fraud (e.g., received in communications from employees, former employees, grantors, regulators, or others) that you are aware of.
- Any knowledge of possible or actual policy violations or abuses of broad programs and controls occurring during the period being audited or the subsequent period.
- Any accounting policies or procedures applied to smooth earnings, meet debt covenants, minimize taxes, or achieve budget, bonus, or other financial targets that you are aware of; and whether you are aware of any accounting policies that you consider aggressive.
- How you oversee the entity's (1) compliance with laws, regulations, and provisions of contracts and grant agreements, (2) policies relative to the prevention of noncompliance and illegal acts, and (3) use of directives (for example, a code of ethics) and periodic representations obtained from management-level employees about compliance with laws, regulations, and provisions of contracts and grant agreements.
- Whether you are aware of any noncompliance with laws, regulations, contracts, and grant agreements, including measures taken to address the noncompliance.
- If the entity uses a service organization, your knowledge of any fraud, noncompliance, or uncorrected misstatements affecting the entity's financial statements or federal award programs reported by the service organization or otherwise known to you.

* * *

This communication is intended solely for the information and use of the Board of Directors and management of Motivated Youth Academy and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

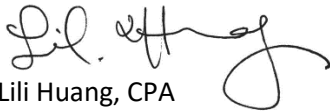
CliftonLarsonAllen LLP



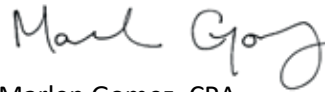
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Marlen.Gomez@claconnect.com

Coversheet

Consent - Business/Financial Services

Section:	VIII. Consent
Item:	A. Consent - Business/Financial Services
Purpose:	Vote
Submitted by:	
Related Material:	Check Register - June 2025.pdf Hatch and Cesario Legal Services Agreement for 2025-2026 .pdf

MY Academy Charter

Check Register

For the period ended June 30, 2025

Check Number	Vendor Name	Transaction Description	Check Date	Check Amount
21115	CAMP000--Campo Cafe	Meals - 04/29/25 - 05/29/25	6/11/2025	\$1,901.79
21116	SPEC000--Specialized Therapy Services, Inc.	SpEd Svcs - 04/25	6/11/2025	3,882.45
21117	SCHO002--SchoolsFirst Plan Administration LLC	MYA 457b & 403b 06/10/25	6/11/2025	2,210.21
21118	AMTR000--Amtrust North America	Workers' Comp Policy Renewal - 07/25 - 06/26 - SWC1566292	6/18/2025	8,619.00
21119	EMPL000--Employees First Labor Law P.C. Client	Settlement Agreement	6/18/2025	37,000.00
21120	DOME000--Julie Dome	Student Enrollment (2)	6/18/2025	500.00
21121	TSWT000--TSW Therapy, Inc.	SpEd Svcs - 05/25	6/18/2025	471.67
21122	VERI000--Veritext, LLC	Legal Svcs - 02/13/25 - 02/14/25	6/18/2025	1,387.11
21123	SCHO002--SchoolsFirst Plan Administration LLC	MYA 457b 06/26/25	6/25/2025	4,468.01
21124	SCHO002--SchoolsFirst Plan Administration LLC	MYA 403b 06/26/25	6/25/2025	400.00
21125	ACAC000--Acacia HR Solutions	Consulting Svcs - 07/25	6/27/2025	4,800.00
21126	ALON000--Alondra Camacho Hernandez	Graduation Balloon Decor	6/27/2025	287.00
21127	CALI001--California Charter Schools Association	Charter School Membership Through 06/30/26	6/27/2025	4,016.00
21128	CLAS000--Class of Recognition	Graduation Caps & Tassels	6/27/2025	953.59
21129	DOCU001--Document Tracking Services	License - 07/01/25 - 06/30/26	6/27/2025	395.00
21130	HEAD000--Headrush Learning Inc.	Subscription - 06/01/25 - 06/30/26	6/27/2025	19,900.00
21131	KRAC000--KRA Corporation	Consulting Svcs - 05/25	6/27/2025	6,617.95
21132	ROSE000--Rosetta Stone	Licnese - SY 25-26	6/27/2025	2,895.00
21133	SCAT000--Scattered Light Media	Graduation Filming - 05/23/25 - 06/04/25	6/27/2025	2,650.00
21134	SECU000--Securian Life Insurance Company	Life Ins - 07/25	6/27/2025	988.27
3.22272E+14	ALPH000--Alpha Vision Computers, Inc.	Cybersecurity Meeting - 05/15/25 & Backupify G-Suite - 06/25	6/4/2025	170.00
3.22272E+14	AMAZ000--Amazon Capital Services	Office Supplies	6/4/2025	253.45
3.22272E+14	CHAR000--Charter Impact LLC	Business Mgmt Svcs - 06/25	6/4/2025	10,440.00
3.22272E+14	HALL000--William W. Hall	Stipend - 06/25 & Additional	6/11/2025	1,100.00
3.22272E+14	ALVA000--Larry Albert Alvarado	Stipend - 06/25	6/11/2025	650.00
3.22272E+14	FRAI000--Steve Fraire	Stipend - 06/25	6/11/2025	650.00
3.22272E+14	MATZ000--Peter Matz	Stipend - 06/25	6/11/2025	650.00
3.22272E+14	RBCO000--R&B Communications	Website Svcs - 05/25	6/11/2025	1,180.00
3.22272E+14	PROP000--Propio Language Services, LLC	Interpretation Svcs - 05/21/25	6/11/2025	33.82
3.22272E+14	HUMP000--Michael P. Humphrey	Stipend - 06/25 & Additional	6/12/2025	1,100.00
3.22272E+14	YELL000--YellowFolder	License (12) - 07/01/25 - 06/30/26	6/18/2025	6,237.00
3.22272E+14	AMAZ000--Amazon Capital Services	Office Supplies	6/18/2025	130.96
3.22272E+14	KEYN000--Keyn Group, LLC	IT Svcs - 05/25, Postage - 05/25, Travel - 05/25, License, IT Support - 06/25	6/27/2025	11,031.72
3.22272E+14	LIMI000--Liminex, Inc.	License (300) - 05/01/25 - 04/30/28	6/27/2025	7,956.00
E060425-01	CHAS000--Chase	Service Charges	6/4/2025	26.20
E061625-01	ONEB000--OneBridge FSA	One Bridge Adjustments 06/25	6/16/2025	50.00
E061625-02	CHAS000--Chase	Chase Ink CC# 0904 Payment 06/25	6/16/2025	7,142.87

Total Disbursements Issued in June **\$ 153,145.07**

HATCH & CESARIO

ATTORNEYS-AT-LAW

June 25, 2025

Sent Via Email Only: bdobson@myacademy.org

Bill Dobson, Executive Director
Motivated Youth Academy
100 E San Marcos Blvd., Ste 350
San Marcos, CA 92069-2989

Re: 2025-2026 Legal Services Agreement

Dear Bill:

Attached for your consideration is Hatch & Cesario's legal services agreement for the 2025-2026 fiscal year.

If you approve of this agreement, please place your initials and signature on page 3 and provide me with a copy. Also attached is Hatch & Cesario's W-9 form, which includes our tax identification number, for your records.

Thank you for choosing Hatch & Cesario. We appreciate the opportunity to work with Motivated Youth Academy.

Sincerely,

HATCH & CESARIO, Attorneys-at-Law



Deborah R.G. Cesario

Enclosures: 2025-2026 Legal Services Agreement
Hatch & Cesario's W-9

10531 4S Commons Drive, Suite 583
San Diego, CA 92127
debbie@hatchcesariolaw-sd.com
(858) 943-4200 Office & Fax
www.hatchcesariolaw.com

HATCH & CESARIO

ATTORNEYS-AT-LAW

AGREEMENT FOR LEGAL SERVICES

July 1, 2025 – June 30, 2026

This Agreement is by and between Motivated Youth Academy (“Client”) and Hatch & Cesario, Attorneys-at-Law (“Attorney”).

Attorney’s Services

The Attorney agrees to provide the Client with consulting, representational, and legal services pertaining to special education and general student matters, including representation in administrative and judicial proceedings, as requested by the Client or as required by law. A separate agreement may be required for state or federal court proceedings.

The Attorney shall provide legal services as reasonably required to represent the Client in such matters, take reasonable steps to inform the Client of significant developments, and respond to the Client’s inquiries. The Client understands that the Attorney cannot guarantee any particular results, including the costs and expenses of representation.

Hourly Rates

Client agrees to pay Attorney for services rendered based upon the following rate schedule:

Senior Partners/Senior Of Counsel*	\$385.00
Partners/Of Counsel	\$370.00
Senior Associate	\$355.00
Associate	\$335.00
Law Clerk	\$220.00
Senior Paralegal	\$225.00
Paralegal	\$220.00
Education Consultant	\$220.00

**With 20 years of experience or more and named partners.*

The Attorney shall bill the Client for legal services in one-tenth (.10) increments.

Costs, Expenses, and Other Requirements Applicable to the Client

The Client agrees to reimburse the Attorney for necessary costs and expenses incurred by the Attorney on behalf of the Client, including the following:

In-office Photocopying	\$0.25 per page
Outside Photocopying	Actual usage
Facsimile/Scanning	None
Postage	Actual usage
Mileage	IRS mileage rate

Costs, such as electronic legal research services, messenger, meals, and lodging, shall be charged on an actual and necessary basis.

Payment for Services

The Attorney shall send the Client a statement for fees and costs incurred every calendar month. Such statements shall set forth the amount, rate, and description of services provided. Payment by the Client against monthly billings is due upon receipt of statements and is considered delinquent if payment is not received within thirty (30) days of the invoice date.

The California Business & Professions Code requires the Attorney to inform you whether we maintain errors and omissions insurance coverage applicable to the services rendered. We hereby confirm that the Attorney does maintain such insurance coverage.

Legal Fees and Costs Covered by JPA or Insurance Policy

When the Client is named as a party in an administrative or court proceeding, the Client may have coverage under a joint powers authority ("JPA") memorandum of understanding or liability insurance policy for legal fees and related costs. We recommend that any new filings against the Client be tendered to a representative of the JPA or your insurer as soon as you are served.

If you have coverage and wish to work with the Attorney, it will agree to represent you at the rates set forth in this Agreement unless the Attorney and Client agree otherwise. The Attorney will also agree to follow all litigation guidelines in effect and will not charge for expenses not otherwise authorized.

At times, a JPA or insurer may decline to pay for legal fees or expenses that are otherwise covered and acceptable under the applicable guidelines. The Attorney will follow all established appeal procedures to negotiate any declined items with the JPA or insurer.

If, after the appeals process, the JPA or insurer continues to deny payment without a good faith basis, the Attorney will require that the Client pay those fees directly. Any fees chargeable to the Client will continue to be at the rates set forth in this Agreement unless the Attorney and Client agree otherwise.

Discharge of Services

The Client may discharge the Attorney at any time by written notice. Unless otherwise agreed, and except as required by law, the Attorney will provide no further legal services hereunder after receipt of such notice. The Attorney may withdraw its services with the Client's consent or as allowed or required by law upon ten (10) days written notice. Upon discharge or withdrawal, the Attorney shall transition all outstanding legal work and services to others, as the Client shall direct.

Mediation

If a dispute arises out of or relating to any aspect of this Agreement between Client and Attorney, or the breach thereof, and if the dispute cannot be settled through negotiation, Client and Attorney agree to first try in good faith to resolve the dispute in private by the use of mediation before initiating any arbitration, litigation, or any other dispute resolution procedure. The cost of such mediation shall be borne equally by the parties unless otherwise stipulated in a settlement agreement between the parties. Either party may initiate mediation through the service of a written demand in person or by mail or, if agreed to by the parties in advance, by e-mail to the opposing party. The mediation session will occur at a time mutually agreed upon by the parties in consultation with a mutually selected mediator, though no later than sixty (60) days after the date of service of the initial notice unless otherwise agreed by the parties and mediator.

By initialing below, the Client and Attorney confirm that they have read and understand the paragraph above and voluntarily agree to mediation. By this Agreement, the Attorney has advised the Client of the right to have an independent lawyer of the Client's choice to review this mediation provision and this entire Agreement before initialing this provision or signing this Agreement.

_____ (Client Initial Here)

JRC (Attorney Initial Here)

Term of Agreement

The term of this Agreement is effective July 1, 2025 through June 30, 2026, and may be modified in writing by mutual agreement of Client and Attorney. This Agreement shall be terminable by either Attorney or Client upon thirty (30) days written notice.

Motivated Youth Academy

Hatch & Cesario, Attorneys-at-Law

Bill Dobson
Executive Director

Deborah R.G. Cesario
Deborah R.G. Cesario
Senior Partner

Date

June 25, 2025

Date

Form W-9
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	Law Offices of Deborah R.G. Cesario	
	2 Business name/disregarded entity name, if different from above.	
	Doing business as Hatch & Cesario, Attorneys-at-Law	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input checked="" type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) </div> <p>Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Other (see instructions) </div>	
3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>		
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)		
5 Address (number, street, and apt. or suite no.). See instructions. 10531 4S Commons Drive, Suite 583		
6 City, state, and ZIP code San Diego, CA 92127		
7 List account number(s) here (optional)		
Requester's name and address (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-				-		
or									
Employer identification number									
4	7	-	2	9	0	8	1	8	5

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person 	Date April 22, 2024
------------------	--	--------------------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under “*By signing the filled-out form*” above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or “doing business as” (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner’s name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or	Individual/sole proprietor.
• Sole proprietorship	
• LLC classified as a partnership for U.S. federal tax purposes or	Limited liability company and enter the appropriate tax classification:
• LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5. ²
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

¹ See Form 1099-MISC, Miscellaneous Information, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/EIN. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Go to www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

Coversheet

Consent - Education/Student Services

Section: VIII. Consent
Item: B. Consent - Education/Student Services
Purpose: Vote
Submitted by: Gigi Lenz
Related Material: MOU_ Angels Foster Family Network and MY Academy 2025.7.10 (1).pdf

BACKGROUND:

The attached Memorandum of Understanding (MOU) outlines a collaborative partnership between Motivated Youth Academy (MYA) and Angels Foster Family Network. This agreement formalizes joint efforts to support at-promise youth and young adults by providing educational access and wraparound support services. Under this MOU, MYA will provide referred students with equitable access to public education and in-person academic support, while Angels Foster Family Network will extend its Teen Pregnancy & Parenting Program resources to referred MYA students. Both organizations have committed to shared communication, data collaboration (in accordance with FERPA), and participation in community-based events. This MOU strengthens MYA's outreach and support efforts for vulnerable populations and is recommended for board approval.

RECOMMENDATION:

It is recommended the Board approve the Memorandum of Understanding (MOU) between Angels Foster Family Network and Motivated Youth Academy (#1628).

MEMORANDUM of UNDERSTANDING

1) Purpose of Memorandum

The purpose of this Memorandum of Understanding (MOU) is to establish a collaborative relationship between Motivated Youth Academy (MY Academy/MYA) and Angels Foster Family Network. This MOU will document the details of their partnership.

2) Description of Partner Agencies

MY Academy is a flex-based California public charter school. MYA has been supporting successful student outcomes through independent study programs since 2014. The school has a full six year accreditation from the Western Association of Schools and Colleges (WASC). MY Academy offers a unique approach to education that combines the flexibility of online learning with the benefits of personalized face-to-face instruction. The design of MYA's "No Walls Approach" is for students seeking both virtual and in-person learning. Teachers meet students once per week, in person, in the communities where students live at mutually agreed upon public locations such as libraries, community centers, career centers and tribal halls. The foundation of these one on one meetings are MYA's core values; All Are Welcome, We Celebrate The Small Things, We Choose Hope, We Are Servant Leaders, Feedback Is Critical, We Pursue Gratitude.

Implementing an Enriched Virtual model of instruction each student has access to individualized curriculum, personalized teacher guidance, and scheduling flexibility. MYA allows students to learn at their own pace while receiving one on one support from credentialed teachers. This setup is designed to meet the needs of students who choose a more personalized educational experience compared to traditional classroom settings.

MYA focuses on serving At-Promise youth and young adults. Enrollment includes many students who have experienced significant barriers in accessing public education. The school has Dashboard Alternative School Status (DASS) indicating at least 70

% of the student population has been identified as members in one of twelve high risk student groups. MY Academy enrolls traditional age students in grades 6-12 and young adults age 19-24 seeking to earn a high school diploma.

Description of Partner Agency

The following roles and responsibilities have been mutually agreed upon by MY Academy and Angels Foster Family Network:

MY Academy agrees to:

- Provide MY Academy resources and support to eligible students referred by Angels Foster Family Network.
- Share information about community-based events and offer registration opportunities to referred students.
- Ensure equitable access to free public education for eligible referrals, with the goal of earning a high school diploma.
- Support Angels Foster Family Network by participating in community events sponsored by the organization.
- Share student contact information, as appropriate, to coordinate services for mutual clients, in accordance with FERPA regulations.
- Provide access to data on students served by both organizations (dual clients), in accordance with FERPA 1

guidelines.

Angels Foster Family Network Agrees to:

- Provide resources and support through the Teen Pregnancy & Parenting Program to participants referred

by MY Academy.

- Share information about relevant community-based events and services with MY Academy.
- Support MY Academy by participating in partner-sponsored community events.
- Share participant contact information, as appropriate, to coordinate services for mutual clients. • Provide relevant data on participants served by both organizations (dual clients) to support collaborative efforts.

4) Both organizations will: agree to designate a single point of contact for all communications related to this partnership:

- **MY Academy**

Bill Dobson, Director, Email: bdobson@myacademy.org, or their designee

- **Angels Foster Family Network, Ruby Martin, Program Director, Email: rmartin@angelsfoster.org, or their designee**

5) Timeline

The roles and responsibilities under this MOU will be in effect for 12 months from the time of execution. At the end of the 12 months, MY Academy and Angels Foster Family Network will meet to review the terms and conditions and address any concerns from both parties. Upon meeting, both parties may choose to renew the current MOU. *Any extensions or addendums must be made in writing and agreed upon by both parties.*

6) Conditions and Termination

Either organization may terminate this MOU at any time by giving 30 days written notice to the other organization.

Neither organization shall share client information with any person or organization outside of the respective organizations with written notice and consent.

7) Commitment to Partnership

We, the undersigned, have read and agree with this Memorandum of Understanding.

Motivated Youth Academy, Bill Dobson, Director, and Date:

Angels Foster Family Network Ruby Martin, Program Director and Date:

Coversheet

Consent - Personnel Services

Section:	VIII. Consent
Item:	C. Consent - Personnel Services
Purpose:	Vote
Submitted by:	
Related Material:	Office Assistant - Community Programs _To be approved.pdf Certificated Salary Schedule 2025-2026.pdf Certificated Specialist Salary Schedule 2025-2026.pdf Classified Salary Schedule 2025-2026.pdf Classified Mgmt Salary Schedule 2025-2026.pdf Administrative Salary Schedule 2025-2026.pdf



Office Assistant - Community Programs

Job Description

Reports To: Director or Designee

FLSA Status: Non-Exempt

Classification: Classified

Work Year: 12 months

Location: Remote work with required in-person meetings, training, and events; regular travel within Southern California is expected.

Position Summary

The Office Assistant – Community Programs provides general administrative and clerical support to the Operations and Community Programs teams. This position plays a key role in ensuring the smooth operation of office workflows by supporting scheduling, document organization, data entry, and internal communication. As an administrative role, the Office Assistant contributes to student support efforts through attention to detail, timely completion of clerical tasks, and collaboration with staff across departments.

Minimum Qualifications

- High school diploma or equivalent; college coursework in data management, accounting, or education preferred
- One year of clerical or administrative experience in an educational or customer service setting. State and federal background check (LiveScan) clearance per Education Code Section 44237.
- A recent TB test result obtained within the last 60 days per Education Code Section 49406, with subsequent tests every four years.
- Full-time access to a reliable transportation
- Cleared LiveScan background check and current TB test required upon employment

General Skills

- Strong attention to detail and accuracy
- Effective communication and interpersonal skills
- Flexibility and adaptability in a fast-paced environment
- Conflict resolution and collaborative team support

Office Assistant - Community Programs Job Description
Board Approval:



- Commitment to the school's mission, vision, and integrity

Essential Duties and Responsibilities

- Assist Operations and Program Manager and Community Program Specialist with general clerical needs
- Maintain organized digital and paper filing systems
- Perform accurate data entry into internal tracking systems
- Support student enrollment and event preparation by assembling materials, presentations and managing lists
- Schedule appointments, meetings, and calls for department staff
- Draft, format, and proofread internal communications and outreach materials
- Respond to general inquiries from staff, students, and community partners with professionalism
- Track inventory of department materials and request office supplies as needed
- Prepare documents, reports, presentations and forms under staff direction
- Provide light technical support and assist with virtual meeting and presentation logistics
- Participate in trainings, meetings, presentations and team check-ins
- Support enrollment efforts by participating in community outreach events, tabling opportunities, and school fairs to promote the school and connect with prospective students and families
Build and maintain relationships with local organizations, community centers, and service providers to support outreach and identify potential partnerships that help drive student enrollment
- Collaborate with the Community Programs team to prepare outreach materials, track outreach efforts, and follow up with interested families
- Assist with document translation or interpretation, if bilingual

Additional Responsibilities:

Respond to school-related emails, calls, and requests within one business day

Maintain confidentiality and handle sensitive information appropriately

Perform additional duties as assigned, including special projects and administrative support tasks

Knowledge and Abilities

The ideal candidate will be familiar with general office practices and procedures, possess proficiency in Microsoft Office (Word, Excel, Outlook), and be comfortable using basic cloud-based platforms such as Google Drive. They should demonstrate strong organizational skills, the ability to prioritize and complete tasks efficiently, and maintain a professional and customer service-oriented approach in all interactions. A basic understanding of educational or student service environments is preferred, along with the ability to handle sensitive information with discretion and maintain strict confidentiality.

Use of Computer Technology

Office Assistant - Community Programs Job Description
Board Approval:



To perform this job successfully, an individual must be proficient utilizing SEIS, 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 in a timely manner.

Physical Demands

The role requires meeting certain physical demands to perform job functions effectively. These include auditory and verbal communication, manual dexterity, computer and machinery operation, visual acuity for reading and student observation, flexibility for bending, kneeling, or crouching, as well as the ability to sit or stand for long durations. The position involves lifting up to 25 pounds independently and, with support, managing heavier loads. Additionally, driving to student meetings is necessary. Reasonable accommodations are available to support individuals with disabilities in fulfilling these requirements.

Work Environment

This position operates in a virtual home office environment requiring a flexible schedule and the ability to travel for student support, meetings, and school events. The role involves moderate noise levels, indoor and outdoor work in varying temperatures, and the necessity for personal transportation capable of 200-mile daily travel. Reasonable accommodations are provided for those with disabilities.

Hazards

The role involves potential physical hazards from intervening in altercations and dealing with dissatisfied individuals.

Employee Acknowledgement

The job description provided is not exhaustive and serves as a guide for the primary responsibilities and expectations of the position. Employees may be required to undertake additional tasks, follow supplementary instructions, and engage in other related duties as directed by their supervisor.

Employee Signature

Printed Name

Date

Office Assistant - Community Programs Job Description
Board Approval:



Certificated Salary Schedule 2025-2026

Certificated					Education Specialist				
Years of Service	Hourly Rate	Daily Rate	Annual (185 Days)	Annual (220 Days)	Years of Service	Hourly Rate	Daily Rate	Annual (185 Days)	Annual (220 Days)
Intern	\$ 29.58	\$ 236.64	\$ 43,778.40	\$ 52,060.80	Intern	\$ 34.01	\$ 272.08	\$ 51,695.20	\$ 59,857.60
0	\$ 36.97	\$ 295.76	\$ 54,715.60	\$ 65,067.20	0	\$ 42.51	\$ 340.08	\$ 64,615.20	\$ 74,817.60
1	\$ 37.70	\$ 301.60	\$ 55,796.00	\$ 66,352.00	1	\$ 43.36	\$ 346.88	\$ 65,907.20	\$ 76,313.60
2	\$ 38.46	\$ 307.68	\$ 56,920.80	\$ 67,689.60	2	\$ 44.23	\$ 353.84	\$ 67,229.60	\$ 77,844.80
3	\$ 39.23	\$ 313.84	\$ 58,060.40	\$ 69,044.80	3	\$ 45.11	\$ 360.88	\$ 68,567.20	\$ 79,393.60
4	\$ 40.01	\$ 320.08	\$ 59,214.80	\$ 70,417.60	4	\$ 46.02	\$ 368.16	\$ 69,950.40	\$ 80,995.20
5	\$ 40.81	\$ 326.48	\$ 60,398.80	\$ 71,825.60	5	\$ 46.93	\$ 375.44	\$ 71,333.60	\$ 82,596.80
6	\$ 41.64	\$ 333.12	\$ 61,627.20	\$ 73,286.40	6	\$ 47.88	\$ 383.04	\$ 72,777.60	\$ 84,268.80
7	\$ 42.47	\$ 339.76	\$ 62,855.60	\$ 74,747.20	7	\$ 48.84	\$ 390.72	\$ 74,236.80	\$ 85,958.40
8	\$ 43.31	\$ 346.48	\$ 64,098.80	\$ 76,225.60	8	\$ 49.81	\$ 398.48	\$ 75,711.20	\$ 87,665.60
9	\$ 44.19	\$ 353.52	\$ 65,401.20	\$ 77,774.40	9	\$ 50.80	\$ 406.40	\$ 77,216.00	\$ 89,408.00
10	\$ 45.06	\$ 360.48	\$ 66,688.80	\$ 79,305.60	10	\$ 51.82	\$ 414.56	\$ 78,766.40	\$ 91,203.20
11	\$ 45.96	\$ 367.68	\$ 68,020.80	\$ 80,889.60	11	\$ 52.86	\$ 422.88	\$ 80,347.20	\$ 93,033.60
12	\$ 46.88	\$ 375.04	\$ 69,382.40	\$ 82,508.80	12	\$ 53.91	\$ 431.28	\$ 81,943.20	\$ 94,881.60
13	\$ 47.83	\$ 382.64	\$ 70,788.40	\$ 84,180.80	13	\$ 55.00	\$ 440.00	\$ 83,600.00	\$ 96,800.00
14	\$ 48.78	\$ 390.24	\$ 72,194.40	\$ 85,852.80	14	\$ 56.10	\$ 448.80	\$ 85,272.00	\$ 98,736.00
15	\$ 49.75	\$ 398.00	\$ 73,630.00	\$ 87,560.00	15	\$ 57.21	\$ 457.68	\$ 86,959.20	\$ 100,689.60
16	\$ 50.75	\$ 406.00	\$ 75,110.00	\$ 89,320.00	16	\$ 58.36	\$ 466.88	\$ 88,707.20	\$ 102,713.60
17	\$ 51.77	\$ 414.16	\$ 76,619.60	\$ 91,115.20	17	\$ 59.53	\$ 476.24	\$ 90,485.60	\$ 104,772.80
18	\$ 52.80	\$ 422.40	\$ 78,144.00	\$ 92,928.00	18	\$ 60.72	\$ 485.76	\$ 92,294.40	\$ 106,867.20
19	\$ 53.86	\$ 430.88	\$ 79,712.80	\$ 94,793.60	19	\$ 61.94	\$ 495.52	\$ 94,148.80	\$ 109,014.40
20	\$ 54.93	\$ 439.44	\$ 81,296.40	\$ 96,676.80	20	\$ 63.17	\$ 505.36	\$ 96,018.40	\$ 111,179.20
Step Factor:		1.02			Step Factor:		1.02		
Step Placement:									
Initial salary step placement is based on up to 5 years of related teaching experience. Higher step placement may be approved by the Director and confirmed by the Board of									
Directors for shortage areas. Eligibility for salary step advancement is reviewed on July 1 of each fiscal year and is based upon completion of at least 75% of the work year calendar,									
the School's budget solvency, employee performance, and any other relevant factors.									
Intern - 80% of step 1 of certificated schedule									
Education Stipend:									
Effective 7/1/19 certificated personnel in possession of a educationally related advanced degree									
from an accredited college or university will receive an annual stipend.									
Master's		\$1,500.00							
Master's + Doctorate		\$3,000.00							
Employees serving in positions that are 50% FTE or greater are eligible for the education stipend.									
Professional Development:									
Staff will be compensated using step 7 of the certificated salary schedule for their attendance at management									
directed staff development or training days outside of their regular work year calendar.									



Certificated Specialist Salary Schedule 2025-2026

	Speech Language Pathologist			School Counselor				School Psychologist			Special Projects Coordinator Program Manager		
Work Year	185			205/220				220			220		
	Hourly	Daily	Annual	Hourly	Daily	Annual (205)	Annual (220)	Hourly	Daily	Annual	Hourly	Daily	Annual
1	\$50.15	\$401.20	\$74,222.00	\$46.59	\$372.73	\$76,409.21	\$82,000.13	\$63.36	\$506.88	\$111,514.23	\$65.53	\$524.20	\$115,324.30
2	\$51.41	\$411.28	\$76,086.80	\$47.76	\$382.05	\$78,319.45	\$84,050.14	\$64.94	\$519.55	\$114,302.09	\$67.16	\$537.31	\$118,207.41
3	\$52.69	\$421.52	\$77,981.20	\$48.95	\$391.60	\$80,277.43	\$86,151.39	\$66.57	\$532.54	\$117,159.64	\$68.84	\$550.74	\$121,162.60
4	\$54.01	\$432.08	\$79,934.80	\$50.17	\$401.39	\$82,284.37	\$88,305.17	\$68.23	\$545.86	\$120,088.63	\$70.56	\$564.51	\$124,191.66
5	\$55.36	\$442.88	\$81,932.80	\$51.43	\$411.42	\$84,341.48	\$90,512.80	\$69.94	\$559.50	\$123,090.85	\$72.33	\$578.62	\$127,296.45
6	\$56.74	\$453.95	\$83,979.88	\$52.71	\$421.71	\$86,450.30	\$92,775.94	\$71.69	\$573.49	\$126,168.12	\$74.14	\$593.09	\$130,478.86
7	\$58.16	\$465.29	\$86,079.38	\$54.03	\$432.25	\$88,611.26	\$95,095.01	\$73.48	\$587.83	\$129,322.32	\$75.99	\$607.91	\$133,740.84
8	\$59.62	\$476.93	\$88,231.37	\$55.38	\$443.06	\$90,826.55	\$97,472.39	\$75.32	\$602.52	\$132,555.38	\$77.89	\$623.11	\$137,084.36
9	\$61.11	\$488.85	\$90,437.15	\$56.77	\$454.13	\$93,097.21	\$99,909.20	\$77.19	\$617.55	\$135,860.74	\$79.84	\$638.69	\$140,511.47
10	\$61.41	\$491.25	\$90,880.47	\$58.19	\$465.49	\$95,424.64	\$102,406.93	\$79.13	\$633.05	\$139,271.62	\$81.83	\$654.66	\$144,024.25
Step Factor			\$ 1.03				\$ 1.03			\$ 1.03			1.025
Education Stipend:													
Effective 7/1/19 certificated personnel in possession of a educationally related advanced degree from an accredited college or university will receive an annual stipend.													
Master's		\$1,500.00											
Master's + Doctorate		\$3,000.00											
Employees serving in positions that are 50% FTE or greater are eligible for the education stipend.													
Eligibility for salary step advancement is reviewed on July 1 of each fiscal year and is based upon completion of at least 75% of the work year calendar, the School's budget solvency, employee performance, and any other relevant factors.													

MY Academy - Regular Meeting of the Board of Directors - Agenda - Thursday July 10, 2025 at 9:00 AM



		Classified Salary Schedule 2024-2025																													
STEP		1			2			3			4			5			6			7			8			9			10		
	H	M	A	H	M	A	H	M	A	H	M	A	H	M	A	H	M	A	H	M	A	H	M	A	H	M	A	H	M	A	
1	\$18.24	\$3,161.60	\$37,939.40	\$18.79	\$3,256.45	\$39,077.38	\$19.35	\$3,354.14	\$40,249.70	\$19.93	\$3,454.77	\$41,457.19	\$20.53	\$3,558.41	\$42,700.00	\$21.15	\$3,665.16	\$43,981.93	\$21.78	\$3,775.12	\$45,301.39	\$22.43	\$3,888.37	\$46,660.41	\$23.11	\$4,005.02	\$48,000.24	\$23.80	\$4,125.17	\$49,502.05	1
2	\$18.70	\$3,240.64	\$38,807.88	\$19.26	\$3,337.86	\$40,054.11	\$19.83	\$3,437.99	\$41,255.90	\$20.43	\$3,541.13	\$42,493.62	\$21.04	\$3,647.37	\$43,769.01	\$21.67	\$3,756.79	\$45,081.48	\$22.32	\$3,869.49	\$46,433.03	\$22.99	\$3,985.58	\$47,826.97	\$23.68	\$4,105.15	\$49,261.75	\$24.39	\$4,228.30	\$50,739.60	2
3	\$19.16	\$3,321.66	\$39,659.87	\$20.23	\$3,504.94	\$42,092.26	\$20.84	\$3,612.08	\$43,334.52	\$21.46	\$3,720.40	\$44,614.86	\$22.13	\$3,832.02	\$45,984.28	\$22.77	\$3,946.98	\$47,763.75	\$23.45	\$4,065.39	\$49,786.63	\$24.16	\$4,187.35	\$50,248.11	\$24.88	\$4,312.97	\$51,765.63	\$25.63	\$4,442.36	\$53,309.29	3
4	\$19.64	\$3,404.70	\$40,509.42	\$20.23	\$3,504.94	\$42,092.26	\$20.84	\$3,612.08	\$43,334.52	\$21.46	\$3,720.40	\$44,614.86	\$22.13	\$3,832.02	\$45,984.28	\$22.77	\$3,946.98	\$47,763.75	\$23.45	\$4,065.39	\$49,786.63	\$24.16	\$4,187.35	\$50,248.11	\$24.88	\$4,312.97	\$51,765.63	\$25.63	\$4,442.36	\$53,309.29	4
5	\$20.13	\$3,489.81	\$41,877.70	\$20.74	\$3,594.51	\$43,134.11	\$21.36	\$3,702.34	\$44,428.13	\$22.00	\$3,813.41	\$45,760.98	\$22.66	\$3,927.82	\$47,131.81	\$23.34	\$4,045.65	\$48,547.82	\$24.04	\$4,167.02	\$50,050.20	\$24.76	\$4,292.03	\$51,504.33	\$25.50	\$4,420.79	\$53,059.53	\$26.27	\$4,553.42	\$54,641.00	5
6	\$20.64	\$3,577.06	\$42,924.72	\$21.26	\$3,684.37	\$44,212.44	\$21.89	\$3,794.90	\$45,538.85	\$22.55	\$3,908.75	\$46,905.00	\$23.23	\$4,026.01	\$48,312.15	\$23.92	\$4,146.79	\$49,761.12	\$24.64	\$4,271.20	\$51,254.38	\$25.38	\$4,399.33	\$52,791.99	\$26.14	\$4,531.31	\$54,379.78	\$26.93	\$4,667.25	\$56,007.03	6
7	\$21.15	\$3,666.49	\$43,997.88	\$21.79	\$3,776.48	\$45,117.79	\$22.44	\$3,889.78	\$46,577.33	\$23.13	\$4,006.47	\$48,077.63	\$23.81	\$4,126.66	\$49,519.96	\$24.52	\$4,250.46	\$51,051.56	\$25.26	\$4,377.98	\$52,535.77	\$26.02	\$4,509.32	\$54,111.77	\$26.80	\$4,644.60	\$55,755.13	\$27.60	\$4,783.91	\$57,407.20	7
8	\$21.68	\$3,748.15	\$45,097.79	\$22.33	\$3,879.89	\$46,400.72	\$23.00	\$3,997.02	\$47,842.22	\$23.69	\$4,106.63	\$49,279.57	\$24.40	\$4,229.83	\$50,779.98	\$25.13	\$4,356.72	\$52,290.69	\$25.76	\$4,465.64	\$53,587.75	\$26.54	\$4,599.61	\$55,195.24	\$27.33	\$4,737.60	\$56,851.22	\$28.15	\$4,879.73	\$58,556.76	8
9	\$22.22	\$3,832.30	\$46,225.32	\$22.89	\$3,967.67	\$47,811.79	\$23.58	\$4,086.70	\$49,000.31	\$24.28	\$4,209.30	\$50,511.56	\$25.03	\$4,335.58	\$52,026.90	\$25.76	\$4,465.64	\$53,587.75	\$26.54	\$4,599.61	\$55,195.24	\$27.33	\$4,737.60	\$56,851.22	\$28.15	\$4,879.73	\$58,556.76	\$29.00	\$5,026.12	\$60,311.44	9
10	\$22.70	\$3,948.41	\$47,380.86	\$23.46	\$4,066.86	\$48,802.29	\$24.17	\$4,188.86	\$50,266.31	\$24.89	\$4,314.53	\$51,774.35	\$25.64	\$4,443.96	\$53,327.08	\$26.41	\$4,577.28	\$54,927.40	\$27.20	\$4,714.60	\$56,575.32	\$28.02	\$4,856.04	\$58,272.48	\$28.86	\$5,001.72	\$60,000.60	\$29.72	\$5,151.77	\$61,821.28	10
11	\$23.35	\$4,047.12	\$48,565.38	\$24.05	\$4,168.53	\$50,022.31	\$24.77	\$4,293.58	\$51,523.00	\$25.51	\$4,422.39	\$53,068.73	\$26.28	\$4,555.06	\$54,600.77	\$27.07	\$4,691.72	\$56,300.59	\$27.88	\$4,832.47	\$57,989.81	\$28.72	\$4,977.44	\$59,729.30	\$29.58	\$5,126.76	\$61,521.13	\$30.46	\$5,280.57	\$63,366.81	11
12	\$23.93	\$4,148.29	\$49,779.53	\$24.65	\$4,272.74	\$51,272.00	\$25.39	\$4,400.92	\$52,813.00	\$26.15	\$4,532.95	\$54,395.42	\$26.94	\$4,668.94	\$56,027.29	\$27.74	\$4,809.03	\$57,708.10	\$28.58	\$4,953.28	\$59,439.35	\$29.43	\$5,101.88	\$61,222.53	\$30.32	\$5,254.93	\$63,059.20	\$31.23	\$5,412.58	\$64,950.98	12
13	\$24.53	\$4,232.00	\$51,034.01	\$25.27	\$4,379.56	\$52,754.77	\$26.02	\$4,510.95	\$54,131.37	\$26.83	\$4,646.28	\$55,759.33	\$27.62	\$4,785.46	\$57,427.93	\$28.44	\$4,929.23	\$59,159.43	\$29.29	\$5,077.13	\$60,925.31	\$30.17	\$5,229.42	\$62,751.00	\$31.07	\$5,386.31	\$64,645.68	\$32.00	\$5,547.80	\$66,573.75	13
14	\$25.14	\$4,358.30	\$52,959.63	\$25.90	\$4,489.05	\$53,868.59	\$26.68	\$4,623.72	\$55,484.63	\$27.48	\$4,762.43	\$57,149.19	\$28.30	\$4,906.31	\$58,863.07	\$29.15	\$5,052.46	\$60,629.58	\$30.02	\$5,204.04	\$62,448.46	\$30.92	\$5,360.16	\$64,321.92	\$31.85	\$5,520.96	\$66,251.58	\$32.81	\$5,686.59	\$68,235.12	14
15	\$25.77	\$4,467.26	\$53,607.10	\$26.55	\$4,601.28	\$55,215.31	\$27.34	\$4,739.31	\$56,874.77	\$28.16	\$4,881.49	\$58,577.92	\$29.01	\$5,027.94	\$60,335.40	\$29.88	\$5,178.78	\$62,145.32	\$30.77	\$5,334.14	\$64,009.48	\$31.70	\$5,494.16	\$65,929.97	\$32.65	\$5,658.99	\$67,807.87	\$33.63	\$5,828.76	\$69,945.10	15
16	\$26.42	\$4,578.94	\$54,947.37	\$27.21	\$4,716.31	\$56,935.60	\$28.03	\$4,857.80	\$58,293.50	\$28.87	\$5,003.13	\$60,041.37	\$29.73	\$5,153.64	\$61,841.64	\$30.62	\$5,308.25	\$63,698.95	\$31.54	\$5,467.49	\$65,609.03	\$32.62	\$5,627.47	\$67,529.60	\$33.63	\$5,802.29	\$69,529.60	\$34.63	\$6,002.29	\$72,027.40	16
17	\$27.08	\$4,691.41	\$56,420.08	\$27.89	\$4,834.22	\$58,010.88	\$28.73	\$4,979.24	\$59,780.00	\$29.59	\$5,128.42	\$61,544.43	\$30.48	\$5,282.48	\$63,397.73	\$31.39	\$5,440.95	\$65,291.42	\$32.33	\$5,604.18	\$67,240.37	\$33.30	\$5,772.31	\$69,267.67	\$34.30	\$5,945.48	\$71,486.70	\$35.38	\$6,123.84	\$73,468.07	17
18	\$27.75	\$4,810.75	\$57,729.88	\$28.59	\$4,955.07	\$59,460.25	\$29.44	\$5,101.72	\$61,244.62	\$30.33	\$5,256.43	\$63,082.03	\$31.24	\$5,414.94	\$64,974.68	\$32.17	\$5,576.98	\$66,923.71	\$33.14	\$5,744.29	\$68,933.42	\$34.13	\$5,916.62	\$70,989.36	\$35.16	\$6,094.11	\$73,139.34	\$36.23	\$6,276.94	\$75,323.23	18
19	\$28.45	\$4,931.02	\$59,172.30	\$29.30	\$5,078.95	\$60,947.37	\$30.18	\$5,231.32	\$62,779.73	\$31.09	\$5,388.26	\$64,639.00	\$32.02	\$5,549.50	\$66,598.84	\$32.98	\$5,716.40	\$68,596.80	\$33.97	\$5,897.89	\$70,654.73	\$34.99	\$6,064.53	\$72,774.33	\$36.04	\$6,246.40	\$74,957.58	\$37.12	\$6,433.88	\$77,206.31	19
20	\$29.16	\$5,054.29	\$60,651.81	\$30.03	\$5,205.92	\$62,471.05	\$30.94	\$5,362.10	\$64,445.10	\$31.86	\$5,522.94	\$66,275.54	\$32.82	\$5,688.65	\$68,261.83	\$33.80	\$5,859.31	\$70,311.72	\$34.82	\$6,035.09	\$72,423.07	\$35.86	\$6,216.14	\$74,593.71	\$36.23	\$6,426.53	\$76,918.46	\$39.38	\$6,625.33	\$79,518.46	20
21	\$29.89	\$5,180.65	\$62,107.80	\$30.79	\$5,336.07	\$64,032.81	\$31.71	\$5,496.15	\$65,953.87	\$32.66	\$5,661.04	\$67,812.43	\$33.64	\$5,830.87	\$69,970.40	\$34.65	\$6,005.79	\$72,065.52	\$35.69	\$6,185.97	\$74,231.00	\$36.76	\$6,371.55	\$76,458.57	\$37.83	\$6,562.69	\$78,752.33	\$39.00	\$6,769.57	\$81,114.87	21
22	\$30.64	\$5,310.17	\$63,721.09	\$31.55	\$5,494.47	\$65,633.33	\$32.50	\$5,633.56	\$67,600.60	\$33.48	\$5,802.36	\$69,800.74	\$34.48	\$5,976.44	\$72,129.68	\$35.48	\$6,155.94	\$74,871.21	\$36.58	\$6,340.62	\$76,889.39	\$37.68	\$6,530.83	\$79,170.01	\$38.81	\$6,726.78	\$81,701.31	\$39.97	\$6,928.56	\$83,141.78	22
23	\$31.40	\$5,442.92	\$65,335.08	\$32.34	\$5,606.21	\$67,274.40	\$33.31	\$5,774.39	\$69,292.72	\$34.31	\$5,947.83	\$71,171.53	\$35.34	\$6,126.05	\$73,512.85	\$36.40	\$6,309.84	\$75,718.03	\$37.49	\$6,499.13	\$77,989.35	\$38.62	\$6,694.11	\$80,329.23	\$39.78	\$6,894.99	\$82,739.43	\$40.97	\$7,101.78	\$85,221.31	23
24	\$32.19	\$5,578.99	\$66,947.92	\$33.15	\$5,746.36	\$68,956.36	\$34.15	\$5,918.75	\$71,025.05	\$35.17	\$6,096.12	\$73,155.80	\$36.23	\$6,279.21	\$75,300.47	\$37.31	\$6,467.58	\$77,610.49	\$38.43	\$6,661.63	\$79,939.31	\$39.59	\$6,861.46	\$82,337.41	\$40.77	\$7,067.30	\$84,897.62	\$42.00	\$7,279.32	\$87,351.85	24
25	\$32.99	\$5,718.47	\$68,621.82	\$33.98	\$5,890.02	\$70,680.26	\$35.00	\$6,066.72	\$72,900.67	\$36.05	\$6,248.72	\$74,984.69	\$37.13	\$6,436.39	\$77,234.23	\$38.25	\$6,629.27	\$79,551.26	\$39.39	\$6,828.15	\$81,937.80	\$40.57	\$7,032.99	\$84,395.91	\$41.79	\$7,243.98	\$86,927.83	\$43.05	\$7,461.30	\$89,535.64	25
26	\$33.82	\$5,861.43	\$70,337.18	\$34.83	\$6,037.27	\$72,447.27	\$35.88	\$6,218.99	\$74,620.60	\$36.95	\$6,404.94	\$76,859.33	\$38.06	\$6,597.09	\$79,165.99	\$39.20	\$6,795.00	\$81,540.08	\$40.38	\$6,998.85	\$83,986.34	\$41.59	\$7,208.82	\$86,105.83	\$42.84	\$7,425.08	\$88,101.60	\$44.12	\$7,647.84	\$91,774.03	26
27	\$34.66	\$6,007.97	\$72,095.48	\$35.70	\$6,189.20	\$74,238.41	\$36.77	\$6,373.85	\$76,486.21	\$37.88	\$6,565.07	\$78,780.79	\$39.01	\$6,762.02	\$81,144.22	\$40.18	\$6,964.88	\$83,578.54	\$41.39	\$7,172.82	\$86,095.03	\$42.63	\$7,389.04	\$88,668.41	\$44.93	\$7,610.71	\$91,128.83	\$46.29	\$7,839.09	\$94,084.29	27
28	\$35.53	\$6,158.38	\$73,897.87	\$36.59	\$6,342.91	\$76,114.01	\$37.69	\$6,533.20	\$78,398.33	\$38.82	\$6,729.19	\$80,750.31	\$39.99	\$6,931.07	\$83,174.22	\$41.19	\$7,139.00	\$85,665.01	\$42.42	\$7,353.17	\$88,230.05	\$43.69	\$7,573.00	\$90,865.13	\$46.93	\$7,800.98	\$93,611.74	\$48.36	\$8,035.01	\$96,420.10	28
29	\$36.42	\$6,312.12	\$75,740.44	\$37.51	\$6,501.48	\$78,017.79	\$38.63	\$6,696.53	\$80,538.37	\$39.79	\$6,897.42	\$82,702.44	\$40.99	\$7,104.35	\$84,642.22	\$42.22	\$7,317.48	\$87,809.71	\$43.48	\$7,537.00	\$90,444.03	\$44.79	\$7,763.11	\$93,157.37	\$48.63	\$7,996.00	\$95,952.02	\$47.51	\$8,235.88	\$98,630.60	29
30	\$37.33	\$6,469.92	\$77,639.06	\$38.45	\$6,664.02	\$79,96																									



Classified Mgmt Salary Schedule 2025-2026

Classified Management Salary Schedule

STEP	1			2			3			4			5			6			7			8			9			10		
Grade	H	M	A	H	M	A	H	M	A	H	M	A	H	M	A	H	M	A	H	M	A	H	M	A	H	M	A	H	M	A
36	\$45.37	\$7,864.57	\$94,769.05	\$46.73	\$8,100.00	\$97,209.09	\$48.13	\$8,340.06	\$100,166.75	\$49.56	\$8,580.35	\$103,129.21	\$51.06	\$8,851.10	\$106,173.93	\$52.60	\$9,166.09	\$109,400.73	\$54.27	\$9,500.19	\$112,800.24	\$56.00	\$9,871.89	\$116,362.70	\$57.87	\$9,963.05	\$119,546.50	\$59.20	\$10,260.91	\$123,139.53
37	\$46.50	\$8,060.74	\$96,728.84	\$47.90	\$8,302.56	\$99,630.71	\$49.34	\$8,551.64	\$102,619.63	\$50.82	\$8,808.18	\$105,698.22	\$52.34	\$9,072.43	\$108,868.70	\$53.91	\$9,344.60	\$112,135.24	\$55.53	\$9,624.94	\$115,499.20	\$57.19	\$9,913.69	\$118,964.27	\$58.91	\$10,211.10	\$122,538.20	\$60.68	\$10,517.43	\$126,209.20
38	\$47.67	\$8,262.26	\$99,147.08	\$49.10	\$8,510.12	\$102,121.47	\$50.57	\$8,765.43	\$105,185.12	\$52.09	\$9,028.39	\$108,340.67	\$53.65	\$9,299.24	\$111,580.91	\$55.26	\$9,578.22	\$114,918.42	\$56.92	\$9,865.56	\$118,396.70	\$58.62	\$10,161.53	\$121,918.38	\$60.38	\$10,466.38	\$125,096.50	\$62.19	\$10,780.37	\$129,364.43
39	\$48.86	\$8,468.83	\$101,620.74	\$50.32	\$8,722.88	\$104,674.51	\$51.83	\$8,984.58	\$107,814.70	\$53.39	\$9,214.10	\$111,049.19	\$54.99	\$9,513.72	\$114,380.68	\$56.64	\$9,817.67	\$117,812.08	\$58.34	\$10,112.00	\$121,340.40	\$60.09	\$10,415.17	\$124,886.84	\$61.89	\$10,728.04	\$128,736.40	\$63.75	\$11,049.88	\$132,098.54
40	\$50.08	\$8,680.33	\$106,166.18	\$51.58	\$8,940.89	\$107,201.17	\$53.13	\$9,209.18	\$110,310.12	\$54.71	\$9,485.43	\$113,457.42	\$56.37	\$9,770.01	\$116,740.38	\$58.08	\$10,063.12	\$120,792.48	\$59.80	\$10,365.09	\$124,789.13	\$61.59	\$10,675.96	\$128,115.70	\$63.34	\$10,996.24	\$131,564.89	\$65.14	\$11,326.13	\$135,911.26
41	\$51.33	\$8,897.55	\$108,770.54	\$52.87	\$9,164.47	\$109,873.66	\$54.46	\$9,439.43	\$113,272.83	\$56.09	\$9,722.59	\$116,671.05	\$57.77	\$10,014.27	\$120,175.10	\$59.51	\$10,314.69	\$123,778.32	\$61.29	\$10,624.13	\$127,689.65	\$63.13	\$10,942.86	\$131,314.30	\$65.03	\$11,271.14	\$135,053.71	\$66.98	\$11,609.28	\$139,911.13
42	\$52.62	\$9,118.98	\$109,430.80	\$54.19	\$9,393.58	\$112,723.00	\$55.82	\$9,675.39	\$116,304.69	\$57.49	\$9,965.65	\$119,187.83	\$59.22	\$10,264.62	\$123,175.48	\$61.00	\$10,572.56	\$126,876.71	\$62.83	\$10,889.74	\$130,679.80	\$64.71	\$11,216.43	\$134,597.15	\$66.65	\$11,552.92	\$138,639.07	\$68.65	\$11,899.51	\$142,794.12
43	\$53.93	\$9,347.88	\$112,175.80	\$55.55	\$9,628.42	\$115,541.07	\$57.22	\$9,917.28	\$119,007.11	\$58.93	\$10,214.79	\$122,577.17	\$60.70	\$10,521.34	\$126,254.85	\$62.52	\$10,836.87	\$130,042.50	\$64.40	\$11,161.88	\$133,943.77	\$66.33	\$11,496.84	\$137,862.08	\$68.32	\$11,841.75	\$142,000.80	\$70.37	\$12,197.00	\$146,363.07
44	\$55.28	\$9,589.58	\$114,980.10	\$56.94	\$9,869.13	\$118,429.60	\$58.65	\$10,160.21	\$122,960.49	\$60.40	\$10,470.16	\$126,541.34	\$62.22	\$10,784.27	\$130,433.17	\$64.08	\$11,107.60	\$133,790.16	\$66.00	\$11,444.03	\$137,293.36	\$67.99	\$11,784.26	\$141,431.94	\$70.01	\$12,137.70	\$145,833.63	\$72.13	\$12,501.92	\$150,003.81
45	\$56.66	\$9,823.22	\$117,854.70	\$58.36	\$10,115.86	\$121,390.34	\$60.11	\$10,419.34	\$125,032.08	\$61.91	\$10,731.92	\$128,769.01	\$63.77	\$11,053.88	\$132,646.70	\$65.69	\$11,385.49	\$136,425.50	\$67.66	\$11,727.06	\$140,723.67	\$69.69	\$12,078.87	\$144,946.41	\$71.76	\$12,441.23	\$149,284.83	\$73.93	\$12,814.47	\$153,773.61

Step Factor	\$1.80
Grade Factor	\$1.03

The annual amounts listed reflect a full time, 12 month salary.

Education Stipend:	
Effective 7/1/19 classified personnel in possession of a related advanced degree from an accredited college or university will receive an annual stipend.	
Bachelor's	\$100.00
Master's	\$1,000.00
Master's + Doctorate	\$1,000.00
Employees serving in positions that are 50% FTE or greater are eligible for the education stipend.	

Eligibility for salary step advancement is reviewed on July 1 of each fiscal year and is based upon completion of at least 75% of the work year calendar, the school's budget salary, employee performance, and any other relevant factors.



Administrative Salary Schedule 2025-2026

		1		2		3		4		5		6	
CLASSIFICATION	Work Year	Daily	Annual	Daily	Annual	Daily	Annual	Daily	Annual	Daily	Annual	Daily	Annual
Assistant Director	220	\$ 466.05	\$ 102,532.05	\$ 480.04	\$ 105,608.01	\$ 494.44	\$ 108,776.25	\$ 509.27	\$ 112,039.54	\$ 524.55	\$ 115,400.73	\$ 540.29	\$ 118,862.75
Director/CEO	220	\$ 632.74	\$ 139,203.68	\$ 651.73	\$ 143,379.80	\$ 671.28	\$ 147,681.19	\$ 691.42	\$ 152,111.62	\$ 712.16	\$ 156,674.97	\$ 733.52	\$ 161,375.22
Executive Director	220	\$ 749.74	\$ 164,943.38	\$ 772.23	\$ 169,891.68	\$ 795.40	\$ 174,988.43	\$ 819.26	\$ 180,238.08	\$ 843.84	\$ 185,645.22	\$ 869.16	\$ 191,214.58
Chief Executive Officer	220	\$ 949.29	\$ 208,844.59	\$ 977.77	\$ 215,109.93	\$1,007.11	\$ 221,563.23	\$ 1,037.32	\$ 228,210.12	\$ 1,068.44	\$ 235,056.43	\$ 1,100.49	\$ 242,108.12
Step Factor	\$1.03												
Education Stipend:													
Effective 7/1/19 certificated personnel in possession of a educationally related advanced degree													
from an accredited college or university will receive an annual stipend.													
Master's		\$1,500.00											
Master's + Doctorate		\$3,000.00											
Employees serving in positions that are 50% FTE or greater are eligible for the education stipend.													

Coversheet

Approval of a One-Time Retention Bonus

Section: IX. Personnel Services
Item: A. Approval of a One-Time Retention Bonus
Purpose: Vote
Submitted by: Bill Dobson

BACKGROUND:

The unique educational model of Motivated Youth Academy (MYA) requires staff to develop and apply specialized skills to support student success. In light of the ongoing statewide shortage of both certificated and classified personnel, MYA seeks to recognize the dedication and commitment of its staff.

It is proposed that a one-time retention bonus of 3% be issued to all employees who were employed during the 2024–2025 school year and have signed an employment agreement for the 2025–2026 school year.

MYA is projected to close the fiscal year with a budget surplus, continuing a positive trend of increased enrollment, improved attendance yield, and year-over-year growth.

This proposal has been thoroughly reviewed by MYA's fiscal services team. While the total bonus amount may appear modest, it has been carefully calculated to align with MYA's financial priorities, including maintaining healthy cash reserves and managing days cash on hand—both of which will be impacted as the school continues to grow and operational expenses rise.

The proposal also accounts for the possibility of delayed state payments (deferrals) and anticipated reductions in certain federal funding sources.

RECOMMENDATION:

It is recommended the Board approve a one-time retention bonus for Motivated Youth Academy returning staff as presented.

Fiscal Impact: \$66,000